

Bayfield
Early
Education
Programs



**Request for Proposal
Construction Project
Educational facility**



Request for Proposals (RFP)

Owner's Rep

Bayfield Early Education Programs, Inc (BEEP) Construction Project

Issued by:

Bayfield Early Education Programs, Inc (BEEP)

Bayfield, Colorado

Release Date: November 5, 2025

Proposal Due Date: December 1, 2025

Interview Period: December 2–13, 2025

Project Overview

Bayfield Early Education Programs (BEEP) is seeking proposals from qualified Owner's Rep to oversee the construction of a new educational facility. The project will involve working closely with the Town of Bayfield, La Plata County, and the Colorado Department of Public Health and Environment (CDPHE) to ensure full compliance with all permitting, zoning, and construction requirements.

The Owner's Rep will represent BEEP's interests throughout the planning, design, permitting, and construction phases, ensuring timely, compliant, and cost-effective completion of the project.

Scope of Services

The selected Owner's Rep will provide comprehensive project management services, including but not limited to:

- **Project Planning & Coordination**
 - Develop and manage project schedules, budgets, and reporting systems.
 - Serve as liaison between BEEP, architects, engineers, contractors, and government agencies.
 - Advise on project delivery methods and assist in contractor procurement.
- **Permitting**
 - Coordinate all necessary approvals from local, county, and state agencies, including the CDPHE.
 - Oversee environmental, health, and safety requirements.
- **Design & Construction Oversight**
 - Facilitate communication between BEEP and design/construction teams.
 - Monitor construction progress, quality, safety, and compliance.
 - Review change orders and pay applications for accuracy.
- **Stakeholder Communication**
 - Prepare regular updates for BEEP leadership and project stakeholders.
 - Represent BEEP in meetings with city officials, contractors, and the public.

Preferred Qualifications

- Based in **Bayfield, CO or La Plata County**.
- Minimum **5 years of experience** in Owner’s Representation or Project Management for public or educational construction projects.
- Demonstrated understanding of **educational facility design, state health and safety regulations, and CDPHE requirements**.
- Experience managing **zoning, and permitting** processes in Colorado.
- Proven ability to coordinate multi-agency projects.

Proposal Requirements

Proposals should include:

1. **Letter of Interest** summarizing qualifications and approach.
2. **Firm Profile** including location, staff, and relevant experience.
3. **Project Team** and key personnel resumes.
4. **Relevant Project Experience**, particularly with educational or municipal projects.
5. **References** (minimum of three, preferably from similar projects).
6. **Proposed Fee Structure** (hourly rates, reimbursable expenses, or lump sum).
7. **Availability & Schedule** aligned with the proposed project timeline.
8. Proof of professional liability insurance and relevant licenses shall be included, if applicable.

Timeline

Milestone	Date
RFP Released	November 5, 2025
Deadline for Questions	November 15, 2025
Proposals Due	December 1, 2025 (by 5:00 PM)
Interviews	December 2–13, 2025
Selection & Notification	December 16, 2025
Contract Negotiation	December 2025
Project Start	January 2026

Submission Instructions

Proposals must be submitted electronically in PDF format to:

beepdirector@gmail.com

Subject Line: “BEEP Owner’s Agent RFP Submission – [Firm Name]”

Late submissions will not be considered.

Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Weight
Relevant Experience	30%
Local Knowledge (Bayfield/La Plata County)	20%
Project Approach	20%
Qualifications of Key Personnel	15%
Cost Proposal	15%

Contact Information

For questions regarding this RFP, please contact:

April Stewart

Bayfield Early Education Programs, Inc