

REQUEST FOR PROPOSAL

Irrigation Design Services for the Fort Morgan Golf Course
Fort Morgan, Colorado

August 25, 2011



Patti Evans, Director
Community Services Department

CITY OF FORT MORGAN
P.O. BOX 100
FORT MORGAN, COLORADO 80701
(970) 542-3919



City of Fort Morgan

INVITATION FOR PROPOSAL

City of Fort Morgan Community Services Department Fort Morgan Golf Course Irrigation System Design Services

The City of Fort Morgan is accepting sealed proposals for **Irrigation Design Services-Fort Morgan Golf Course** until 4:00 p.m. (our clock) on Friday, September 2, 2011 at City Hall located at 110 Main Street, Fort Morgan, Colorado 80701. If delivered, they are to be sent to 110 Main Street, Fort Morgan, CO 80701. If mailed, the address is PO Box 100, Fort Morgan, CO 80701.

Proposals must be received at City Hall prior to 4:00 p.m. (our clock) on September 2, 2011.

There will be no pre-proposal meeting.

All questions regarding this bid should go to **Patti Evans, Community Services Director** in writing and can be e-mailed to pevans@cityoffortmorgan.com or faxed to **(970) 542-0238**. The cut-off date and time for questions is **August 31, 2011 at 9:00 a.m.** It is the responsibility of the prospective bidders to contact Patti Evans at **(970) 542-3919** to verify receipt of questions. Based upon such inquiry, the City may choose to issue an Addendum and will be uploaded to the City's website <http://www.cityoffortmorgan.com> no later than August 31, 2011 at 3:00 p.m. It shall be the responsibility of the Respondent to check the website regularly for any and all updates and additional documentation that may be posted.

A copy of the bid and associated documentation may be obtained as follows:

1. The City Website at www.cityoffortmorgan.com
2. City Hall located at 110 Main Street, Fort Morgan



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I. GENERAL INSTRUCTIONS

All Proposals must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the contractual agreement. In addition, the authorized representative's signature of the Proposal assures the company's understanding of the City's Procurement Policy. A copy of the policy is available upon request at the City Clerk's Office.

Proposals may be withdrawn up to the date and time set for closing upon written, faxed or e-mailed notice to the City. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening. Negligence upon part of the bidder in preparing their Proposal shall not constitute a right to withdraw a Proposal subsequent to the submittal deadline. A conditional or unqualified Proposal may be cause for rejection.

Only Proposals properly received will be accepted. Each Proposal and applicable documentation as requested must be submitted in a sealed envelope, addressed to:

Fort Morgan Golf Course Irrigation Design Services RFP

Attn. Patti Evans
City of Fort Morgan
110 Main Street, PO Box 100
Fort Morgan, CO 80701

The City intends to review the Proposals within ten (10) days of the opening of the submitted Quote. The City of Fort Morgan reserves the right to reject any or all Proposals, in whole or in part, to make multiple awards, partial awards, award by types, or item by item, whichever may be most advantageous to the City of Fort Morgan. Upon selection, the City will issue a Notice of Award and a contract must be completed and signed by all parties concerned within ten days of issuance of the Notice of Award. If this date is not met, the City may elect to cancel the Notice of Award (if the delay is not the fault of the City). The City reserves the right to incorporate standard contract provisions into any contract as a result of a Proposal submitted in response to the RFP.

II. PROJECT SCOPE

The City is seeking a Firm to develop an irrigation plan set and bidding document based on the recommendations presented in the August 20, 2011 Fort Morgan Golf Club Irrigation System Assessment (see attached).

The **BASE BID** is anticipated to include the following for the Irrigation Design Services:

A. Plan Sheets:

1. Plan sheets will include a mechanical sheet(s), (heads, valves, pipe routing and sizes, quick couplers, controllers), electrical sheet(s), golf pumping station design and specifications, installation details for each assembly, written technical specifications, and bid form that will be combined with the City's front end documents and presented to Contractors to provide pricing for the

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projects. Mechanical components will be presented on 30"x42" sheets at a scale of 1"=100.0'. Any necessary communication and power wire plan sets will be presented on 30"x42" sheet size at a 1"=100.0' scale.

