



**Boulder County Procurement  
1325 Pearl Street  
Boulder, CO 80302**

## **SUBMISSION INSTRUCTIONS**

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**Reference Number: RFP-125-25**

**Project Name: 28th Street Boulder Community Hub**

### **Background:**

Boulder County is seeking an architectural consultant to assist with relocation office space programming, interior space planning, interior architecture, construction administration, and change management for our new 40,000 square-foot 28th Street Community Hub office building at 2525 28th Street, Boulder, Colorado. This building will house multiple public-facing departments, including the Department of Human Services, Housing, Public Health, and Community Services. The County envisions a secure, large reception area and an optimized, service-oriented design to support Boulder County residents. We are seeking an architectural consultant to create an innovative, open office plan with sustainable finishes and lighting that reflect Boulder County's core values and comply with Boulder County design standards. The design will prioritize inclusivity, communication, and collaboration in a post-pandemic hybrid work environment, supporting both in-office and hybrid employees. Additionally, the consultant will be responsible for post-occupancy services and achieving LEED-CI Gold certification. The interior design will incorporate advanced technology and high-quality audio-visual solutions to enhance productivity and flexibility, while fostering Boulder County's workplace culture and improving public service delivery.

**Instructions:**

Boulder County uses a [Boulder County Bonfire portal](#) for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at [Boulder County Bonfire portal](#).

**Important:** Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

**Contact:**

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on [Boulder County Bonfire portal](#) and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

**Addendum:**

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on [Boulder County Bonfire portal](#).

**Need Help:**

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at [support@gobonfire.com](mailto:support@gobonfire.com).

**Americans with Disabilities Act (ADA):** Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email [ADA@bouldercounty.gov](mailto:ADA@bouldercounty.gov), or call 303-441-1386. [View the county's accessibility statement](#).