

REQUEST FOR PROPOSAL (RFP)

For

Turn-key Professional Services

to provide a

Judge Chambers Offices Project

Washington County, Colorado

Misty Peterson, County Administrator

150 Ash Ave

Akron, CO 80720

mpeterson@co.washington.co.us

Proposal Due Date

March 20, 2026

4:30 pm

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SECTION A: SELECTION PROCESS

1. General Information

Washington County, Colorado (herein after “County”) seeks qualified General Contractor/Designer (GC) to develop and perform a project proposal through a Progressive Design-Build Contract.

The goals of the project are to: (1) develop a project to address the needs to accommodate the addition of Judges Chambers. (2) if retained, execute and implement the project under a turnkey Progressive Design-Build model.

Turnkey project implementation shall include all design, construction and implementation oversight and management, and execution of any necessary system commissioning for the proposed improvements.

The primary focus of this project is to address the necessary needs desired by the County for the Addition of a Judge’s Chambers. The Court currently does not have enough office space to allow for another Judges Chambers. By moving some of the current storage space and building an additional office The County will be able to accomplish this addition. This will allow the county to house another Judges Chambers. This will necessitate the construction of 2 new walls. Framed and finished. The builder must supply new power and data outlets as indicated by the arrows on provided drawing. Additionally, the builder is required to install a window on the exterior wall. Ensuring it matches the size and position of the existing windows furthermore the builder will need to replace the current exterior door and prep it for a card reader. Preliminary plans have been developed and may be provided upon request.

Proposals shall be submitted to:

Misty Peterson, County Administrator, Washington County
150 Ash Ave, Akron, CO 80720
mpeterson@co.washington.co.us

2. TIMELINE

The following table provides the anticipated timeline for completion of this RFP process.

Activity	Timeline
Issue RFP	February 25, 2026
Deadline for questions	March 13, 2026
Deadline for answers to questions	March 17, 2026
Proposals due	March 20, 2026 4:30 pm
Review of proposals	March 24, 2026
Potential Interview of Respondents	TBD
Select Partner	TBD

3. PARTIAL LIST OF DESIRED FEATURES

- Replace exterior door
- Build office and store room closet
- Move and adjust lighting for new spaces
- Add power and data outlets in new space

- Add window to match existing on exterior of building
- Paint and finish new walls
- Interior LED lights

4. SCOPE OF WORK

- The design builder shall be responsible for developing a design & finish schedule for the addition of a Judges Chambers in the Courts located at: 26861 US-34. Akron, Co. 80720. This will include Electrical, Lighting, Data Prep, finished walls, flooring, ceiling, window, and an exterior door.
- The design builder will provide and maintain a secure and safe project site for the entire duration until the project is accepted.
- The design builder will be responsible for any landscape and irrigation design, replacement and/or modifications, if necessary.
- The design builder shall be responsible for coordination with applicable agencies to ensure that underground utilities and services are not impacted by the design.
- Work must be completed in a timely manner. Once the design builder has begun work at the site, they will not be allowed to leave the site until work is complete.
- All work shall be designed to the most current Building, Electrical and Plumbing Code, and Colorado Revised Statutes and other applicable documents.
- Provide a summary of the warranty to be provided. Copies of warranty information will be required at the completion of the project.
- Please see attached documents to help with the Design and Finish of the Interior.

5. BUILDINGS/FACILITIES

See Attachment A.

6. SELECTION REQUIREMENTS

Submission Requirements

Proposals are required to provide responses to the following outline of questions and requirements.

Firm Organization and Background

1. Contact information
including; Firm Name
Company or Companies your Firm is representing
Address
Email Addresses
Phone Numbers
Identify subcontractors and installers
2. Include information on previous projects of similar scope and nature. Include

references.

Design

3. Provide proposed concept design (plans, renderings, etc.). Note any special materials used.

Schedule, Budget and Review

4. Provide a summary of the anticipated project schedule including design, fabrication, installation, and list probable subcontractors.
5. Provide an estimated budget showing the breakdown for design, fabrication, installation and other associated costs. The final fee will be subject to the final design.

6. SELECTION

The County Commissioners, Administration and Facilities Directors will review the responses submitted by the stated deadline. The County may elect to conduct interviews with short-listed firms and select a GC based on the criteria in this RFP and the interview process. Each GC, if asked, will receive a 30-minute time slot to discuss their team and their proposal.

The County reserves the right to waive any formality or any informality in the proposal award process. The County reserves the right to accept, in whole or in part, and to reject all proposals, as necessary.

7. AWARD

After award, the County and selected GC will finalize the Design Contract terms and conditions.

8. CONTACT INFORMATION

Questions regarding this Request for Proposal should be directed to: Misty Peterson, County Administrator, Washington County, mpeterson@co.washington.co.us no later than 4:30 pm on March 13, 2026.

