



DATE: November 14, 2008

Proposal Deadline: 4:00 P.M., December 10, 2008

REQUEST FOR PROPOSALS

This is a Request for Proposals for **Underground Utility Repair** services for the Town of Superior, CO and the Superior Metropolitan District No. 1 (collectively hereafter referred to as the "Town"). This Request for Proposal is intended to gather pertinent information concerning the ability of private contractors to meet the needs of the Town.

The Town is interested in establishing an ongoing relationship with several contractors to ensure high quality, necessary, timely, and cost-efficient underground utility repair services. We expect that the contractors chosen will be experienced in the type of underground utility repair services required on an intermittent basis by municipalities in this area of Colorado.

This will be a non-exclusive arrangement with pre-qualified firms to perform work for Superior. Three firms will be selected to be issued requests for bids, and may be called for emergency repair work. For emergency repairs, Superior will decide which of the chosen three firms will be called upon first.

The Town of Superior, Colorado will accept proposals at the Town Hall, 124 E. Coal Creek Drive, Superior, Colorado 80027, until 4:00 p.m. December 10, 2008. Proposals received later than the above referenced time will not be accepted for review or consideration.

TWO (2) COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED AND RETAINED BY THE TOWN OF SUPERIOR.

SOLICITATION PROCESS

Proposals will be evaluated and ranked based on the information submitted. A short list of firms will be selected to be issued requests for bids, and may be called for emergency repair work. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered for work in 2009.

CONDITIONS OF AWARD

The Town shall be the sole judge of the firm's qualifications, and whether the proposal is in the best interests of the Town. The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any company, and to establish the responsibility, qualifications and experience of the contractors and award future work in accordance with the Request for Proposal documents to the Town's satisfaction. The Town may consider, but not be limited to, rates, equipment availability, and experience.

The Town shall have the right in its sole discretion to terminate an award with or without cause.

CONFIDENTIALITY

Proposals submitted to the Town of Superior for consideration shall be subject to the Colorado Open Records Act and Colorado Statute C.R.S. Sec 24-92-103(4) after award is made. Any confidential information in your proposal must be identified as such. Proposals submitted and terms and conditions specified in each contractor's response shall remain the property of the Town of Superior.

QUESTIONS

Written questions regarding this Request for Proposal must be addressed in writing or via e-mail to:

Jon Haukaas, Director of Public Works and Utilities

Phone: 303-499-3675, Fax: 303-499-3677, Email: johnh@townofsuperior.com

ADDITIONAL INFORMATION

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The Town reserves the right to be the sole judge of these criteria.

The Town may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The Town of Superior reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous to the Town.

TOWN OF SUPERIOR

Attachments

Section I	Scope of Services
Section II	Proposal Submittal Requirements
Section III	Repair Crew Rate Sheet
Section IV	References

SECTION I
SCOPE OF SERVICES

General Scope of Services

May include but does not guarantee and is not limited to following types of services:

- A. Excavations, pavement cuts, minor grading.
- B. Repairs to water main breaks.
- C. Repairs to water main valves and hydrants.
- D. Repairs to water services and meters.
- E. Sanitary Sewer Main repairs.
- F. Sanitary Sewer Service Repairs
- G. Storm Sewer Repairs.
- H. Storm Sewer outfall cleaning and regrading.
- I. Disposal of excess materials and spoils.
- J. Hauling of material for backfilling and grading.
- K. Backfill and compaction.

SECTION II

PROPOSAL SUBMITTAL REQUIREMENTS

Each proposal shall include as a minimum the following information:

1. A cover letter describing the background of your company, including size, date established, office location and equipment yard location. The cover letter must be signed by an official of the firm who has authority to enter into an agreement.
2. Information on the company's experience as it relates to the repair and maintenance of underground water, sanitary sewer, storm sewer utilities, and repair to street cuts.
3. A list of equipment owned by the company for this work.
4. A 2009 rate sheet for each piece of equipment, including operator.
5. A 2009 rate sheet for additional repair personnel including; laborers, foremen, supervisors, etc.
6. The make up of a typical repair crew that would respond to a request from the Town.
7. Please provide the following billing information:
 - a. A sample invoice
 - b. Summary of the company's billing practices
 - c. Billing rates for any support personnel
 - d. Material markup percentage.
8. Provide three references of other government agencies for which you have performed similar work. The Town intends, with your permission, to contact references.

SECTION III

UNDERGROUND UTILITY REPAIR CREW RATE SHEET

Name of Bidder: _____

Address: _____

Telephone Number: _____

Describe the equipment and personnel involved in a typical crew responding to a request for underground utility repair work. Not all spaces need to be filled. Add additional sheets if necessary.

Equipment Description and Rates including Operator

Excavation: _____ Rate: _____ per Hour

Trucking: _____ Rate: _____ per Hour

Trucking: _____ Rate: _____ per Hour

_____ Rate: _____ per Hour

_____ Rate: _____ per Hour

_____ Rate: _____ per Hour

Additional Personnel (not included above)

Supervisor: _____ Rate: _____ per Hour

Foreman: _____ Rate: _____ per Hour

Laborer: _____ Rate: _____ per Hour

_____ Rate: _____ per Hour

_____ Rate: _____ per Hour

_____ Rate: _____ per Hour

Total Crew Cost _____ **per Hour**

SECTION IV

REFERENCES

Provide contact information of at least three municipalities or Special Districts for whom you have provided similar services. Add additional sheets if necessary.

Agency 1: _____

Primary contact: _____

Telephone Number: _____

Type of Work: _____

Agency 2: _____

Primary contact: _____

Telephone Number: _____

Type of Work: _____

Agency 3: _____

Primary contact: _____

Telephone Number: _____

Type of Work: _____
