

CITY OF WRAY, COLORADO



REQUEST FOR STATEMENT OF QUALIFICATIONS(RFQ) FOR COMMUNITY DEVELOPMENT
AND ON-CALL ENGINEERING SERVICES
RFP/RFQ No. 116-2023

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I. INTRODUCTION

The City of Wray, Colorado (City) is soliciting qualification based, sealed Statements of Qualifications for the selection of a vendor to provide on-call professional engineering services and technical support, including roadway and drainage design, traffic engineering, water & wastewater, electrical utility services, plan review, construction management, environmental, geotechnical services, land acquisition and appraisal services, and surveying. Any selected respondent will be expected to provide professional services to the City of Wray in one or more of the mentioned subject areas. The City will consider awarding contracts for individual services and contracts for multiple services, as more fully detailed in the Scope of Services section of the Request for Qualifications (RFQ).

This RFQ provides a general description of the professional service areas for which the City is seeking qualified respondents, submittal requirements, and outlines selection criteria and the selection process. A response to this RFQ should serve as a complete approach to providing one or more of the services listed above. Joint submittals are encouraged to ensure the ability to provide all services requested in this scope, however separate submittals from respondents responding to a single service will also be accepted. Each proposal must clearly state which services the firm (team) is willing to perform. Any proposed subcontractors/team members must be identified and their roles clearly defined in the proposal.

Submittals will be accepted no later than **2:00PM (local time), June 21, 2023** to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
(or)
JDEPUE@CITYOFWRAY.ORG
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 operates a water, wastewater, and electric enterprise utility that currently services approximately 1,350 residential and commercial customers. The city street department is responsible for the maintenance of 43.64 paved lane miles and 48.56 total lane miles of city roadway. The city also provides solid waste services within the municipal boundaries.

Since 2018, the City of Wray has completed over \$10.0M in capital improvement and maintenance projects including, but not limited to, water, sewer, and electric utility maintenance, upgrades and expansion, fiber optic network construction, Main Street Improvements, and street surface replacement.

The City's ability to complete capital improvement and maintenance projects has included an aggressive pursuit of grant funding. The 2023 Budget includes over \$2.5M in capital improvement and maintenance projects include the following:

- A \$1.1M CDOT Multimodal Options Funded project replacing curb and gutter infrastructure, walking paths, sidewalks, and pedestrian bridge;

- A traffic bridge replacement that includes CDOT Off System Bridge Grant funding;
- The upsizing of approximately 8,500 feet of overhead electric transmission line;
- The installation of EV Charging station, pending successful grant application;
- The installation of a 0.35 MW Community Solar Generation facility;

In addition, the City is in the initial stages of exploring the potential development of 152.8 acres of agricultural use, City owned property for the creation of future commercial, business, and residential development. With a potential for infrastructure grant funding available in an unprecedented manner, the city intends to plan and aggressively pursue potential grant funding for planning and construction of projects. The city is in need of on-call engineering services to provide the planning support and engineering services necessary to move quickly and aggressively in the pursuit of potential grant funding.

III. BIDDER'S CERTIFICATION

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IV. SCOPE OF WORK

Project Goals

This is an on-call RFQ and no projects have been identified. When project(s) are identified, it is anticipated that the successful consultant and the city will work together to develop a more detailed scope of work including fees, specific project goals, and schedule milestones. Identified projects

may be partly State and/or Federally Funded Projects. One or more Consultants will perform professional, on-call services and general technical engineering support for one or more of the following major engineering/subject areas:

Professional Services Categories

1. Major and Minor Roadway Project Planning and Design
2. Pedestrian Facility Planning and Design
3. Traffic and Transportation Engineering Services
4. Plan Review Services
5. Bridge Design
6. Water & Wastewater Engineering Services
7. Electrical Engineering Services
8. Geotechnical Services
9. Surveying and Aerial Mapping
10. Land Acquisition and Appraisal Services
11. Drainage and Hydraulic Design
12. Environmental Services
13. Construction Management and Inspection Services

