



REQUEST FOR INFORMATION (RFI)

R16- 066 NS

Consultant Services Capital Campaign Fund Raising for the Pikes Peak Summit Complex Project

for
Pikes Peak – America’s Mountain

**INFORMATIONAL PROPOSALS WILL BE ACCEPTED
THROUGH Tuesday, May 10, 2016 3:00 pm**

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Issue date: April 19, 2016

ADMINISTRATIVE INFORMATION

1.1 PURPOSE

The City of Colorado Springs is requesting submissions from fund-raising consultants to coordinate the major capital campaign for the Pikes Peak Summit Complex Project, on behalf of Pikes Peak – America’s Mountain.

The City plans to engage in a capital fundraising campaign to raise funds for the new Pikes Peak Summit Complex, a 30,000 square foot facility located on the summit of Pikes Peak, 14,115’ feet in elevation. Based on a needs assessment, stakeholder input, community input and the conceptual drawings developed by RTA Architects, the anticipated amount of the entire project will be as much as \$30-35 million. The City intends to raise needed funds by several methods including professional fundraising.

The City seeks the assistance of an organization or individual who has a proven track record in the ability to conduct capital campaign planning studies, as well as to develop and execute a campaign plan.

It is the City's intent in issuing this Request for Information (RFI) to determine whether there are a sufficient number of interested and qualified sources that can provide these services, and to determine a budgetary estimate for this service.

1.2 REQUESTS FOR INFORMATION DEFINITION

Responses to this RFI are considered non-binding and are only used to gather information to be used for budgetary and specification preparation purposes. It will also be used to determine the number of companies that exist in the industry for a possible future competitive procurement.

It is not the intent of the City to award a contract as a result of this RFI. However, in the event that the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal without issuing a formal RFP if it is in the best interest of the City. If this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable monetary estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

1.3 BACKGROUND

Pikes Peak - America’s Mountain (PPAM) is an enterprise of the City of Colorado Springs. PPAM operates the Pikes Peak Highway under a Term Special Use Permit issued by the U.S. Forest Service (USFS).

The current summit house was built in the 1960's and hosts more than 600,000 visitors annually. There are three additional support facilities on the summit of Pikes Peak including a utility building (Plant) to support the summit house, a communications building operated by Colorado Springs Utilities (CSU) and a building operated by the United States Army Research Institute of Environmental Medicine (USARIEM). All buildings have exceeded their useful life and need to be replaced.

Earlier, Pikes Peak - America’s Mountain staff presented a plan to the USFS recommending the consolidation of these facilities into a “summit complex” of three buildings: Visitor Center (Building Site 1), Plant Building which will include support utilities and the CSU communication center with microwave tower, and a High Altitude Research Laboratory (HARL) for USARIEM (Building Site 2). Note: The last two buildings will be co-located and present a unified visual appearance.

The summit complex concept was recently approved by the USFS. With this approval, the summit complex partners will begin project development with the ultimate goal of completing design, construction and summit restoration by the end of 2020.

Two parallel processes are now proceeding:

1. Environmental Assessment as required by the National Environmental Protection Act (NEPA) is being completed by EDM/Logan Simpson under the guidance of the USFS.
2. Programming and design is being completed by the Architectural team of RTA Architects Inc. and GWWO Architects team.

Both processes are projected to be completed in 2016.

Throughout the entire project, public meetings will be held to receive input from current stakeholders and community members concerning design and construction. Information regarding public meetings for both the NEPA process and the design process is available on the project website: www.pikespeakcolorado.com under the key topic: Summit Complex Project and public announcements.

Upon completion of the design documents and the environmental process and, with final approval of the USFS and concurrence of the National Parks Service, construction could begin on the HARL and the Summit Visitor Center as early as 2017. The HARL will be constructed under a separate contract using a design-build concept by the US Army Corps of Engineers (USACE) while the Summit Visitor Center will be completed by GE Johnson Inc., the Construction Management /General Contractor (CM/GC) under a contract issued by the City of Colorado Springs.

The preliminary estimated cost for this project is approximately \$30-35 million which includes design of the entire complex, environmental studies needed to comply with the NEPA requirements, construction of the complex and demolition and restoration of the existing sites.

During the design and construction of the new summit complex, it is planned that the current facilities will continue to operate and support our guests.

1.4 SCOPE OF WORK

The selected consultant will be expected to work with Pikes Peak – America’s Mountain staff and other designees to design and implement the capital campaign plan and strategy, identification of funding sources, appropriate activities to help develop sufficient resources for the construction of improvements to the Pikes Peak Summit. The consultant will be responsible for:

1. A detailed written timetable.
2. Monthly progress reports.
3. Presentations to various boards, such as the Colorado Springs Parks and Recreation Advisory Board and the Colorado Springs City Council, as required.
4. Conduct a Campaign Feasibility Study:
 - a. Assist in development of a case statement
 - b. Conduct interviews with top prospects
 - c. Determine realistic campaign goal
5. Develop a Campaign Plan
 - a. Develop campaign plan and calendar
 - b. Assist in developing collateral materials
6. Manage the Campaign
 - a. Donor stewardship and cultivation
 - b. Develop and execute campaign events
 - c. Donor recognition
 - d. Assist in public information and public relations as required

1.5 PROCEDURAL INFORMATION

A. Inquiries

Vendors may make inquiries concerning this RFI to:

Nicole Spindler, Senior Contracting Specialist
City of Colorado Springs Procurement Services Division
30 S. Nevada Avenue, Suite 201
Colorado Springs, CO 80903
Phone: (719) 385-5265, Fax: (719) 475-8477
nspindler@springsgov.com

Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda using the [Rocky Mountain E-Purchasing System](#). It is the respondent's responsibility to check the web-site for posted addenda.

1.5 RESPONSE SUBMISSION

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as stated below. At a minimum they should include the following information:

1. How long have you been in business and how many capital campaign projects have you completed? Please include a brief description of the types of capital projects you have been responsible for.
2. Have you completed a capital project for a municipal agency and if so, which community(s)?
3. Describe your experience using the National Park Service and/or USFS sponsorship guidelines and requirements.
4. How familiar are you or your firm with the Pikes Peak Region demographic? Describe any work you have done with an organization with a similar demographic in the past.
5. What is the success rate of projects/organizations for which you have done capital campaigns?
6. Please provide at least three references from non-profit or municipal clients.
7. Budgetary estimate for these services including an hourly rate and reimbursable expenses.

Responses will be accepted by the Procurement Services Division through **Tuesday, May 10, 2016 3:00 pm.**

The address for submissions is:

City of Colorado Springs Administration Building, Procurement Services Division
30 S. Nevada Avenue, Suite 201
Colorado Springs, CO 80903

Respondents mailing their response must allow sufficient mail delivery time to ensure receipt of their response by the date and time specified. **Responses can also be submitted electronically to nspindler@springsgov.com . If submitting via e-mail please call 719-385-5265 to confirm receipt if you do not receive acknowledgement of receipt.**

Identification of Information:

Information shall be submitted in a sealed envelope(s) or container(s) with the solicitation number, date for submission of offer and the offeror's name clearly marked on the outside of the envelope(s) or

container(s).

<u>RFI No.</u>	R16-066 NS: RFI, Capital Campaign Fundraising for Pikes Peak
<u>Due Date:</u>	May 10, 2016 3:00 pm
<u>Company:</u>	_____

1.6 COST OF RESPONSES

The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

1.7 PROPRIETARY INFORMATION

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement: *“The information contained on pages _____, _____, and _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs’ right to use the information herein if obtained from another source.”*

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

1.8 RESPONSE MATERIAL OWNERSHIP

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.