



## REQUEST FOR QUALIFICATIONS

PROJECT:

- On-Call Engineering Services for The Town of Nederland

NOTICE: Monday, January 8, 2020

DEADLINE: Thursday, February 13, 2020

PROJECT CONTACT: Karen Gerrity, Town Administrator,  
kareng@nederlandco.org or (303) 258-3266

## Request for Qualifications Project Description

The Town of Nederland is seeking an experienced and qualified Civil Engineering firm, licensed in the State of Colorado, to perform civil and environmental engineering and related professional services for projects involving the planning, construction, reconstruction or rehabilitation of roadways, utility infrastructure facilities; storm water management and water and other natural resources; related land use and public involvement services; and to otherwise assist the Town in completing selected engineering and capital improvement projects.

Proposers shall provide a separate sealed cost proposal for this work. The selected Engineering firm must be qualified to perform project management, engineering and design services for federally funded projects and have experience in CDOT specific criteria for project management and design.

### Background

The Town of Nederland is home to roughly 1,500 residents and is also the economic and services hub for many more in the mountain region. Additionally, with many years of deferred maintenance, the community has seen an increase in issues surrounding its roads and storm water systems. The Town of Nederland was just awarded federal funds to make improvements in its downtown area, and continues to seek more grant opportunities in the future. Nederland completed a Master Infrastructure Plan in 2014 and seeks to continue various components of this Master Infrastructure Plan with the help of a contracted on-call engineering firm. Nederland's Board of Trustees has identified infrastructure and affordable housing as top priorities.

The engineer should be familiar with and abide by the Town of Nederland's Environmentally Preferred Practices Policy. This document may be accessed via the Town's website: [http://nederlandco.org/download/2004-06\\_Environ\\_Preferable\\_Practices.pdf](http://nederlandco.org/download/2004-06_Environ_Preferable_Practices.pdf).

### Scope of Work & Deliverables

The Town seeks to establish a short list of consultants or consultant teams as finalists. The Firm selected for engineering and design services must meet the qualifications and experience to perform the following services:

- Civil Engineering for Capital Improvement Projects
- Utility Infrastructure Improvements including Design and Engineering Services for Water Distribution, Storm water and Wastewater Collection Systems

- Environmental engineering for habitat restoration and analysis of ecology for any capital and/or infrastructure project
- Plan reviews of proposed developments
- Project management and Design and Engineering Services with particular experience in managing CDOT and Federally funded road and infrastructure projects.
- Provide design services in accordance with Colorado Department of Transportation (CDOT) Standard Specifications for Road and Bridge Construction, AASHTO "A Policy of Geometric Design", AASHTO "Roadside Design Guide", the CDOT Project Development Manual, CDOT M&S Standards, CDOT Design Guide, CDOT Construction Manual, Manual on Uniform Traffic Control Devices, Highway Capacity Manual, along with all applicable State and Federal Guidelines.
- Able to meet the necessary goals for disadvantaged business enterprise (DBE) as established by CDOT.

It is the Town's intent to develop a short list of qualified individuals and/or firms in each of these specialties. The firm selected will perform work under contract with the Town, using the Town's standard Professional Services Agreement, and will agree to provide services to the Town for a three (3)-year period with the option to renew up to two (2) additional one-year periods, subject to annual appropriation by the Town Board of Trustees, as required by law; the total maximum duration of the contract shall not exceed five (5) years. Total compensation for the selected firm will not exceed \$1,000,000 for the term of this contract.

Under the Professional Services Agreement, the Town will negotiate individual work orders for each task, including specific scope, schedule and budget for the work task.

The Town's selection process will be a two-step process:

- The first step will be an evaluation of the Statement of Qualifications (SOQ) submitted in response to this Request for Qualifications (RFQ).
- In the second step, the Town may proceed with negotiations with the primary consultant or invite the top three or more firms to make oral presentations to the selection team. Instructions will be provided regarding the desired content of the presentations. A firm's ability to follow directions will be considered as part of the evaluation of the SOQ and oral presentation.

### Statement of Qualifications

Statements of Qualifications (SOQ) submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town. One (1) electronic copy of the SOQ shall be provided by the proposing firm. The proposal is due no later than Thursday, February 13, 2020 at 5 p.m. in electronic format to Karen Gerrity, Town Administrator, Town of Nederland, [kareng@nederlandco.org](mailto:kareng@nederlandco.org).

1. **Introductory Letter.** The introductory letter shall name the person or persons authorized to sign contracts and represent the consultant in any negotiations.
  