The selected Respondent(s) will provide all labor, tools, equipment, and materials to perform tasks with one or more of the areas described above. The scope of work associated with each category is general in nature since the individual projects and tasks are, as of yet, undefined. A more specific scope of work will be developed for individual projects, as applicable, to accompany a specific Work Order. The city requests a wide variety of services under this RFP, understanding that not all firms have expertise in all areas. The city expects to make multiple awards under this RFP, and requests that each Respondent clearly specify which discipline(s) they are submitting for so that the city can evaluate each Proposal appropriately.

The Consultant may subcontract geotechnical, storm water, traffic engineering, appraisal, environmental, inspection and surveying services as long as the proposal sufficiently details the subconsultant arrangement, or these services may be performed under a separate contract.

General Project Requirements

Consultant will prepare and deliver the projects based on the scope of services provided for each Work Order. All work shall be completed in accordance with applicable City standards and applicable with the agreed timeline.

Professional Services Categories

1. Major and Minor Roadway Planning and Design

Respondents interested in qualifying for these categories of projects must submit documentation of experience and expertise in the following areas:

- Arterial, collector, and local street intersection design including geometric alternative analysis and concept design.

- Traffic engineering services related to traffic volume forecasting, and intersection design, capacity analysis, realignments, traffic signal design, access control plans, median cuts, turn lanes, pavement structure, sight distance and construction traffic control.
- Hydrologic and hydraulic analysis and drainage study preparation for roadway and tributary areas and capacity analysis for major structures or conveyances.
- Bridge and major channel crossing design, with related major channel design, and construction management thereof.
- Design and construction management of storm sewers and related structures including hydraulic analysis to size pipe inlets and minor structures.
- Floodplain requirements at the local, state, and federal levels.
- Knowledge of Colorado Department of Transportation (CDOT) procedures & federal funding, as well as Federal requirements associated with Federal funds.
- Knowledge of National Environmental Policy Act (NEPA) procedures including Environmental Assessment and Environmental Impact Statement documentation as well as state and federal environmental permitting.
- Public involvement and consensus building.
- Knowledge of the CDOT/ Federal Highway Administration (FHWA) Stewardship Program for Local Agencies for management of federally funded-construction.

Utility coordination, clearances, and relocations.

2. Pedestrian Facility Planning and Design

The Consultant will be expected to be capable of performing studies, conceptual and preliminary design, final engineering, plans and bid document preparation, designated environmental tasks, and construction management. The consultant may subcontract geotechnical services, storm water, traffic engineering, and surveying.

3. Traffic and Transportation Engineering Services

The Consultant will be expected to have knowledge of design elements that enhance vehicular and/or pedestrian safety such as signing/stripping, channelization, tapers, and sight distance. Traffic signal warrant studies and signal design capabilities, as well as other general traffic engineering studies and tasks, are also included in this division of work. Transportation corridor studies and other transportation planning studies may also be required.

4. Plan Review Services

The Consultant will be expected to have knowledge of transportation design elements, including both the City's Design and Construction Standards and CDOT Standards, in order to accurately and thoroughly review plans and design documents prepared by other design firms. Written comments will be supplied as the deliverable on each plan set or document reviewed. Plans involved in this effort are typically new commercial, residential or industrial development within the city. Supporting design documents may include: drainage reports, traffic studies, and pavement design reports.

Consultants may be required to review cost estimates for public improvements, prepare public improvement agreements, and evaluate terms of construction for acceptability.

The Consultant will be required to attend meetings with applicants and staff, and will be required at times to attend public meetings, including providing testimony to public bodies. Some meetings may occur outside of regular business hours.

5. Bridge Design

Consultants are expected to be capable of performing structural alternative evaluations, which includes preparing a CDOT Structure Selection Report (especially for projects selected to receive partial funding from the State or Federal agencies), prepare preliminary design, final design, preparing both conceptual and detailed cost project estimates, provide assistance with public involvement and consensus building among project stakeholders.

