

REQUEST FOR PROPOSAL
23 June 2009

The City of Woodland Park is accepting qualifications and cost proposals for On-Call Engineering and GIS Services.

The City will host a project orientation meeting at City Hall, 220 W. South Avenue, Woodland Park, CO 8066 on **July 28, 2009 at 2:00 pm**. Proposals shall be received by the City of Woodland Park, 220 West South Ave, PO Box 9007, Woodland Park, CO 80866 **on or before 5:00 pm September 25, 2009**.

Consultant Qualifications:

The following topics shall be addressed when submitting consultant/team qualifications:

1. Experience providing technical engineering and GIS assistance to similar municipalities or other types of governmental entities
2. Relevant experience of key staff that will be providing services to the City of Woodland Park with special emphasis regarding experience in assisting small municipalities
3. Relevant technical experience in the following areas:
 - a. Review of development plans and associated submittals (e.g. site plans, street layouts, utility plans, plats, drainage plans, etc.)
 - b. Design and review of water distribution and waste water collection systems
 - c. Stormwater system design and analysis to include inlets and associated conveyance systems/components
 - d. Drainage design to include small basin hydrology, open channel hydraulics, natural channel design, hydrologic and hydraulic modeling, culvert design, scour analysis, sediment transport, erosion and sediment control and use of Low Impact Development methods
 - e. Familiarity with the City of Colorado Springs Drainage Criteria manuals
 - f. Structural analysis and design to include concrete, steel and timber materials
 - g. Pavement analysis and design especially with regard to asphalt pavement materials
 - h. Familiarity with the Pikes Peak Region Asphalt Paving Specifications and CDOT Pavement Design Manual
 - i. Traffic and transportation engineering and analysis
 - j. Geotechnical engineering
 - k. GIS services for municipal operations
 - l. Graphic design capabilities
 - m. Professional Land Surveyor services to include preparing and reviewing legal descriptions and plats
4. Staff capacity and ability to maintain responsiveness
5. Quality control policies and procedures

6. Project management program to include client communications and feedback processes
7. Submittal of consultant qualifications shall not exceed a total of 25 pages. Resumes for key staff may be included with the qualifications and will not count toward the 25 page maximum.

Cost proposal:

The cost proposal shall include hourly rates (for 2010, year one) for each individual category of personnel that are proposed or would be utilized in performing the tasks described in the Scope of Work. The cost proposal shall describe how the consultant will account and charge for overhead items such as travel, reproduction costs, vehicle use, equipment costs, etc.

The cost proposal is to be submitted in a sealed envelope marked “Confidential Cost Proposal”. The cost proposal will be opened after the evaluation of the consultant qualifications is complete.

Contract:

The City will use its Standard Consultant Services Contract template, a copy of which is available upon request. The City reserves the right to award the contract to more than one consultant.

Evaluation Criteria:

- Experience in providing the listed technical services to municipalities and or other similar organizations
- Cost
- Project and client management approach
- Project team (project manager and key staff)

For additional information contact the City of Woodland Park, Director of Public Works/City Engineer at 719-687-9246

E-mail advertisement to:

- Alpine Engineering Group (alpineenggroup@comcast.net)
- URS (Ryan_Weaver@URSCorp.com)
- Matrix (eric_smith@matrixdesigngroup.com)
- Merrick (ruben.cruz@merrick.com)
- Drexel, Barrell (sstevens@drexelbarrell.com)
- CIP Information Service (mmoore@cip-info.com)
- Kleinfelder (rgibson@kleinfelder.com)
- Tetra Tech (david.roberts@tetrattech.com)
- Kiowa Engineering (rwrap@kiowaengineeringcs.com)
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