2. Deliverables for this Item shall include:
 - i. Irrigation design and presentation of the design plan set.
 - ii. Irrigation Specifications and bid form.
 - iii. One (1) on-site visit/meeting during the final design/ construction document phase.
 - iv. One (1) 30"x42" hard copy bond plan set delivered to Fort Morgan Golf Club.
 - v. Electronic PDF plan set delivered to all design team members.

B. Contractor Selection and Pre-Construction Meetings:

1. The Firm will invite a select group of pre-qualified Contractors to bid on the project. A Pre-Bid meeting will be held to distribute the Construction Documents and allow the Contractors an opportunity to view the site. Contractors will be given a tour of the golf course and made aware of any unique circumstances associated with the site/project.
2. The Firm will review the submitted bids and recommend the most qualified Contractor.
3. After the Contractor is selected, a Pre-Construction meeting will be held with the selected Contractor. The meeting will discuss scheduling, installation process, billing procedures, and other topics necessary for a successful project.
4. Deliverables for this Item shall include:
 - i. Pre-bid Meeting with list of Contractors invited and expected to attend.
 - ii. Pre-construction meeting with the selected Contractor.
 - iii. Summary of discussion during meetings and issuance of any necessary Addendum to bid documents, distributed to all team members via e-mail.
 - iv. Two (2) on-site visits/meetings during the final design/ construction document phase.

C. Field Staking and Construction Observation:

1. The Firm will coordinate with the Superintendent and Contractor, a schedule to field stake the equipment presented on the final design document. During the irrigation site visit, each hole will be staked to provide the most efficient use of sprinklers and the most effective irrigation coverage. The irrigation staking is customized to fit the golf features in the field.
2. Heads, quick couplers, valves, and mainline routing will be staked. Plans will be generated showing the head locations, station assignments, lateral pipe

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routing, mainline routing and controller locations. All staked equipment will be mapped with map grade GPS equipment. As-staked plans will be generated from the collected data.

3. A plan will be provided to all parties associated with the project. The plan will be in an electronic, e-mailed PDF format. The PDF format allows the contractor quick access to the plan and eliminates the need to wait on the plans to arrive via conventional shipping methods. Sheet size will be 30" x 42" showing several holes, and 11" x 17" showing one hole per sheet. The 11" x 17" sheet size allows for easy handling in the field. One (1) set of As-staked plans will be delivered via USPS to the golf course for their records. A site report will be generated after each site visit. The report will detail contractor progress, areas staked, and quantities of heads staked vs. heads designed. A cost summary will be kept showing any installed cost variance.
4. Deliverables for this Item shall include:
 - i. As-staked plan of the holes staked during each visit. Plans will be distributed via e-mail in a PDF format to all team members.
 - ii. An observation report provided after each site visit, detailing contractor progress, equipment staked and associated cost variance to date.
 - iii. Eight (8) weekly site visits/meetings during the field staking construction observation phase.
 - iv. One (1) 30"x42" hard copy bond plan set delivered to Fort Morgan Golf Club detailing the area staked during each specific visit.
 - v. One (1) set of 11x17 hole sheets for the areas staked during each specific visit.
 - vi. Electronic PDF plan set delivered to all design team members.

D. Substantial Completion and Final Inspection

1. The Firm will conduct a minimum of (2) site visits to review the installation of the irrigation system. All items associated with the irrigation project will be reviewed and a document will be generated that addresses the deficiencies found. The Contractor will be given the list and will repair the deficient items. The Firm will make (1) additional site visit to confirm the deficiencies have been satisfactorily repaired.
2. Deliverables for this Item shall include:
 - i. A report detailing items that need additional attention. A final inspection / report of the system after the repairs have been completed.
 - ii. Two (2) on- site visits/meetings during the substantial completion/final inspection phase.