The Consultants needs to be able to provide major and minor drainage system analysis (hydrology & hydraulics), prepare Phase III drainage reports, develop floodplain modeling and assist the City with Federal Emergency Management Agency (FEMA) CLOMR / LOMR submittals, assist the city in obtaining floodplain permits, preparing GESC plans and GESC reports, preparing bid documents and final plans.

The Consultant needs to assist the city with utility coordination and utility relocation designs, and be able to assist the city with construction management, inspection and material testing services for new bridges, bridge replacement projects, and bridge rehabilitation projects, including experience with preventative and routine maintenance associated with timber bridge structures and / or metal arched culverts.

When applicable, the Consultants selected will be responsible for managing their sub-contractors that provide geotechnical engineering services for structure foundations and pavement designs, which shall be based on field and lab testing. In addition to structural components, the various City projects will likely include hydraulic design, channel stability, and scour analysis.

For projects selected to receive State or Federal funding, the consultants may be asked to assist the City in coordinating project issues with CDOT and other governmental agencies; and in obtaining approval of the final design.

Consultants should either have the capability to rate bridge structures before and / or after construction or the contractor should be able to subcontract with a firm that can perform these services. Additionally, the consultants may be asked to rate structures less than 20-feet in length and utilize similar rating methodology used by the State for the National Bridge Inventory / Qualifying Bridge Structures.

6. Water & Wastewater Engineering Services

It is not a requirement that consultants be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or part of the following:

- a. Permitting and compliance with local, state and federal requirements
- b. Conduct process and treatability studies
- c. Regulatory/process control
- d. Water and wastewater treatment and pumping facility design and rehabilitation
- e. WWTP modeling

- f. Review of pretreatment requirements, applications and fees (surcharges, sampling fees, etc.)
- g. WWTP solids treatment, handling and disposal options
- h. Instrumentation and Control/SCADA
- i. Assess the impact of drinking water treatment changes on corrosion control in the distribution system
- j. Assess the impacts of emerging contaminants in source waters on compliance and public health

For each of the above professional services, individual projects may require any or all of the following:

- a. Perform necessary services from preliminary engineering, design, specification development, project bidding, through construction management and inspection
- b. Project Management
- c. Supplement City of Wray staff
- d. Infrastructure system analysis
- e. System planning
- f. Water distribution systems design
- g. Wastewater collections systems design
- h. Troubleshooting and hydraulic analysis
- i. Structural analysis and design
- j. Assistance obtaining governmental grants and loans (e.g. DOLA, SRF, etc.)
- k. Condition Assessments
- l. Hydraulic modeling - All modeling to conform to AWWA standards.
- m. Surveying
- n. Vibration analysis
- o. Provide third party review services
- p. Coordination of meetings with City staff, other agencies, and developers
- q. Conduct public meetings and/or public outreach during design process
- r. Engineer's estimate
- s. Project scheduling
- t. Bidding and Construction management and/or assistance

7. Electrical Engineering Services

The ideal consulting team would exhibit the following:

- a. Strong technical expertise in the electrical utility;
- b. Strong knowledge of federal, state, and local laws and policies pertaining to municipal electric utilities;
- c. A proven track record in preparing high quality technical plans and analyses within a collaborative process;
- d. Strong familiarity with rural municipal utilities;
- e. A proven history in completing work that is accepted as technically sound;
- f. Strong familiarity with rural municipal electrical distribution;
- g. Strong familiarity with substations;
- h. The ability to develop and adhere to strict QA/QC standards;
- i. Long-term experience in planning and development for municipal distribution and transmission systems.

- j. Strong familiarity with distributed generation, interconnection, and renewable interconnections.

