

## **REQUEST FOR PROPOSAL for QUALIFICATIONS, PROCEDURES and PRICING**

May 29, 2019

**Purpose of Request for Proposal:** The Town of Orchard City is requesting proposals from qualified engineers to conduct a preliminary engineering study of its bridge railings. The purpose of this study is to evaluate and develop a construction plan for installation of transitions, approach rails and rail ends to meet current AASHTO/CDOT standards.

**General Information:** The Town of Orchard City 2018 bridge inspection reports noted improvement needed on approach railing on four bridges located within the municipal limits.

**Format and General Content of Proposal:** The selected engineering firm will be requested to complete the following tasks:

- a) Evaluate existing railing system.
- c) Develop and recommend upgrades needed to meet current AASHTO/CDOT standards.
- d) Develop detailed cost estimates for each bridge railing upgrade.

The firm may be required to attend Town Trustee meetings, as requested, including providing a preliminary, 50% and 100% final report on the project at regular Town meetings and interim meetings with the Road Committee.

**Available Resources:** 2018 Inspection reports provided by Short Elliott Henrickson Inc.

**Submittal Information:** Engineering firms interested in being considered for this project should send their bids to the Town of Orchard City, 9661 2100 Road, CO 81410, attention of Melissa Oelke, Town Administrator by June 28, 2019.

1. Scope of work with description and breakdown of tasks, deliverables and time line.
2. Proposed process for accomplishing the tasks.
3. Contact information: Name of contact person, address and phone number.
4. Form of organization: Whether the firm is a partnership, corporation or sole proprietorship, where the firm is organized, and the names of principles, officers and directors of the firm.
5. Key personnel: Names of key personnel, their respective titles, experience and qualifications and their involvement in this project.
6. Statement of Qualifications: Proposals should include a concise statement of philosophy and approach to the project. The engineering firm should summarize his/her ability to provide the requested services.
7. Availability: A brief statement of the availability of key personnel of the firm to undertake the proposed project.
8. Project List: List of similar projects completed by firm, along with one copy of a similar study as a work sample. (This work sample will be returned upon request.)
9. An estimate of costs and a breakdown of hourly rates, as well as reimbursable costs. The Town prefers a contract based upon time and expenses with a statement maximum for proper completion of the work.
10. References: Names, titles, who they work for and telephone numbers of persons whom the Town can call for references regarding the firm's past performance on similar projects.

Selection: The following criteria will be used in the selection of an engineering firm. These are guidelines and are not intended to be all-inclusive. They include: demonstrated insight, practical experience, technical knowledge and experience in the design of water systems, cost, and the ability to perform in a timely manner.

Deadline: Five copies of all materials must be submitted by 3 p.m., June 28, 2019, to Melissa Oelke, Town Administrator, 9661 2100 Road, Austin CO 81410.

Inquiries: Any questions regarding this request for proposal should be directed to: Melissa Oelke, Town Administrator, 970-835-3337.

A meeting with the top two selected teams may be requested prior to determining the final award of the project.

The award will be based on a 60/40 split with Qualification weighted at 60% and Procedures and Pricing collectively weighted at 40%.