

REQUEST FOR QUALIFICATIONS

Notice is hereby given that The Town of Monument, Colorado is requesting submittals of qualifications from licensed civil and/or environmental engineers or engineering firms for the purpose of selecting an individual or firm to serve as the Town's general engineering consultant by filing with the Director of Public Works, 645 Beacon Lite Road, Monument, CO, 80132 until **April 28th, 2017 at 4:00 P.M MST**. Qualifications submitted after the due date will not be considered. The full description of the RFQ can be found on the Town's website under Public Notice, <http://www.townofmonument.org/333/Public-Notices> .

Please contact Thomas Tharnish, Director of Public Works, Town of Monument for additional information at 719-884-8039 or ttharnish@tomgov.org.

TOWN OF MONUMENT, COLORADO
REQUEST FOR QUALIFICATIONS
FOR GENERAL ENGINEERING CONSULTANTS
MARCH 2017

INTRODUCTION

The Town of Monument, Colorado is requesting submittals of qualifications from licensed civil and/or environmental engineers or engineering firms for the purpose of selecting an individual or firm to serve as the Town's general engineering consultant.

INTENT

The purpose of this request for qualifications is to obtain an agreement with the most qualified firm(s) or individual(s) to assist the Town on an as-needed basis with the engineering tasks listed below. The Town desires to enter into an agreement with the most qualified firm(s) or individual(s) to provide services for a specified length of time, with options for a continuation of these services beyond the duration of the initial period. The Town may determine during the evaluation process that it is in its best interests to select more than one firm or individual to serve as general engineering consultant, and reserves the right to award continuing services contracts to multiple firms or individuals.

SCOPE

The scope of work for the general engineering consultant agreement is presently planned to consist of the following tasks:

- Preparation of design drawings and construction documents for a variety of public works projects, including but not limited to: roadways, storm drainage, potable water distribution systems, water treatment plants and plant expansions, pumping stations, sidewalks, curb and gutter, and specialty pavements.
- Project management for public works projects, either as an owner's representative (contract administration), or as a resident project representative, or both.
- Maintenance of the Town's GIS mapping system, including updates to maps, hyperlinks, etc., and the development of future planning tools.
- Assistance in the review of subdivision plans, including construction documents, drainage reports, pavement design specifications, geotechnical reports, and traffic impact studies.
- Assistance with on-site inspections of site-related development, including underground utilities and drainage, detention ponds and other storm

drainage facilities, and other civil infrastructure, including pavement and miscellaneous site features.

- Consultation on water supply matters, including future planning.
- Miscellaneous surveying tasks as required.
- Assistance with minor field issues as needed by the Public Works Director.
- Assistance in the review of construction bid packages for various projects.
- Expert witness testimony.
- Possible assistance in the development of a stormwater utility.
- Construction cost estimating for various public works projects.
- Other general municipal engineering tasks as may be required.

CONDITIONS

The agreement that will ultimately be executed between the selected firm(s) or individual(s) and the Town will be a non-exclusive agreement. The Town reserves the right to contract with other firms or individuals for any or all of the above listed tasks. Nothing in this request for qualifications or the resulting agreement(s) alters or cancels the terms and conditions of prior agreements for similar services.

The Town may choose to select more than one firm or individual for any or all of the listed tasks. The selection of one or more firms should not be interpreted as an exclusive or contractual obligation on the part of the Town to have the selected firms or individuals perform any or all of these services. The Town also reserves the right to provide any of these services with its own personnel.

REQUIREMENTS FOR SUBMITTAL

The following is required to be submitted, at a minimum, for consideration of the respondent's qualifications:

- All pertinent data or information deemed necessary by the respondent to establish its qualifications for the various tasks listed to allow the Town to fully evaluate its submittal based on the criteria described herein.
- A staffing plan and organizational chart. Specifics for the listed tasks and a list of subconsultants, if any, must be included.
- Client references for a minimum of three governmental organizations with which the respondent has, or does, perform similar tasks and services. Include the name and contact information of specific individuals who have knowledge of the respondent's performance.
- Hourly rates and multipliers used by the firm or individual.

Submittals must be received no later than 4:00 PM MST on April 28th, 2017 at Monument Town Hall, 645 Beacon Lite Road, Monument, CO 80132. Five (5) bound copies are required to be submitted, along with a cover letter containing

the name and telephone number of the contact person through whom all correspondence and contact shall be made.

EVALUATION CRITERIA

Respondents will be evaluated based upon the following criteria:

- Similar experience with municipal engineering design and construction management responsibilities.
- Past performance on similar assignments, including a demonstrated ability to complete tasks and projects on time and within budget, and a statement describing, in detail, quality control procedures on past projects of a similar nature.
- Respondent's qualifications, including number of years in business, credentials, and licenses.
- Respondent's in-house expertise for the required services, including the proposed project manager and any staff proposed to be assigned to the respondent's project team.
- Resumes and relevant background information for the respondent's key personnel who will be directly or indirectly involved in the tasks specified herein.
- The ability and qualifications of any subconsultants proposed to be part of the respondent's team.
- Respondent's demonstrated ability to plan, design, and prepare construction documents suitable for bidding in an expeditious manner.
- Respondent's familiarity with local permitting processes, local agency requirements, and general methods of performing engineering services in El Paso County.

SELECTION PROCESS

Town staff will evaluate all written submittals received and rank the firms and/or individuals based upon the evaluation criteria listed above. Staff may require additional information via fax or written correspondence, and may also require presentations by the top-ranked firms or individuals to assist in developing a rank order. The Town of Monument Board of Trustees will then be presented with a rank order for approval. Upon selection by the Board of the top-ranked firm(s) or individual(s), Town staff will negotiate an agreement, or agreements, with the selected firm(s) or individual(s). If an agreement is unable to be reached with the top-ranked firm or individual, or any of the top-ranked firm(s) or individual(s), as may be the case, staff will negotiate with the next-ranked firm or individual, and so on, until an agreement, or agreements, satisfactory to all parties are reached. The agreement or agreements will then be presented to the Board of Trustees for approval. The Town of Monument reserves the right to reject any and all submittals in its sole discretion.

INDIVIDUAL TASK ASSIGNMENTS

When the need for services for a specific project occurs, Town staff will enter into negotiations with one of the selected firms for a Project Agreement to cover the specific project. As an alternative for smaller projects, the Town may issue a Purchase Order or a similar document authorizing the work, upon acceptance and approval of a scope of work for the project.