Possible projects include, but are is not limited to:

- a. Plan review and/or design for new residential construction projects, from single family homes to entire subdivisions.
- b. Design of capital and expense projects for the city 5-year capital improvement plan.
- c. Design and or assist with facility relocations.
- d. Establish design standards for distribution projects.
- e. Create Distribution System Model.
- f. Plan and design distribution and transmission systems, construction work plans, and cost estimates.
- g. Review and assist with renewable energy interconnection policies and applications.

8. Geotechnical Services

The consultant should have the capability to support the City's annual Pavement Management Program (to be developed), Concrete Replacement Program and potentially other projects designed in-house, or by others.

The work under this division will generally consist of subsurface soil investigation, foundation analysis/design, pavement design, material mix designs and construction quality control and/or quality assurance (QA/QC) services.

The Consultant shall certify whether hot mix asphalt, slurry seal, and concrete materials being placed are in accordance with material specifications. The consultant shall be responsible for all compaction testing, material testing, coring and applicable requirements per the City's Standards and Project Specifications and/or CDOT Specifications, as applicable. The consultants shall be familiar with both CDOT and MGPEC design procedures and specifications.

Field investigations shall consist of test borings to evaluate the existing pavement and subsurface conditions, and may include non-destructive deflection testing, plus on-site materials testing (subgrade, hot mix asphalt, concrete). Laboratory testing capabilities shall include, but are not limited to: R-value testing, Proctors/Atterberg limits, extraction/gradation, stabilized subgrade compressive strength, L.A. Abrasion, Lottman, wet track abrasion test, fine aggregate angularity, fractured faces, coring/thickness/density testing, compressive strength, soil consolidation/swell, corrosivity, cohesion test, etc.

Laboratories shall be accredited by AASHTO for the material being tested. Technicians taking samples and conducting compaction tests must have a LabCAT Level A certification or equivalent. Technicians conducting tests of asphalt content and gradation must have a LabCAT Level B certification or equivalent. Technicians performing volumetric testing must have a LabCAT Level C certification or equivalent.

9. Surveying and Aerial Mapping

The Consultant shall be able to perform design-level surveys for small projects, as well as drainage surveying, construction staking, right-of-way surveying, legal description preparation for right-of- way acquisition, and aerial photography.

Surveying data will be required to be submitted in an AutoCAD-compatible format for project design.

10. Land Acquisition and Appraisal Services

These Services will generally consist of Right-of-Way (ROW) procurement services and/or Appraisal services, which may include some legal document preparation, if expressly authorized by the City Attorney's Office ("CAO") to do so. The Consultant must obtain express approval from the CAO before preparation of any legal documents, and must coordinate with the CAO as necessary. If a Respondent does not provide appraisals in-house, they must list the firms they have had experience with or will sub-contract with to provide these services.

ROW procurement services will be conducted using maps and legal descriptions provided by the County or its consulting engineer performing the design for the project. ROW procurement services may require the contractor to provide title searches.

Familiarity with FHWA's Right-of-Way Project Development Guide and CDOT procedures for right-of way acquisition will be required for projects funded with Federal/State monies. The Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Amendments of 1987 may be required. Familiarity with Federal and State Regulations and Procedures as related to Eminent Domain and "fair market value" determination is also required. Expert witness testimony for eminent domain actions and damage claim settlement may also be required work tasks.

Appraisal contractors who respond to this RFP shall be listed on CDOT's Region 4 Qualified Appraiser List and shall be listed as a Colorado Certified General Appraiser.

11. Drainage and Hydraulic Design Services

The Consultant shall provide miscellaneous Floodplain Management Review services, preparation of Stormwater Master Plans and Studies, and/or drainage design services.

Floodplain Management Review Services: the cost for these services, as assigned, will normally be less than \$25,000. The contractor will work as an extension of the City's Floodplain Administration Staff. The number of projects and amount of work is unknown. A detailed scope of work, cost, and schedule will be negotiated for each assignment. A separate notice to proceed will be issued for each assignment. Consultants will review each floodplain modification study for conformance to all applicable FEMA, and county regulations.

