



**REQUEST FOR PROPOSAL (RFP)
FOR
ENGINEERING SERVICES

FOR THE
CITY OF FORT MORGAN**

INTRODUCTION

The intent of this Request for Proposal is to obtain a qualified (licensed) person, firm, or corporation, hereafter referred to as Engineering Firm, to provide services for the water treatment plant, wastewater treatment plant, water distribution and wastewater collection departments and for water and wastewater rate studies. These services may also include but are not limited to project study and report, negotiations and rate analysis.

The selected engineering firm will be responsible for preparing an outline for the contract for professional services for review and approval of the City Council of Fort Morgan.

To be eligible for consideration, the engineering firm must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

City of Fort Morgan
PO Box 100
Fort Morgan CO 80701
City Manager Pat Merrill: (970) 542-3961

If an engineering firm submitting a proposal finds discrepancies in or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof; a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing engineering firm, and shall become part of the request for any contract awarded.

SUBMITTAL DATE AND LOCATION

All proposals must be delivered prior to 5:00 p.m. on May 1, 2009. Proposals must be submitted in a sealed envelope plainly marked "Request for Proposals/City of Fort Morgan Engineering, WS", addressed to the City Manager, PO Box 100, 110 Main Street, Fort Morgan, Colorado, 80701.

LATE AND ELECTRONIC PROPOSALS

Late proposals will not be accepted under any circumstance and any proposal so received shall be returned to the proposing engineering firm unopened. In addition, electronic proposals and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Sole responsibility rests with the proposing engineering firm to see that their proposal is received on time.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing engineering firms shall comply with all conditions, requirements, and specifications contained here; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing engineering firm submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of one (1) year following the opening of the proposal.

The City of Fort Morgan reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the proposal to the most responsive and responsible proposing engineering firm as deemed in the best interest of the City of Fort Morgan.

The City of Fort Morgan will not return proposals or other information supplied to the City by the proposing firms.

EVALUATION OF PROPOSALS

The City Council of the City of Fort Morgan and the City Manager will evaluate all proposals. The City may evaluate prospective engineering firms. During the interview and evaluation process, the City reserves the right to accept or request additional information or clarifications from the engineering firm or to allow corrections of errors or omissions. Engineering firms may be required to make oral presentations as part of the evaluation process. The engineering firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City and not necessarily on the basis of the lowest price. Following the notification of the successful engineering firm it is expected a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- a. Responsiveness to the needs of the City both in service cost and in the scope of the services offered.
- b. Responsibility of the proposing engineering firm and its experience in dealing with municipal governments, specifically on projects of similar scope and nature.
- c. The degree to which the proposal meets or exceeds the term of the request for proposal.
- d. The proposed fee structure shall be based on the services to be provided.
- e. Design ability including design philosophy, design skill, construction management skills and project interpretation.

PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Fort Morgan.

Proposals shall include the following:

- a. A cover letter shall be provided stating the name, address, email address and telephone number of the engineering firm contact person and must bear the signature of the person having the authority to make the proposal for the engineering firm and bind the firm in a formal contract with the City.
- b. A response that defines the methods and means by which the proposing engineering firm will perform the services outlined in the request for proposal.
- c. A list of at least three (3) references for which services have been provided by the proposing engineering firm for governmental agencies for projects of this type, include contact names, addresses and telephone numbers.
- d. Evidence that the engineering firm has worked on similar projects.
- e. A statement of qualifications, which will include a list of those individuals who will be working on projects either as employees/principals or as employees of a subcontractor who will work on projects under the supervision of the engineering firm.
- f. Any other information deemed necessary by the proposing engineering firm.
- g. Please provide three (3) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the engineering firm has full knowledge of the scope, nature, quality and quantity of work to be performed and the detailed requirements and conditions under which the work is to be performed.

GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM

Professional service or creative work, including consultation, evaluation, planning, design, surveying, etc. must be performed by a registered professional engineer or architect licensed to practice in the State of Colorado.

The successful proposing engineering firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Fort Morgan.

The successful proposing engineering firm and its employees will operate as an independent contractor and will not be considered employees of the City of Fort Morgan.

SCOPE OF WORK

The Scope of Work is to provide services for the water treatment plant, wastewater treatment plant, water distribution and wastewater collection departments and for water and wastewater rate studies. These services may also include but are not limited to project study and report, negotiations and rate analysis.

INDEMNIFICATION

The engineering firm agrees to indemnify and hold harmless the City of Fort Morgan and its officers and its employees, from and against all liability, claims, demands and expenses including court costs and attorney fees on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if any injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the engineering firm, or any officer, employee, or agent of the engineering firm.

RIGHT TO REFUSE PROPOSALS

The City of Fort Morgan reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.