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E. Construction Record Drawings

1. Construction Record Drawings or "as-builts" will be generated during the construction phase of the project. As the contractor installs the equipment, a GPS as-built will be generated showing the progress of the installation. The contractor will provide the Firm with field notes to help assemble a very complete record drawing of what is being installed in the field. The as-builts are generated as the project is underway. The as-builts can be used as a document to verify that the contractor is billing the appropriate percentage for that pay period. The as-built will identify each head with a field controller station assignment, as well as the area label for each specific sprinkler.
2. Deliverables for this Item shall include:
 - i. One set of hard copy plans on 30"x 42" sheet size bond paper.
 - ii. Two (2) sets of laminated & coil bound book of each hole on 11"x 17" sheet size.
 - iii. One laminated 8.5x11 sheet for each controller.
 - iv. CD/DVD with the three (3) above noted items in PDF format.

F. Central Computer Programming

1. The Firm will provide the golf course with a completed database and interactive map that will be used to operate the new system, via the irrigation central computer. All station data will be entered, along with the necessary flow management data and programs built by each area to be irrigated.
2. Deliverables for this Item shall include:
 - v. CD of the central computer database containing all necessary data to operate the system.
 - vi. One 11x17 laminated & coil bound book of each hole to use as a programming guide.
 - vii. Six (6) hours of training on how the data was assembled and how to operate the system from the central computer.

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G. Fee Schedule

1. Irrigation System Design Services _____
2. Contractor Selection/Pre Construction Meetings _____
3. Field Staking/Construction Observation _____
4. Substantial Completion and Final Inspection _____
5. Construction Record Drawings _____
6. Central Computer Programming _____
7. List any additional fees or charges with justification _____

Design and Construction Services Total _____

H. Additional/Unexpected Work

In the event work outside of the defined scope is necessary, please specify the following hourly rates which will apply. Any additional work will be proposed and accepted in writing before proceeding.

I. Milestone and Progress Payment Schedule

1. Task 1 will be billed after presentation of the Final Plan Set to the Fort Morgan Golf Club.
2. Task 2 will be billed after each meeting.
3. Task 3 will be billed after each site visit.
4. Task 4 will be billed after each site visit.
5. Task 5 will be billed at 50% and 100% intervals.
6. Task 6 will be billed at 50% and 100% intervals.
7. Task 7 will be billed at 100% completion

III. BUDGET

The budget for the related work to include the engineering services, materials and construction of this project is not to exceed \$30,000.

IV. CONFLICT OF INTEREST AND GOOD FAITH

Respondents must declare among their team, any business entity or individual who is, or is associated with, in any way likely to create a conflict of interest or a perception of conflict of interest.



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The Respondent declares that its submittal is in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect.

The Respondent declares that it has not and will not participate in any collusive scheme with any entity or person in developing this RFP.

If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

Failure to comply with this provision may result in disqualification of your Proposal from the RFP process or, if the City becomes aware of breach of this provision after the detailed Proposal has been requested, disqualification from the further processes.

V. CONFIDENTIALITY AND PRIVACY

Information provided to a Respondent by the City or acquired by a Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFP and any subsequent proposal to the media or any member of the public without the prior written authorization of the City.

Respondents are advised that the City is subject to freedom of information laws, such as the Colorado Open Records Act and that the Contractor will be expected to comply with the obligations imposed upon the City.

To the extent permitted, the City shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released if required by City policy or procedures, by other authorities having jurisdiction, or by law.

All Proposals submitted to the City will be kept in confidence with the City administrators for the sole purposes of evaluating and developing the best possible strategic option for the City. Submitted Proposals will become the property of the City. The City will have the right to make copies of all Proposals for its internal review process and to provide such copies to its staff, legal, technical and financial advisors and representatives.

