

TOWN OF MANCOS, COLORADO
Request for Proposals (RFP) for Professional General Contracting Services

Introduction

The Town of Mancos is soliciting statements of qualifications from qualified general contracting firms that have experience and support capabilities to provide municipal construction services for a variety of municipal related projects.

Background and Objectives

The Town of Mancos has a population of approximately 1,700. Currently, the Town does not have the need to employ a full-time construction staff. However, periodically, the Town needs professional assistance with planning, designing, and constructing municipal related improvements involving: water, wastewater, ditches, stormwater, roadways, bridges, parks, trails, sidewalks, buildings, etc. The Town of Mancos would like to solicit and procure the services of a general contracting firm that is experienced in the services requested and willing to work on an as-needed basis.

Scope of Services

At the direction of the Town Administrator or her designee, the successful firm will provide specified professional services to the Town for the term of the agreement (initially one year with extensions to be negotiated and approved by Town Board). Such services may include, but are not limited to:

- Preparing concept reports, feasibility studies, cost estimates, and other written materials regarding various ongoing or contemplated public works projects.
- Providing professional services and project management constructing municipal related projects.
- Advising and or representing the Town on various matters concerning ongoing or contemplated developer driven improvements.
- Preparing specifications, detailed construction drawings and contract documents for ongoing or contemplated public works projects.
- Provide on-site and/or off-site supervision and evaluation of quality control for various public works projects, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the Town.

All services shall be performed exclusively in the best interest of the Town, in accordance with all applicable professional, statutory and regulatory standards and codes, and in the most efficient and cost-effective manner practicable.

Required Content of Proposal

The statement of qualifications and the performance data requested should include the following items:

1. Name and location of the firm; average number of employees of the firm; the education, training and qualifications of the primary Town contacts; and other key members of the firm which may be assigned work under the Town agreement.

2. Experience of the firm reflecting technical capabilities, project experience in conjunction with municipal improvement projects, and addressing the scope of services.
3. The name, organization and phone number of three municipal clients who may be contacted who have worked with the proposed primary contact.
4. Provide a fee schedule or schedule of hourly rates for the primary contact and other key members of the firm that may be assigned Town work projects. If necessary, the Town will work with the selected firm to develop a time and materials basis with a cost not-to-exceed without prior authorization on assigned projects.
5. Proof of liability insurance and limits.
6. Potential conflict of interest with other clients, if any.

Proposal Submission

Proposals must be received on or before 12:00 pm June 30, 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 General Contracting 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.

Rejection of Submissions

The Town reserves the right to reject any or all proposals, to waive informalities and irregularities in the proposals received, and accept any portion of any proposal if deemed in the best interest of the Town.

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.

Selection Process

Proposals will be evaluated by the Town based on:

- The competence to perform the services as reflected by education, technical training, general construction experience, and specific experience in providing the services outlined herein, particularly municipal infrastructure and facilities.
- The ability to perform the services as reflected by workload and availability of adequate personnel in a timely manner when requested.
- Past performance with municipal construction services as reflected by past clients with respect to such factors as cost control, quality of work, ability to meet deadlines and addressing problems.
- Overall cost for professional services.

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, June 30, 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.

Selected items which would be part of selected firm contract

- ✓ Contractor is not required to work exclusively for the Town of Mancos by this agreement. Contractor shall be free from the control and direction of the Town of Mancos in the performance of the services.
- ✓ Contractor shall be solely responsible for the means and methods and the proper performance of the work in compliance with the requirements and specifications of this Agreement.
- ✓ Contractor agrees not to perform services which will result in a total bill greater than \$250,000.00 without first obtaining the consent of authorized town staff.
- ✓ In the event the Town determines a competitive bid is necessary for a specific construction project, a request for proposal prepared by the Town will attempt to provide equal advantage to all eligible contractors.
- ✓ The selected contractor must have a current Town of Mancos business license prior to conducting any work in the town.
- ✓ Town of Mancos' approval of any services shall not in any way relieve Contractor of the responsibility for the technical accuracy and completeness of the services.
- ✓ CONTRACTOR IS AN INDEPENDENT CONTRACTOR AND NOT AN EMPLOYEE OF THE TOWN OF MANCOS, AND IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THIS AGREEMENT.
- ✓ Employment Verification. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract ("Contract"), and Contractor shall not enter into a contract with a Subcontractor that fails to certify to the Contractor that the Subcontractor shall not knowingly employ or contract.