

CITY OF WRAY, COLORADO
REQUEST FOR PROPOSALS



No. 2017-101 Asset Inventory

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I. INTRODUCTION

The City is soliciting sealed proposals from qualified firms to complete an inventory of City owned assets. The asset inventory provided shall help the City in the development of the City's Capital Improvement Plan.

Submitted proposals should include all of the following requirements listed within this Request for Proposal (RFP). Consultants are encouraged to submit proposals within the scope of their expertise, and are further encouraged to pull together a diverse team to address the full scope of the proposal. All services are to be performed by persons appropriately licensed and registered under state law governing the practice of engineering.

Submittals will be accepted no later than **2:00PM (local time), March 10, 2017**, to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
970-332-4431

II. BACKGROUND

The City of Wray (City) is located on the intersection of Highway 34 and Highway 385 approximately 10 miles North West of the Colorado, Kansas, and Nebraska state lines. We serve a population of 2,390 citizens, encompass three (3) square miles, and are the County Seat for Yuma County. The City owns and provides electric, sewer, and water utilities which should be considered in submitted proposals. The City owns and operates the following departments: public works and utility, police, ambulance, library, museum, fire, airport, parks and recreation, city hall and administration.

III. SCOPE OF WORK

- A. Utility infrastructure
 - a. Inventory and map by asset: Electric, Water, Sewer
 - b. Record age of asset and provide depreciation schedule
 - c. Provide replacement cost and recommended cash reserve for full replacement of infrastructure
 - d. Conduct utility rate study, and provide results.
- B. Structures (Includes but is not limited to City Hall, Police Department, Airport, Ambulance, Library, Museum, Fire Public Works and Utilities brick and mortar buildings and park structures at Rainbow, Plaza, Riverside Parks)
 - a. Inventory and document
 - b. Record age of asset and provide depreciation schedule
 - c. Provide replacement cost and recommended cash reserve for full replacement of structures

- C. Equipment (Includes but is not limited to vehicles and heavy equipment within City departments)
 - a. Inventory and document
 - b. Record age of asset and provide depreciation schedule
 - c. Provide replacement cost and recommended cash reserve for full replacement of structures
- D. Technology (Includes but is not limited to computers, servers, and tablets)
 - a. Work with current IT Maintenance provider (Teryx) to collect asset data
 - b. Inventory and document
 - c. Record age of asset and provide depreciation schedule
 - d. Provide replacement cost and recommended cash reserve for full replacement of structures
- E. Miscellaneous
 - a. Labor market analysis

IV. CONTENTS OF PROPOSAL

- A. Any submittal received after the identified date and time will be returned unopened.
- B. All packages must be submitted in a sealed envelope and clearly marked on the outside: **“ASSET INVENTORY”**.
- C. Proposals at a minimum shall include the following information and be limited to not more than thirty (30) pages:
- D. **Qualifications of the Firm**
 - a. Executive Summary of the major facts or features of the proposal, including any conclusion, assumptions, and generalized recommendations.
 - b. Consultant Profile:
 - i. Firm name, address, telephone number
 - ii. Year firm established
 - iii. Project Manager’s name
 - iv. Office Locations
 - v. Number of Colorado licensed engineers
 - c. Experience and References
 - i. Project name and location
 - ii. Name, address, and telephone number of client
 - iii. Fee for services provided
 - iv. Scope of services provided
 - d. Qualifications including the personnel that will be assigned to the project
- E. **Approach**
 - 1. Methodology for completing the project
 - 2. Provide a timeline for completion of project.
 - 3. Statement of expectations and roles of City.
 - 4. Identify any foreseeable problems during implementation of the project

F. Fee Schedule:

Provide cost estimates for completing the project including but not limited to each focus area listed below:

- a. Inventory of the City’s capital assets including roads and sidewalks, utility infrastructure, equipment, structures, and technology.
- b. Analysis of deficiencies and/or needed improvements.
- c. Estimated replacement costs.
- d. Depreciation schedule of assets.
- e. Electric, water, and sewer rate analysis
- f. Labor market analysis

V. REQUESTS FOR CLARIFICATION

All questions about the meaning or intent of this request are to be submitted to the City manager in writing and addresses to James DePue or via email at jdepue@cityofwray.org. Interpretations or clarifications considered necessary by City Manager in response to such questions will be issued by Addenda and made available to all parties upon request. Questions received less than seven (7) calendar days prior to the date for submission deadline will not be considered.

Direct contact with City officials or City staff (with the exception of City Manager or other appointed authorized staff) during the selection process, except when and in the manner expressly authorized by the Request for Proposals documents is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

VI. SELECTION PROCESS & CRITERIA

Preliminary Project Schedule

- February 2017.....First Publication of RFP Notice
- March 10, 2017.....Proposals Due to the City of Wray by 2:00PM
- March 2017.....First Review of Proposals by the Wray City Council
- March 14, 2017Selection of Company
- May-December 2017.....Project Duration
- January 2018Project completion

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
Recent experience in similar projects	20
Capability to perform all aspects of the project	25
Reputation	35
Ability to meet schedules within budget	15
Quality of previous projects undertaken	20
Familiarity with the project location and understanding	25
TOTAL POINTS POSSIBLE	140

A short list will be developed from submittals received. If a decision cannot be made based on written materials Consultants on the short list may be asked to attend an interview prior to final selection.

Applicants are encouraged to work with the City to produce an accurate cost estimate. An inventory list can be requested.

The City herein expressly reserves the following rights:

- A. To negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the City.
- B. To consider the competency and responsibility of proposers and of their proposed sub consultants in awarding any contract.
- C. To make the award based on the City's best judgment as to which proposal best meets the City's expectations of a project of the highest quality and innovation.
- D. To negotiate the terms and conditions of the contract, including but not limited to the statement of work and contract price, in order to meet the City's project expectations.
- E. To make such changes or correction in plans, specifications or quantities of the RFP as City may deem necessary or desirable during the RFP process. It is Proposer's responsibility to monitor the RFP throughout the RFP and subsequent processes.
- F. The right to withdraw the entire project or any Project Element(s) from award consideration if it is in the best interest of the City to do so.
- G. The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.