The Consultant will provide general stormwater design for potential City projects, including floodplain delineation, stormwater conveyance/water quality/detention facilities, and preparation of Stormwater Master Plans and Studies.

Type of work may include all or parts of the activities listed below. Firms interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- Hydrologic and hydraulic modeling and review

- Floodplain modification studies and review; floodplain delineation
- FEMA submittal
- Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)
- General stormwater design to include preparation of construction plans and specifications for storm sewer, culvert sizing, water quality, etc.
- Preparation of Stormwater Master Plans and Studies
- Bridge hydraulics and scour analysis.

12. Environmental Services

Consultants will be expected to have in depth knowledge of National Environmental Policy Act (NEPA) procedures including Environmental Assessment (EA) and Environmental Impact Statement (EIS) studies and documentation, 4(f) findings, Findings of No Significant Impact (FONSI) as well as knowledge of Categorical Exclusions (CATEX) and all other potential determinations. They also must have a solid understanding of local, state and federal environmental permitting.

The Consultant shall keep the designated City representative informed on a regular basis as to how work is progressing, and shall notify the City immediately about deficiencies and issues or questions from regulators.

13. Construction Management and Inspection Services

Respondents interested in qualifying for this work must submit documentation of experience and expertise in the following service areas:

Pre-Construction:

- Performing a constructability review
- Bid package management – (review bid tabs, references, and check for bid balance)
- Developing a public information plan
- Attending the pre-construction conference
- Coordinating with utility companies for utility clearances
- Schedule and Schedule logic review and approvals. Special emphasis will be necessary on contractor Schedule and Schedule logic review and approvals, and effective documentation

Construction:

- Monitoring contractor's performance and enforcing all requirements of applicable codes/standards, specifications, and contract drawings
- Performing field inspection and other quality assurance activities, including necessary materials testing
- Monitoring/reviewing construction schedules throughout the course of construction
- Reviewing working days, contract time, and documenting time extensions
- General documentation
- Maintaining a daily inspector's report system that records the hours worked by labor and equipment. Detail must be sufficient to permit the review of the contractor's costs of the work in a manner similar to force account. Equipment must be identified sufficiently to enable determination of the applicable rental rates and operator's minimum wage if applicable. The narrative portion of the report shall include a

description of the contractor's operation and location of work and any other pertinent information

- Tracking subcontractors' work and ensuring contractor submits written request prior to substituting a subcontractor
- Maintaining well-organized photographic/video records
- Ensuring contractor properly provides for the safety of the workers
- Managing change orders and field orders and obtaining required City approval
- Managing and reviewing submittals and monitor designer's review activities
- Managing and reviewing claims
- Managing and reviewing contractor's Requests for Information (RFI)
- Reviewing and recommending progress payments
- Determining materials sampling, testing requirements and provide acceptance testing services, (quality assurance)
- Enforcing Labor Compliance by preparing daily reports with required information, monitoring Certified Payrolls, and doing spot check labor surveys and interviews if federal funds are involved
- Review and approve MHT's with the City's input
- Managing and reviewing contractor's detours, lane closures, and staging plans
- Providing final inspection and coordinate road openings for each stage
- Recommending Substantial and Final Completion
- Establishing a punch list
- Completing all project documentation including, but not limited to, change order summary, final detail estimate, project acceptance documentation, and claims management/ resolution.

14. Miscellaneous Services (potentially applicable to all subject areas)

Project Management

When requested by the City in a Work Order, Consultant shall prepare and submit to the City for approval a project management plan that: specifies a schedule of work; details the roles and responsibilities of consultant and sub-contractors; identifies work tasks, milestones, and review/comment milestones; and a public outreach plan. Consultant will participate in meetings as necessary with the City's Project Manager and meetings with specific City Departments, key stakeholders, and outside agencies, as necessary. Consultant will prepare meeting agendas and keep meeting notes. Consultant will promptly respond to City requests (both routine and emergency).

