

RFQ FOR GENERAL ENGINEERING SERVICES

The Town of Berthoud invites consulting firms to submit a Statement of Qualifications (SFQ) to be considered to provide general engineering services to the Town on an as-needed basis. The Town is currently experiencing some of the highest growth rates in the North Front Range Region.

The Town intends to enter into a three (3) year contract with the selected firm, with the option to extend for two additional one (1) year terms. For the purposes of this solicitation, the following services may be included but not limited to:

1. General engineering services on request including but not limited to civil, electrical, mechanical, and structural engineering.
2. Review of private development plans for conformance with the Town's public infrastructure standards related to roads, water, sanitary sewer, stormwater, landscaping, and parks.
3. Assistance with updating or developing design guidelines and standard specifications.
4. Assistance with updating or modifying master plans, the comprehensive plan, the development code, including evaluations using computer models.
5. Attendance at meetings with applicants, the Town Board, the Planning Commission, and other stakeholders in conjunction with development review services.
6. Construction oversight and inspection of public infrastructure installed by private development, including geotechnical testing and other quality control.
7. Assistance with drafting development agreements.

Depending on the technical abilities of the selected firm, the Town may request additional services such as code compliance, planning review, landscape plan review, and other related services.

Consultant(s) that are awarded a contract will be expected to provide all engineering services as per the direction of the Town. Nothing in this RFQ requires, or prohibits, the Town from selecting a sole source consultant for any other specific project and services. The firm selected as a result of this RFQ, will not be eligible to perform any other development related work within the Town of Berthoud.

Responses must be received by mail, or delivered in person, no later than the close of business (5:00 PM) on June 21, 2019. Responses must be submitted in a sealed envelope, addressed to the Community Development Director, Town of Berthoud, 807 Mountain Avenue, P.O. Box 1229, Berthoud CO 80513. The sealed envelope containing the RFQ responses must be plainly marked on the outside as "RFQ for: "Professional Engineering Services" with the firm's name and address.

Submittal of one (1) original, one (1) copy of its proposal and one (1) electronic file in PDF format (CD or USB) of the RFQ is required. The firm's fee schedule, reimbursable and overhead costs shall accompany the RFQ response, but must be in a separate sealed envelope clearly marked "Cost Proposal". Questions regarding this Request for Qualifications (RFQ) should be directed only to Curt Freese, Community Development Director via email at cfreese@berthoud.org.

Offerors shall submit one consolidated response to this RFQ. The proposal shall be typed and submitted on 8 1/2" x 11 " size paper, up to a TOTAL page limit of 30 pages (inclusive of dividers, transmittal letter, Table of Contents, and required forms). Offerors should not include any promotional material. The proposal should be brief, clear and concise. The response shall include the following:

SECTION 1 INTRODUCTION/PRESENTATION: Responses must be signed and include a Letter of Transmittal with identification of Offeror who will have contractual responsibility with the Town of Berthoud. Identification shall include legal name of company, corporate address, telephone number and email address of the contact person identified during the period of proposal evaluation. If the individual/firm operates from more than one location, please specify the office to which this project will be assigned. Identify all subconsultants that will be involved. Letter of Transmittal shall be addressed to Curt Freese, Community Development Director, and must, at a minimum, contain the following information: - Identify the disciplines that the proposer is offering to provide. Acknowledgment of receipt of addenda, if any. Signature of the official authorized to bind Offeror to the terms of the proposal. Signed statement attesting that all information submitted with the proposal is true and correct.

SECTION 2 TECHNICAL PROPOSAL: Firm Information & Qualifications: This section of the proposal shall establish the ability of the Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature to the Scope of Work shown in Section II; proven competence in the services to be provided; strength and stability of the firm; staffing capability; current work load; track record of meeting schedules on similar projects and supportive client references. Include information about pertinent prior experience, number of years the firm has been in business, and specialized expertise.

The Offeror shall:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, or sole proprietorship); number, size and location of offices; and total number of employees.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFQ and highlight the participation in such work by the key personnel proposed for assignment to the Town.
- Describe specialized training, experience and professional competence in the area directly related to the service being offered.
- Identify sub-consultants by company name, address, contact person, telephone number and project function, if applicable. The list should include a summary of the roles and responsibilities of each sub-consultant.
- Provide evidence of a physical office located within a 45-minute drive from Berthoud Town Hall.

SECTION 3. PROPOSED STAFFING AND ORGANIZATION: This section of the proposal shall establish the method that will be used by the Offeror to provide requested services as well as identify key personnel assigned. The Town expects one project manager who will be the point person for all services rendered as part of the contract. In addition, the Town expects the project manager will attend weekly Technical Review Committee meetings, Planning Commission and Town Board meetings as required, Staff and other meetings as required. Construction Inspection is expected on-site daily or as needed.

The offeror shall:

- Provide the education, training, experience and applicable professional credentials of the proposed Project Manager and other key personnel.
- Furnish brief resumes (two pages maximum per resume) for the proposed Project Manager and key personnel (including sub-consultants).
- Identify key personnel proposed to perform the specified tasks and include major areas of sub-consultant work.
- Include an organizational chart with clearly defining roles, lines of communication, and support services.
- Provide a table identifying current availability of key staff and resources.
- Provide a list of areas of technical expertise with respect to the Statement of Work.

