

Town of Mancos Engineer On Call Request for Proposals

General Information

The Town of Mancos (Town) is soliciting proposals from qualified individuals and/or civil engineering firms to provide the Town with Town Engineer services on a consulting basis for a variety of municipal related projects.

As the Town Engineer, the individual and/or firm will be expected to play a proactive role in development and maintenance of the Towns infrastructure. The firm or individual will be expected to provide a wide range of engineering services and to coordinate with other disciplines. The range of services varies, but generally is expected to include streets, drainage, stormwater, water production and distribution, sewer collections, and other related civil engineering projects along with review related to private developments.

Scope of Services

Scope Category 1-A – General Town Engineering Services:

1. In the capacity of Town Engineer, attend meetings of the Town Board and Planning Commission; meet with Town staff, public officials, community leaders, developers, contractors, and the public, as requested.
2. Provide periodic reports, as requested, on the activities and status of work completed on engineering and development projects and issues.
3. When directed, analyze the Town's needs and prepare, recommend and administer long and short-range programs that relate to engineering issues consistent with the goals of the Town. This may include recommending to Town staff capital improvements for annual budgets.
4. Provide general engineering advice and consultation in connection with problems including but not limited to traffic flow, roadway programs, drainage issues, irrigation crossings, water service, sanitary sewer service, stormwater, drainage and maintenance issues. It is expected that this can be provided without extensive study and analysis.
5. Recommend regulations and ordinances pertaining to engineering matters.
6. Provide technical advice to Town's staff as requested by the Town Administrator.
7. Advise Town as to engineering and construction financing available from other governmental agencies and when so directed, prepare and initiate applications for such funding.
8. Establish working relationships and coordination with the Town Board, Town staff, other Town consultants, stakeholders, all other public agencies and private utilities involving engineering matters affecting the Town, as are necessary and assigned by the Town, including securing necessary permits.

Scope Category 1-B – Development Review and Construction Observation:

1. Review proposed development within the Town as well as proposed annexation requests and make recommendations on engineering matters.
2. Review all engineering drawings and plats for improvements and facilities under the jurisdiction of the Town and prepared by private developers relating to the development of public and private improvements, and make recommendations on engineering matters.
3. Establish and/or review cost estimates of improvements and recommend amounts of letters of credit, as appropriate, and coordinate with the Town's administrative staff on posting of such securities and the payment of other development fees within the proper time sequence of such development review.
4. Provide field inspections and observations, including review of the results of any necessary testing coordination during construction of such improvements by private developers and at the proper time, prepare punch lists of items to be completed, recommend notices of completion and acceptance of work.
5. Provide such necessary and related functions as are the normal practice of the Town in the engineering review of private developments.
6. Provide engineering advice as it relates to planning, subdivision, zoning and other related matters.

Scope Category 1-C – Special Projects:

1. As requested by the Town Administrator or their representative, prepare engineering and surveying studies, reports, analyses, plans, drawings, estimates, specifications, standards, or other documents on individual projects.
2. As requested by the Town Administrator or their representative, provide construction administration, surveying, staking and field observation services on special projects.
3. Special projects may include but are not limited to design, bidding administration, inspection services and construction administration of water and sewer facilities, roadways, drainage facilities, parks maintenance programs, Town buildings or any other facilities owned by or under the jurisdiction of the Town.
4. Town may from time to time have the need for other services not specifically listed above for which the Engineer has the necessary experience and capabilities. The Town Administrator or their representative may authorize the Engineer to perform such selected services on an as needed basis.

Proposal Requirements

Experience and Qualifications:

Provide the experience and qualifications of your firm, including key staff, that will provide professional engineering services to the Town.

General Conditions

Confirm that your firm meets the following insurance requirements. Certificates of insurance will be required at the time of contract signing following selection to serve as the Town Engineer.

- Worker's Compensation – Meet the minimum requirements of Colorado's Labor & Employment criteria for workers compensation insurance.
- General Liability – Maintain general business liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.
- Automobile Liability – Maintain automobile liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.
- Professional Liability – Maintain professional errors and omissions liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate

Firm Details:

Provide the following firm details:

1. Firm Name:
2. Year Established:
3. Former Firm Names, if any:
4. Home Office Business Address and Telephone Number:
5. Branch Offices, if any:
6. Associates and Principals:
7. Total Personnel of the Firm:
8. Key Personnel to be involved in the provision of these services:
9. Outside Associates and Consultants:
10. Is it anticipated that your firm will subcontract any services when working on specific projects?
11. Describe the types of projects in which your firm has specialized. Include an example of a project which typifies the product of the firm.
12. Based on your understanding of the proposed scope of services, please attach a list of representative municipal projects or engineering services in which your firm has been involved with, given the types of engineering services identified in this RFQ.
13. Discuss how your firm will respond quickly to Town needs including will you maintain close effective communications with Town staff.
14. Provide a discussion of your firm's familiarity with typical problems which might arise with the provision of engineering services in the manner described in the RFQ.
15. Document your firm's ability to provide a high quality service on schedule and within budget. Discuss the control systems you will utilize to effectively manage projects.
16. Provide a list of Municipal, State and Federal references which can be contacted.

