

INSTRUCTIONS FOR APPLICANTS

Consultant firms must be able to provide professional engineering services related to preparation of a Preliminary Engineering report and environmental assessments with capability to subsequently provide design and engineering support for project activities including cultural resource investigations, environmental documentation, surveying, geotechnical evaluation, civil/structural/utility engineering, and construction management services for the central sewer system and water system upgrade in Rico Colorado.

Engineering Firms will be evaluated on their ability to supply the following:

Consultant firms must be qualified to provide professional engineering and environmental consultant services for the project activities.

Professional Services will include, but not limited to:

1. *The collection of available information on the existing system to identify the problems and needs,*
2. *The development and evaluation of alternative solutions to correct problems identified,*
3. *The ability to prepare a Preliminary Engineering Report (PER) to conform to the requirements of USDA RUS Bulletin 1780-2, "Preliminary Engineering Reports for the Water and Waste Disposal Program,"*
The ability to prepare an Environmental Report (ER) to conform to the requirements of USDA Part 1970 Environment available at <https://www.rd.usda.gov/files/1970a.pdf> and <http://ricocolorado.gov/>
4. *The ability to assist the Town of Rico in securing approval of the reports for USDA RUS financial assistance.*

AUTHORITY

The power of the Town of Rico is vested in a Board of Trustees of seven members. The consultant (firm) will interact with Kari Distefano who will compile any information or data requested by the consultants for the project and to keep it on the established timetable. In addition, the consultant will be expected to submit a final plan of its findings to the Town of Rico as a final project deliverable.

PROPOSAL CONTENT

The response packet must contain the following information. Failure to follow this submission format will result in the proposal response being ineligible for further consideration. The evaluation will be on content versus page length.

- 1) **Cover Letter** – not to exceed one page – Provider's identification, introduction, expression of interest, understanding of this RFP and completion of project, and general background information with name, title and signature of authorized agent.
- 2) **Table of Contents**
- 3) **Methodology** - Describe how you will carry out the Preliminary Engineering Report (PER) for a Central Sewer System and a Water System Upgrade in Rico Colorado including data collection procedures, etc.

- 4) **Qualifications** – Provide a description of the firm (or team of firms) with the relevant experience to analyze and develop a report for the described project. Provide a description of your organizational philosophy, size, structure and resources. Provide a summary of qualifications and experience of the team members who will perform the work. Provide a detailed description of any experience in water and sewer system engineering services for small municipalities. Provide information regarding any contracts that were terminated prior to term, and “why”. Provide proof of your insurance coverage – scope, including Professional and General Liability.
- 5) **Proposed Scope of Services** – An expression of interest, with explanation, and including: A statement of position regarding the completion of the project; the scope and type of services to be provided; the nature of relationships/connections with but not limited to related experiences with similar report ventures.
- 6) **Timeframe** – The overall work plan with timelines, including the anticipated client meetings and site travel, which must be submitted as an attachment to the request of proposal. The overall timeline from date of award to and anticipated closing on or before August 6th, 2018.
- 7) **Fees and Pricing Structure** – The fees for services for the complete project as described in the “Request for Proposals for Preliminary Engineering Reports for a Central Sewer System and a Water System Upgrade in Rico Colorado.
- 8) **References** – At least 3 references for work comparable to the focus of this RFP, including title and nature of project or contract, as well as name and contact information of client representative or project manager.
- 9) **Other** - Any information deemed relevant.

EVALUATION CRITERIA

In the first phase of this process a committee composed of the Rico town manager, elected official(s) and citizens of will evaluate responses in order to identify the Provider(s) that, when compared to the Evaluation Criteria, are deemed to be the most qualified to perform the needed services considering the following:

1. **Program Understanding:** **10 points**
The response must demonstrate your comprehension of the objectives of the Town of Rico central sewer system and water system upgrade. Your response should primarily address this project, but also may reflect your work with similar projects. The response should address funding sources available to the Town of Rico such as State, Federal, or local sources.
2. **Firm Delivery Models:** **10 Points**
Describe your firm’s customer service philosophy and propose a delivery model of services that will meet the requirements of the PER. Identify work areas to be performed by sub-contractors and the integration of their work sample.
3. **Support Team:** **10 Points**
The consultant firm shall identify the key individuals who will work on the project. Brief qualification statement for key individuals shall include number of years with the current firm and number of years of experience working with municipal infrastructure projects and the projects or program support delivered. The project manager may provide additional previous project details regarding their experience and working knowledge of the requirements of the anticipated Sub-contractors should be identified for environmental, chemical, geotechnical, engineering, and surveying at a minimum.
4. **Similar Project Engineering Experience:** **25 Points**

The consultant firm shall identify the firm/teams Engineering experience in Colorado. Submit 3 projects with references. Your projects should evidence a breadth of engineering, planning, and program support along with your ability to deliver on time and on budget as well as your ability to work with a municipality.

6. Quality of the Proposal

30 Points

Comprehensive nature and quality of the submittal.

Subsequently, in a second phase of the Evaluation, the Town of Rico will conduct interviews with the highest rated firms. The number of firms selected, and the interview method (date, time and format) will be determined by the Town of Rico and communicated accordingly.

At the conclusion of this evaluation process, the Town of Rico will identify the top rated firm and may begin a course of action to arrive at a final contract, including, but not limited to negotiations, contract development and execution, or other such efforts.

Notwithstanding this intent, the Town of Rico expressly reserves the right to exercise its sole discretion in determining whether to reject any or all submittals, or any parts or portions thereof, or to alter the RFP process in its best interest.