Coordination of Public Outreach; Notices

If applicable to a specific project and requested by the City in a Work Order, Consultant will ensure the proper delivery of notices and other documents to third parties as required by applicable with respect to the preparation and completion of each deliverable. Consultant will coordinate and conduct public outreach for the creation of the key deliverables. It is anticipated a Public Engagement Strategy will be submitted for City approval that outlines the respondent's role in leading public forums and meetings, identifying creative approaches for successful public engagement, preparing meeting materials, and coordinating with the City Manager to communicate public outreach opportunities through city resources.]

Public Hearing and Work Session Presentations

If applicable to a specific project and requested by the city in a Work Order, Consultant will conduct meetings with key elected and appointed officials (i.e. Planning Commission and City Council). Consultant should plan to make a presentation at a work session with Planning Commission and City Council, and a presentation during the public hearing for adoption. Consultant will develop and submit a schedule as part of the proposal for obtaining input from elected and appointed officials. Consultant should plan to take the lead role in all work session and hearings with elected and appointed officials. City staff shall be available to consultant in a supporting role during the period. Consultant shall be responsible for creating meeting notes from each meeting, summarizing responses and comments provided by elected and appointed officials.

City Oversight

The City Manager or her/his designee will be responsible for management of the contract for the City (). The City will provide reasonable assistance to consultant in the scheduling of meetings, interpretation of policy and procedural requirements, research relating to internal documents, coordination with outside agencies and City staff, but the City's obligation will not limit Consultant's obligations to perform the Services. The city will rely on the personnel, experience, and expertise of consultant to ensure all necessary components of a project's scope of work are completed.

Timeline and Budget

Consultant must complete all deliverables within any agreed-upon schedule and within the limits provided by the executed contract and executed Work Orders.

Safety

Consultant shall be responsible for all safety training, procedures and requirements.

V. CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that the work may be accomplished over the course of several projects.
- B. All parties are advised that some of the services listed may not be required and that the city reserves the right to initiate additional procurement actions for any services not included in the initial procurement.
- C. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the city and the selected firm, negotiations may be terminated and a new procurement action initiated.
- D. A formal contract will be entered into with the selected proposer.

E. Contract Requirements

- a. Consultant will perform all Services in accordance with the an EJCDC E-500, Agreement between Owner and Engineer for Professional Services. The contract terms will be for an initial term of 5 years, with 2 options to extend for an additional 1 year.
- b. This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit.
- c. The Disadvantaged Business Enterprise (DBE) Program is a federally-mandated program that seeks to ensure non-discrimination in the award of U.S. Department of Transportation (DOT)-assisted contracts and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts (See 49 CFR Part 26). To such end, the Colorado Department of Transportation (CDOT) sets a contract goal for DBE participation for each DOT-assisted contract.
- d. In order to be awarded a contract, a consultant must commit to meet, or otherwise make good faith efforts to meet, the DBE contract goal. DBE certified consultants can self-perform to meet the contract goal.
- e. For each DOT-assisted contract, consultants must submit an affidavit of small business participation (Exhibit A) with the consultant's statement of interest. In the affidavit, the consultant must certify that the consultant will meet or otherwise make good faith efforts to meet the DBE contract goal. Following selection, the consultant shall submit a detailed Utilization Plan (UP) that documents the DBE firms that will be used to meet the DBE contract goal. CDOT will monitor the progress of the UP throughout the project to ensure that the consultant's commitments are fulfilled. Modifications to the UP must be approved by CDOT. CDOT may seek contractual remedies, including the withholding of funds during the project, if a consultant is in violation of the requirements of this contract.
- f. Please refer to CDOT's Local Agency Civil Rights Guidelines for more information: <https://www.codot.gov/business/civilrights/la-compliance/overview> (Exhibit B).

