

# REQUEST FOR PROPOSALS (RFP)

## Town of Akron – Town Hall Entry Structure (Canopy / Entry Canopy)

**Project Location:** 250 Main Avenue, Akron, CO 80720

**Issuing Entity:** Town of Akron, Colorado

### I. INTRODUCTION

The Town of Akron, Colorado is requesting proposals from qualified and experienced firms to design, fabricate, and install a permanent entry structure at the main public entrance of Akron Town Hall, located at 250 Main Avenue, Akron, Colorado.

The Town has developed a preliminary design concept to illustrate desired scale, placement, and architectural intent. Proposers are encouraged to use this concept as a reference while proposing their own complete design solution that meets the project objectives and performance requirements described in this RFP.

This RFP is issued in accordance with the Town of Akron Purchasing Policy (adopted March 4, 2024) and applicable Colorado Revised Statutes. The contract will be awarded based on best value, considering both price and qualitative factors.

### II. PROJECT OVERVIEW AND OBJECTIVES

The primary objectives of this project are to:

- Provide durable, year-round weather protection for visitors and staff
- Enhance ADA-accessible entry conditions
- Improve the architectural identity and civic presence of Town Hall
- Deliver a long-lasting, low-maintenance structure suitable for Eastern Plains wind, snow, and sun exposure

The Town seeks a turnkey solution, inclusive of design, fabrication, permitting coordination, and installation.

### III. SCOPE OF WORK

The selected proposer shall provide a turnkey design-build solution for the Town Hall entry structure, including final design, fabrication, permitting coordination, and installation.

The Town-provided Concept Design is intended to communicate preferred scale, location, and general aesthetic direction. Proposers may adapt or refine the concept as needed to deliver a durable, code-compliant, and constructible solution. Any significant departures from the concept should be clearly identified and justified in the proposal.

The scope of work shall include, at a minimum:

#### **A. Design**

- Develop a complete proposed design for the entry structure, informed by the Town's Concept Design
- Provide conceptual drawings, renderings, or elevations sufficient to convey the proposed solution
- Finalize construction and shop drawings following selection and Town review
- Ensure the design is compatible with the existing Town Hall façade and downtown context

#### **B. Materials and Fabrication**

- Propose and fabricate high-quality, weather-resistant materials suitable for Northeastern Colorado conditions
- Design to meet or exceed applicable wind and snow load requirements
- Clearly identify all proposed materials, finishes, and manufacturers

#### **C. Permitting and Code Compliance**

- Coordinate with the Town on required building permits
- Ensure compliance with all applicable building, structural, and accessibility codes

#### **D. Installation**

- Protect existing building finishes and interior spaces during construction
- Install all structural supports, anchors, trim, flashing, and related components
- Deliver a complete, secure, and weather-tight installation
- Remove all debris and restore the site upon completion
- Coordinate and collaborate with the Town's selected signage installer to ensure compatibility with the new Akron Town Hall sign, including accommodation of sign mounting locations, clearances, and electrical conduit and wiring pathways as shown in the Town-provided signage attachment. The entry structure design and installation shall not conflict with sign placement, visibility, or required electrical infrastructure.

## IV. PROJECT SCHEDULE

Proposals shall include:

- Estimated start date
- Fabrication lead time
- Installation duration
- Substantial completion timeline

### **Not-to-Exceed Date of Completion:**

All work associated with this project must be substantially complete **no later than October 15, 2026**, unless otherwise approved in writing by the Town of Akron.

The Town anticipates construction to occur in 2026 with final schedule coordinated upon contract award.

## V. PROPOSAL REQUIREMENTS

Proposals must include the following information:

### **1. Project Understanding and Approach**

Narrative describing the proposer's understanding of the project and approach to design, fabrication, and installation.

### **2. Conceptual Design**

Preliminary sketches, renderings, or similar visuals sufficient to convey the proposed entry structure.

### **3. Itemized Cost Proposal**

Detailed breakdown of costs, including:

- Design
- Fabrication
- Materials
- Installation
- Permitting (if applicable)
- Any optional alternates

### **Not-to-Exceed Project Price:**

The proposal shall clearly state a **total not-to-exceed price** for all work described in this RFP. The Town will not accept proposals with open-ended or time-and-material pricing.

### **4. Project Schedule**

Estimated timeline from notice to proceed through completion, demonstrating the ability to meet the Town's not-to-exceed completion date.

### **5. Firm Qualifications and Experience**

- Company background
  - Relevant experience with similar projects
  - Key personnel assigned to the project
6. **References**  
At least three (3) references for similar work completed within the past five (5) years.
7. **Insurance**  
Proof of current insurance meeting the requirements outlined in Section XI of this RFP.
8. **Warranty Information**
- Manufacturer warranties on materials
  - Minimum three (3) years workmanship warranty from date of completion

## **VI. EVALUATION AND SELECTION**

Proposals will be evaluated using a best-value approach. Award will be made to the proposer whose submission is determined to be the most advantageous to the Town, considering both price and qualitative factors.

Evaluation criteria may include, but are not limited to:

- Responsiveness to the RFP and understanding of the project
- Quality, durability, and constructability of the proposed design solution
- Experience and qualifications of the firm
- Ability to meet the project schedule
- Cost and overall value to the Town

The Town reserves the right to reject any or all proposals, waive informalities, request clarifications, and negotiate with one or more proposers. Town Council approval may be required prior to contract execution.

## **VII. SITE VISIT**

A site visit is strongly encouraged prior to submitting a proposal. Coordination for site access may be arranged through the Town contact listed below.

## **VIII. RFP SUBMISSION AND OPENING**

**Due Date and Time: March 9<sup>th</sup> at 5:00 PM.**

**Submission Requirements: Electronic submissions only. RFP should be emailed to [dwoods@townofakron](mailto:dwoods@townofakron) by March 9<sup>th</sup> at 5:00 PM.**

## IX. TOWN CONTACT AND QUESTIONS

Questions regarding this RFP shall be directed by email to [dwoods@townofakron.com](mailto:dwoods@townofakron.com). All questions must be submitted prior to March 2<sup>nd</sup>, 2026.

## X. GENERAL CONDITIONS

- The selected contractor must comply with all applicable laws and regulations
- The contractor shall obtain all required permits and approvals
- No work may commence prior to written authorization from the Town
- The Town is tax-exempt; no sales tax shall be included

## XI. INSURANCE AND BONDING REQUIREMENTS

The selected contractor shall, at their own expense, procure and maintain insurance for the duration of the project with companies authorized to do business in the State of Colorado. Insurance shall include, at a minimum:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit (if vehicles are used)
- **Workers' Compensation:** As required by the State of Colorado
- **Employer's Liability:** \$500,000 minimum

The Town of Akron shall be named as an **Additional Insured** on all applicable liability policies. Certificates of insurance must be provided prior to commencement of work and must include a provision requiring thirty (30) days' written notice to the Town prior to cancellation or material change.

Failure to maintain required insurance shall constitute grounds for termination of the contract.

If the bid amount exceeds \$50,000, the selected contractor will be required to provide performance and payment bonds required by statute and in a form acceptable to the Town of Akron.