2. **Information About Your Company.** Please provide the following:
  - a. Name, address, phone number, fax number, website and e-mail of the firm office which would be providing the service to the Town of Nederland as well as the location of the firm's home office if other than the above.
  - b. Number of years in business
  - c. Former names (if any).
  - d. Corporate structure and names (if applicable).
  - e. Insurance coverage. Provide a statement indicating that the firm has in effect or can obtain the insurance required by the Town (do not provide insurance certificates with the proposal). Insurance coverage includes the following:
    - i. Comprehensive general liability
    - ii. Professional liability – Errors and Omissions
    - iii. Automobile liability
    - iv. Workers' compensation
  - f. An acknowledgment of C.R.S. § 8-17.5-102, prohibiting the Town from approving a contract for services with a contractor who knowingly employs or contracts with illegal aliens, and expression of intent to comply with the statute if the contract falls within its scope.
  - g. Experience and approach to services for federally funded projects.
  - h. Ability to furnish professional services.
  - i. Anticipated design concepts
  
3. **Project Team.** This section should provide information regarding the firm's project team. Provide the names and resumes of the project team including the project manager and all key support professionals, and include applicable registrations where appropriate. Include a description of the team's experience with comparable projects including CDOT and federally funded projects, what role each team member provided for these projects, and the role expected on this work. Indicate in which office each team member is located. Include the number of experienced staff available to perform the requested services including specific qualifications and experience. If a multi-firm or team approach is proposed, clearly identify the responsibilities of each party and the assurances of performance offered. Please describe your history of working with members of the team. The Town of Nederland will contract with one primary firm, under which sub consultants may operate.
  
4. **Project Experience/References.** This section should provide information regarding the firm's qualifications and experience in relation to the projects the RFQ is intended to cover.
  - a. Discuss firm's qualifications to perform the work of the size and nature described in this RFQ.

- b. Provide specific firm qualifications to perform the general work described in this request including available resources, and recent, current and projected workload.
- c. Experience and expertise of project team members both individually and as a group;
- d. Discuss similar services and provide references concerning past performance including ability to meet schedules, cost control, and contract administration.
- e. Discuss the firm's familiarity with the Nederland area.
- f. Discuss avoidance of conflict of interest.
- g. Describe any special capabilities of your firm, such as technical innovations, community outreach, financial assistance, cost effectiveness, permitting, etc.
- h. Willingness to meet time and budget restraints and requirements
- i. Discuss previous experience with CDOT and federally funded projects.

Please provide a list of 5 clients of your company who have used your services in the design and/or construction of municipal infrastructure facilities or other related projects. Describe the service provided, include challenges and obstacles, timeliness of work performed, and outcomes. Include the name, address and telephone number of the client's contact person who is familiar with both the project and your firm's role on the project.

5. Cost Schedule. Provide a **sealed** schedule of costs for services that include the following:
  - a. Company name and address
  - b. Date that the cost schedule is valid (example: Jan. 1, 2020 – Dec. 31, 2020).
  - c. Position titles
  - d. Direct hourly rates for each position
  - e. Multiplier (e.g. overhead)
  - f. Billing rate for each position
  - g. Non-Salary Costs (e.g. travel or mileage, printing, etc)

**\*\*\* This is a Qualifications Based Selection (QBS) process. Cost or billing rates shall not be included in the evaluation criteria. The consultant shall exclude any references to costs in the SOQ.**

6. Supporting Information. Examples of supporting materials that should be included with the proposal include:
  - Graphs, charts, photos, resumes, plans, reports or similar documentation
  - Narrative explaining potential Nederland challenges
  - Experience with local agency projects
  - Experience with CDOT and Federally funded projects
  - Experience with each discipline
  - Project examples and materials that illustrate innovative solutions

- Demonstration of the firm's efforts in support of environmental protection and familiarity with the tenets of LEED, the Envision Sustainable Infrastructure Rating System, or similar systems
  - Any litigation to which the firm is a party
  - Any bankruptcy settlements or unpaid judgments against the firm or its principals
  - Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s)
7. Conflict of Interest. Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for the Town of Nederland and describe the possible extent of the conflict.
  8. Other Information. Provide any other information deemed necessary to support the proposal.
  9. Questions. All questions related to this RFQ must be submitted in writing Tuesday, January 23, 2020 at 5 p.m. Questions should be submitted via e-mail to [kareng@nederlandco.org](mailto:kareng@nederlandco.org). Answers will be posted to the Town web site, [www.nederlandco.org](http://www.nederlandco.org), by Tuesday, February 3, 2020

General Requirements of the Selected Proposing Firm

The successful firm shall:

1. Enter into a contract with the Town.
2. Maintain insurance coverage for the duration of the contract period as outlined in the contract.
3. Operate as an independent contractor and will not be considered employee(s) of the Town of Nederland.
4. Be paid on actual invoices as work is completed.

Evaluation Criteria

A selection committee comprised of Town staff shall evaluate the proposals based on the criteria and weight given to each as set forth in the table below. Submitted proposals will be judged on the completeness and quality of its content. If necessary, based on the evaluations, a select number of firms may be invited to respond to a detailed request for an oral presentation.

<u>PROPOSAL CONTENT AND EVALUATION CRITERIA</u>	<u>MAXIMUM SCORE</u>
Introductory letter	Pass/Fail
Information about your company and firm qualifications	20
Project Team	30
Project Experience/References	25

Conciseness and completion of the submission	10
Supporting information including key personnel resumes	15
Total Possible Points	100

#### Clarification of the SOQ

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

#### Preliminary Schedule

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Issue RFQ                         | Monday, January 8, 2020     |
| 2. Questions Due                     | Tuesday, January 23, 2020   |
| 3. Answers Posted                    | Monday, February 3, 2020    |
| 4. SOQ Due                           | Thursday, February 13, 2020 |
| 5. Oral Presentations (if requested) | Thursday, March 5, 2020     |
| 6. Contract Award                    | Thursday, March 19, 2020    |