17. Provide a list of clients served by your firm (currently and previously) that would, or may, be a conflict of interest in performing Town Engineering services for Mancos.
18. Please indicate if you are aware of any personal or organizational conflicts of interests. Provide an explanation of your firm's (or any sub-consultants that your firm is using in the provision of these services) involvement in ongoing or pending litigation, claims, suits against the Town of Mancos, if any.
19. Provide any additional information which you feel may be pertinent to the provision of these services, but not specifically required elsewhere in the RFQ.

Fees:

Provide a proposed compensation schedule including proposed hourly rate structure for your firm.

Selection Process and Criteria

The Town intends to retain the engineering services of the individual or firm evaluated to be the best qualified to perform the work for the Town, including factors such as qualifications, cost, experience, and others. The Town shall screen all proposals and the top candidates may be selected for interviews. Proposals will be screened by a minimum of three senior staff members. Staff will determine the individuals and/or firms selected for interview. The interviews will be scheduled promptly.

In reviewing the proposals, the Town will carefully weigh the following:

- The approach to and understanding of the Scope of Work.
- Experience with similar contracts and clients.
- The experience and qualifications of the proposed staff in providing similar services.
- The demonstrated ability to deliver work on time and within budget.
- The extent of involvement by key personnel.
- The extent to which previous clients have found the firm's services acceptable.
- Previous Town experience with the proposing firm, if any.
- Communication and presentation skills.
- Cost of Services.
- Other qualifications/criteria as deemed appropriate.

The Town will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The selected firm or individual will also be required to maintain a Town business license. The contract will contain provisions requiring the selected firm to indemnify the Town and provide that the Town Engineer is an independent contractor serving at the will of the Town. Other required provisions will include the Town Board's right to terminate the agreement, at its sole discretion, upon the provision of notice.

The recommendation for Town Engineer services will be presented to the Town Board for consideration at the earliest available Board meeting, at which time the Town Board will consider appointment of the Town Engineer and approval of the contract.

The Town reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals without cause or reason. All responses shall become property of the Town and will be retained or disposed of accordingly. The Town shall not be liable for any pre-contractual expenses incurred by any contractor. Any award of contract will be subject to successful negotiation between the contractor and Town, during the course of which both parties may amend terms and services as deemed appropriate to come to agreement. Any award of contract for services shall be made to the individual or firm best qualified and responsive as may be determined in the sole discretion of the Town.

Submittal

Proposals must be received on or before **12:00 pm July 7, 2022**. Entities must allow sufficient delivery time to ensure receipt of the materials by the time and date specified.

Proposals are to be addressed to: Town of Mancos, c/o Proposal for Engineering Services, 117 N. Main St., PO Box 487, Mancos, CO 81328 or via email to halvarez@mancoscolorado.com.

Three (3) copies of the proposal must be submitted. A duly authorized official(s) of the firm(s) must sign the proposal's cover letter. Consortium, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or legal entity which is not a subsidiary or affiliate with limited resources. Each submittal shall indicate the entity responsible for execution on behalf of the team. Firms or teams will be evaluated, among other things, as to relevant experience, ability to begin and complete the work and feedback from references.

Please include the following:

1. Name and address of the firm responsible for execution of this agreement.
2. Statement of qualifications for all team members.
3. List of current projects and examples of similar projects completed in the last three years.

Clarification

The Town of Mancos reserves the right to obtain clarification of any point in the firm's RFP or to obtain additional information necessary to evaluate a particular RFP. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the firm's RFP.

Ownership of Materials

All materials submitted regarding this RFP become the property of the Town and will only be returned at the option of the Town. Information submitted is subject to the Colorado Open Records Act.

Incurring Cost

The Town is not liable for any cost incurred by entities prior to executing a contract.

Award of Contract

All proposals will be evaluated by Town staff and forwarded to the Board of Trustees for their consideration. The firm selected for the award will be chosen on the basis of qualification, experience and the apparent greatest benefit to the Town and not necessarily on the basis of lowest cost.

Proposal Deadline

Three copies of the Proposal for Engineering Services must be received by **Thursday, July 7, 2022 at 12:00 p.m.**, in the office of the Town Administrator, Town of Mancos, 117 N. Main St, Mancos, CO 81328 or sent via email to halvarez@mancoscolorado.com.

Inquires

Inquiries can be directed to Heather Alvarez, Town Administrator at halvarez@mancoscolorado.com.