



Town of Paonia

REQUEST FOR QUALIFICATIONS (RFQ) FOR GENERAL ENGINEERING SERVICES

INTRODUCTION

The intent of this REQUEST FOR QUALIFICATIONS is to obtain a qualified (licensed) person, firm, or corporation, hereafter referred to as Engineering Firm to provide general engineering services to the Town of Paonia, to include assistance with compliance matters as regards State and Federal water and wastewater regulations, civil design services, construction management, infrastructure grant preparation and similar engineering tasks.

To be eligible for consideration, the Engineering Firm must be capable of supplying the services as noted herein and must also meet all other criteria outlined in this proposal.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Corinne Ferguson, Administrator
PO Box 460
Paonia, CO 81428
corinne@townofpaonia.com

If an Engineering Firm, submitting a proposal, finds discrepancies in, or omissions from the Request for Qualifications (RFQ), or should require additional clarification of any part thereof; a written request for interpretation may be submitted. Any interpretation of, or change made to the RFQ will be made by written addendum to each proposing Engineering Firm and shall become part of the request for any contract awarded. The Town will not be responsible for any oral explanation. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing firms. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the submission date established herein. It shall be the responsibility of each proposing Engineering Firm to verify that each addendum has been received prior to submitting a proposal.

SUBMITTAL DATE & LOCATION

All proposals must be delivered prior to 4:00 PM, September 23, 2022. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR QUALIFICATIONS/Paonia General Engineering Services" and addressed to the Town Administrator.

LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing Engineering Firm unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Engineering Firm will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing Engineering Firm to see that their proposal is received on time.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing Engineering Firms shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing Engineering Firm submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of (90) days following the opening of the proposal.

The Town of Paonia reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the proposal to the most responsive and responsible proposing Engineering Firm as deemed in the best interest of the Town of Paonia.

The Town of Paonia will not return proposals, or other information supplied to the Town to the proposing firm.

EVALUATION OF PROPOSALS

The Board of Trustees for the Town of Paonia and the Town Administrator will evaluate all proposals.

The Town MAY interview those prospective Engineering Firms. During the interview and evaluation process, the Town reserves the right to accept or request additional information or clarifications from the Engineering Firm or to allow corrections of errors or omissions. Prospective Engineering Firms MAY be required to make oral presentations as part of the evaluation process. The Engineering Firm selected for the award will be chosen based on the apparent greatest benefit to the Town, and not necessarily on the basis of the lowest price. Following the notification of the successful Engineering Firm it is expected a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.



Town of Paonia

EVALUATION CRITERIA

Proposals shall be evaluated based on the following criteria:

- A. Responsiveness to the needs of the Town, both in service cost and the scope of the services offered.
- B. Responsibility of the proposing Engineering Firm and its experience in dealing with Town governments, specifically on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the term of the Request for Proposal.
- D. Design ability, including design philosophy, design skill, construction management skills and project interpretation.

PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Town of Paonia.

Proposals shall include the following:

- A. A cover letter stating the name, physical and email address and telephone number of the Engineering Firm contact person and must bear the signature of the person having the authority to make the proposal for the Engineering Firm and bind the firm in a formal contract with the Town. The cover letter must also include a description of how the firm is well-suited to provide general engineering services to the Town of Paonia.
- B. A resume outlining the relevant experience of everyone within the firm that will be working on projects for the Town.
- C. A list of relevant engineering projects that the firm has completed including design and construction management.
- D. Please provide two (2) paper copies of the proposal & one (1) copy on a thumb drive.

GENERAL REQUIREMENTS

Professional service or creative work, including consultation, evaluation, planning,

design, surveying, etc. must be performed by a Registered professional Engineer or Architect licensed to practice in the State of Colorado.

The successful proposing Engineering Firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town of Paonia.

The successful proposing Engineering Firm and its employees will operate as an independent contractor and will not be considered employees of the Town of Paonia.

SCOPE OF WORK

The Engineering Firm will provide services to the Town that will include, at a minimum, the following:

- Engineering studies and report preparation pertaining to the Town's road and utility infrastructure.
- Preliminary and final design work for infrastructure projects to include water and wastewater systems as well as roads, trails, and bridges.
- Construction management for Town infrastructure projects.
- Project budgeting and cost estimation for infrastructure project grant applications to State and Federal granting agencies.
- Preparation and submission of water and wastewater compliance reports and submission of same to State and Federal regulatory agencies.
- Preparation of reports and studies pertaining to the FEMA floodplain located within the Town of Paonia.
- Coordination with other engineering firms on specialty projects.
- Other municipal engineering services as required.

RESPONSIBILITIES OF THE TOWN OF PAONIA

There is no expressed or implied obligation on behalf of the Town of Paonia to reimburse the Engineering Firm for any expenses incurred in preparing proposals or in attending any pre-proposal meeting interview in response to this request for proposal.

INDEMNIFICATION

The Engineering Firm agrees to indemnify and hold harmless the Town of Paonia, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the Engineering Firm, or any officer, employee, or agent of the Engineering Firm.

RIGHT TO REFUSE PROPOSALS

The Town of Paonia reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.