All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.



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VI. INSURANCE AND INDEMNIFICATION REQUIREMENTS

The Firm shall at all times during the term of the agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Firm.

The Firm shall at all times during the term of the agreement carry, maintain, and keep in full force and effect, a policy or policies of Professional Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence.

The Firm agrees to maintain in force at all times during the performance of work under the agreement worker's compensation insurance as required by law.

The Firm shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of the agreement.

The Firm agrees that if it does not keep the aforementioned insurance in full force and effect, City may either immediately terminate the agreement or, if insurance is available at a reasonable costs, City may take out the necessary insurance and pay, at Firm expense, the premium thereon.

VII. SELECTION PROCESS AND SCHEDULE

The City shall be the sole and exclusive judge of quality and compliance with Proposal specifications in any of the matters pertaining to this RFP. The City reserves the right to award the contract in any manner it deems to be in the best interest of the City.

All Proposal information will be evaluated according to the criteria listed herein, and the Firm selected will be chosen on their apparent ability to best meet the overall expectations of the City of Fort Morgan.

Proposal information will be appraised and a "shortlist" of candidates may be selected to bid the project.

By submitting an RFP submission and participating in the process as outlined in this document Respondents expressly agree that no contract of any kind is formed under, or arises from this RFP and that no legal obligations will arise. The City will have no obligation to enter into negotiations or a Contract with a Respondent, even though one or all of the Respondents are determined to be responsible and qualified, and the proposals are determined to be responsive.

If the City proceeds to request a more detailed Proposal from Respondents determined to be qualified under the RFP process, the City will have no obligation to award a Contract where:

- (a) One submission is received; or
- (b) In the judgment of the City, the interests of the City would best be served by not entering into a Contract.



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The City of Fort Morgan reserves the right to reject in whole or in part any or all proposals. The City reserves the right to cancel or modify this solicitation at any time. Interested parties are advised to monitor the website for any updated information released after initial distribution of this RFP.

It is understood that the design/construction drawings are preliminary only and are intended principally to serve as a guide.

VIII. PROBABLE SELECTION CRITERIA

1. Experience with projects of similar size, schedule and complexity, and experience.
2. Key personnel designated for this project.
3. Response from references.
4. Other relevant information as submitted.

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PROPOSAL FORMAT AND REQUIRED DOCUMENTS

City of Fort Morgan Electric Department

Industrial Park Line Rebuild Engineering Services

- 1. COVER LETTER** – A letter expressing Respondent's specific interest in being awarded this project.
- 2. EXPERIENCE** – List a minimum of three (3) references and maximum of ten (10) projects in the last five years similar to this project. Include Owner references, reference letters, and telephone numbers.
- 3. COMPANY PROFILE** – Provide a company profile addressing the following:
 - a. Company name and address
 - b. State of incorporation (if applicable)
 - c. Contact person, title, phone number, email address, facsimile
 - d. Number of years in business
- 4. PROPOSED PROJECT TEAM** – Include resumes and references of personnel to be assigned to the project.
- 5. PROJECT SCHEDULE** – Provide a recommendation of the most cost-effective schedule to complete this project either at or under budget. The schedule is to include all applicable major activities from Engineer's Notice to Proceed to delivery of As-Built/Record Drawings. Project is to be completed on or before September 21, 2010.
- 6. PROPOSED COST** – Provide an anticipated Base Bid based on the Project Scope as set forth in Paragraph II and the not to exceed Budget in Paragraph III.
- 7. SELF PERFORMANCE, BEST VALUE** – Provide an explanation of Respondent's standard work or potential self-performance. The City of Fort Morgan expects to receive the lowest bid of qualified companies to perform the work. Given this expectation, explain how your City will ensure that the City is receiving quality work and the most cost-effective price.
- 8. NUMER OF COPIES** - Please submit three (3) copies of your proposal. One (1) unbound original, and two (2) bound copies.

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