



## TOWN OF GEORGETOWN

### Request for Proposals

#### Civil Engineering – Roads, Bridges, Some Project Review

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The Town of Georgetown, Colorado is requesting a qualified engineering firm or individual registered engineer for design of road, bridge, and drainage projects, assist with bidding and construction management, and for occasional review of submitted plans, subdivisions, planned unit development and other development applications for consistency with Town design and engineering standards.

Any requests for clarification or additional information deemed necessary by any respondent to present a proper proposal shall be submitted **in writing** to Chuck Stearns, Town Administrator, PO Box 426, Georgetown, Colorado, 80444-0426 or [gtownadmin@earthlink.net](mailto:gtownadmin@earthlink.net) and referencing this Request for Proposals (RFP). Written requests for clarification must be received a minimum of five (5) days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to in writing by the Town in the form of an addendum addressed to all prospective respondents.

All proposals shall be binding upon the respondent if accepted by the Town within sixty (60) calendar days of the proposal submission date. Negligence upon the part of the respondent in preparing the cost proposal confers no right of withdrawal after the time fixed for the submission of proposals.

The Town reserves the right to negotiate any and all elements of this proposal.

#### **I. Background**

The Town is seeking an engineering firm or a registered engineer that is able to design road, bridge, sidewalk, drainage and associated projects, assist with bidding and construction management, and perform the occasional engineering review of significant development projects.

#### **II. Scope of Services**

- Design road, bridge, sidewalk and drainage projects for improvement of infrastructure in Georgetown.
- Estimate costs of projects.
- Make recommendations on the priority of projects to undertake.
- Assist with bidding process and construction management as needed.

- Review occasional submitted plans for large developments where roads or bridge improvements may be necessary. Review plans in accordance with road standards in Georgetown municipal code.
- Ability to meet with town staff and boards to review proposed projects's design or other issues.

### **III. Instruction to Proposers**

The proposal shall be organized using the following format:

1. Table of Contents
2. Brief Narrative on the person/firms experience in civil engineering for roads, bridges, sidewalks, and drainage projects.
3. References and Experience - List those projects your firm has completed within the past five-(5) years that may be similar to that requested by this RFP. With each reference, include the company name, address, persons to contact, telephone number, and a brief description of the project completed by your firm, and the time required to complete the project.
4. List key personnel that will be assigned to the Town's and the hourly rate that would be charged for their services. List the person's name, title, project assignments, years of experience, licenses and any other qualifications relevant to this request. List the names, address, telephone number, credentials, and roles of all team members.
5. Include a statement that the organization maintains the insurance required by Colorado law and will comply with Colorado Illegal Alien laws.

By submitting a proposal, proposer hereby certifies that at the time of this certification, proposer does not knowingly employ or contract with an illegal alien; and that proposer has participated or attempted to participate in the Basic Pilot Program administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

**Three (3) copies** of each proposal shall be submitted to the Town Administrator in a single sealed envelope marked in the lower left-hand corner "**Engineering RFP**". The proposals may be mailed to P.O. Box 426, Georgetown, CO 80444-0426 or hand delivered to Town Hall, 404 6<sup>th</sup> Street, Georgetown, Colorado 80444.. Proposals will be received until 5 p.m. on Tuesday, October 14, 2008. Late proposals will not be accepted.

The Town of Georgetown reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the Town, to be in the best interest of the Town.

The Town intends on issuing a contract to the successful qualified professional consultant by December 1, 2008.

#### **IV. Selection Process**

A selection committee comprised of selected Town staff and board members will evaluate the proposal. Members of the selection committee will review and rate each proposal based on the following criteria:

1. The firm's experience in providing similar services.
2. Key personnel that will be assigned to the Town's review
3. Overall responsiveness to the RFP.
4. Ability of the firm to complete the work in a cost-effective manner.

The selection committee may decide to interview 2-3 firms or individuals if it feels such interviews are desirable.

#### **V. Right to Reject Proposals**

The Town of Georgetown reserves the right without prejudice to reject any or all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the Town, to be in the best interest of the Town.