SECTION 4. RELEVANT EXPERIENCE & REFERENCES: The offeror shall provide a minimum of three (3) references for completed work similar to that in scope of services being offered within the last three (3) YEARS. Reference projects should have been completed within the last four (4) years and similar in nature to those described in this RFQ.

Please include the following information:

- Name of client
- Name and title of client's primary contact.
- Telephone number, fax number, email address, and mailing address of the client's primary contact.
- A brief description of the types of services provided, the location where the services were provided, and the dates of service.

SECTION 5. PROJECT MANAGEMENT SYSTEM: In the Project Management System Area, it is highly recommended that the Offeror provide sufficient content and detail to answer completely the following:

- Describe the firm's Quality Assurance and Quality Control procedures.
- Describe the firm's tracking system to monitor project budget and scope.
- Describe the firm's ability to provide interaction with clients and stakeholders.

SECTION 6. HOURLY RATE SCHEDULE: In the Hourly Rate Schedule Area, the Offeror should submit an Hourly Rate Schedule by filling in the specialty, title and description of the positions that will be required to complete the requirements of the Statement of Work that the Offeror is applying for in response to the RFQ. Also include all anticipated reimbursable costs to include direct costs (e.g. travel), and indirect costs (i.e. overhead and general and administrative costs). The Town of Berthoud desires this information to determine if the Offeror's pricing is competitive as compared to the budget amount, market pricing in the industry, and the pricing of other Offerors.

SECTION 7. PROPOSED CONTRACT/AGREEMENT TERMS & CONDITIONS (Attachment A)

SECTION 8. LAWSUIT/LITIGATION HISTORY: List any lawsuits or arbitration proceedings that have been initiated by or against your firm in the past five years. Briefly state the nature of the action and the outcome.

SECTION 9. INSURANCE REQUIREMENTS ACKNOWLEDGEMENT/CERTIFICATION (ATTACHMENT B)

SECTION 10. The Town of Berthoud makes no guarantee as to how much, or if any work will be authorized in any given year.

SECTION 11. The Firm awarded the contract shall be exclusive to the Town, and no conflicts of interest, or other work shall be conducted by the Firm for other parties within the Town of Berthoud.

SECTION 12. Consultant invoicing for the contract period shall be according to the rates submitted with the RFQ. The consultant must guarantee submitted fees through the initial contract year ending July 1, 2020. Rate changes may be requested annually, and must be agreed to in writing by the Town.

SECTION 13. The selected consultant shall assign a specific, named individual who is a Colorado Registered Professional Engineer who will be the Town contact and who will oversee the work.

SECTION 14. Consultant shall not subcontract any services without prior approval from the Town.

SECTION 15. Any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law should be clearly identified for non-disclosure purposes.

SECTION 16. Payment to Contractor will be made upon submission and approval of invoice(s). Payment will follow normal Town payment processing cycles.

SECTION 17. The consultant shall provide the Town with a copy of field notes and correspondence. All materials prepared on behalf of the Town shall become property of the Town of Berthoud upon payment for said work.

SELECTION CRITERIA The evaluation committee, consisting of Town representatives, will evaluate and score each submitted proposal. Applicants may be invited to provide an interview presentation before the evaluation committee. Respondents should be available for interview during the week following the RFP due date. The Town of Berthoud reserves the right to not interview, and to make final consultant selection based upon the submitted proposal. Contracts will be recommended for award as determined by the evaluation committee.

The following criteria will be used for the basis for review of the written proposals and interview session.

CRITERIA TO BE USED FOR EVALUATING SUBMITTED PROPOSALS:

Criteria	Standard
Qualifications	Does the consultant have the required specialists and expertise?
Fees	Is the fee schedule comparable to typical professional fees in The North Front Range of Colorado and to other submitted RFQs?
Ability to Furnish Professional Services	Does the consultant have personnel with the necessary skills? Are sufficient staff with the requisite skills available?

Responsiveness	Is the consultant able to provide responsive services for projects in The Town of Berthoud?
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CRITERIA TO BE USED FOR EVALUATING INTERVIEW PRESENTATIONS:

Criteria	Standard
Ability of Assigned Personnel and Project Manager	Do the personnel who will be working on the project(s) have the necessary skills?
Communication	Ability to interface with Town staff, developers, and other contractors?
Efficiency and Effectiveness	Is the consultant capable of doing the work in an effective and efficient manner?
Promptness of Service	How quickly is the consultant able to respond to site visits, development review times, and required meetings?

AWARDING OF CONTRACT: The Town of Berthoud reserves the right to reject, for any reason whatsoever any and all proposals received as a result of this request; to waive any informality or irregularity in a proposal; to negotiate with all qualified sources; and to cancel all or part of the RFQ. The Town reserves the right to accept the proposal that provides the best value to the Town in its sole discretion. The submission of a proposal does not in any way commit the Town to enter into an agreement or contract with that proposal submitter, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. All information submitted in response to this request for proposal is public after the Notice of Award has been issued. The consultant should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material, then the material should be supplied with a separate cover and identified as confidential. Entire proposals marked confidential will not be honored. The Town of Berthoud will endeavor to keep that information confidential, separate and apart from the proposal, subject to the provisions of the Colorado Open Records Act or order of court.

Proposals must be signed by representatives of the company who have the authority to bind the company to its provisions.