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
 - a. A cover letter.
 - b. A narrative statement detailing the firm's understanding of the requirements of the City and the capability to provide professional services to the City of Wray in one or more of the mentioned subject areas, as more fully detailed in the Scope of Services section of the

Request for Qualifications (RFQ).

- a. A general description of the firm, including company organizational structure, size of company, recent experience in comparable municipal projects, and experience with projects funded by state and federal grants.
- b. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
- c. A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, municipality, project(s), and phone numbers.
- d. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
- e. Evidence of general liability and professional liability insurance.
- f. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the city.

The City invites firms to submit Statements of Qualifications to perform the above- described services. Interested firms should submit five (5) copies of the Statement of Qualifications no later than **2:00PM (local time), June 21, 2023** to:

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

- g. Any submittal received after the identified date and time will be returned unopened.
- h. All packages must be submitted in a sealed envelope and clearly marked on the outside: **"STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING SERVICES"**.
- i. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- j. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

I. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, email, or fax, to Mr. James DePue, City Manager referencing this request. Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Mr. DePue in the form of an addendum

addressed to all prospective respondents.

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

VII. TIME OF COMPLETION AND PRELIMINARY SCHEDULE

A. Preliminary Project Schedule is as follows:

May 31, 2023:	RFP Release date
May 31, 2023	First Publication of RFP Notice
June 21, 2023:	Proposals Due to the City of Wray by 2:00PM
June 26-30, 2023:	City Council Interview “short-list” Firms (if necessary)
July 11, 2023	City Council Consider Selection/Award

VIII. AWARD OF CONTRACT & SELECTION CRITERIA

A. After receipt of proposals, the city will use the following factors in selecting one or multiple consultants for individual or multiple services, as more fully detailed in the Scope of Services section of the Request for Statements of Qualifications (RFQ).

- i. Substantiated representation regarding the Consultant’s experience and competence in accomplishing the required work as set forth in this Request for Statements of Qualifications. Recent experience with similar projects.
- ii. Clearly demonstrated understanding of the services requested. Completeness and reasonableness of Consultant’s plan and approach to provide the services as requested.
- iii. Expertise and qualifications of consultant and subconsultants.
- iv. References
- v. Demonstrated familiarity with Wray and other rural, agricultural communities.
- vi. Selection Criteria will be applied in the following order of importance:

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
Recent experience in similar municipal 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 City of Wray and location	25
TOTAL POINTS POSSIBLE	140

B. All statements will be evaluated by the Wray City Council. The Council will award a contract on the basis of the Statements received or may choose to “short-list” prospective firms for an

interview. The City will then select the most qualified firm, in its opinion, and conduct negotiations for scope of work and fees.

- C. Should the City and the first selected firm not come to terms on the scope of work and fees, the City will continue fee negotiations with the next most qualified firm whose price is fair and reasonable. The firm selected for the award will be chosen on the basis of qualifications and experience and the apparent greatest benefit to the City and not necessarily on the basis of lowest cost.
- D. It is the intent of the City to enter into a 5-year contract, with two-1-year options to extend with the most qualified firm no later than July 11, 2023.
- E. This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit. An affidavit of small business participation and review contract requirements can be found at:
<https://www.codot.gov/business/civilrights/la-compliance/ps/forms>

IX. TERMS AND CONDITIONS

1. Proposers are expected to examine exhibits, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Request for Proposals.
3. The project will be awarded to the responsible bidder whose submittal, conforming to the Request for Qualifications, will be most advantageous to the City of Wray.
4. Any interpretation, correction or change of the RFQ documents will be made by Addendum. Interpretations, corrections and changes of the RFQ documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections and changes. The City's Representative will not be responsible for oral clarification.
5. All submittals must be received at the address and by the date and time specified herein.
6. Any submittal received after the identified date and time will be returned unopened.
7. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
8. The City of Wray reserves 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.
9. 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.