

**REQUEST FOR PROPOSALS
TOWN OF FAIRPLAY
GENERAL ENGINEERING SERVICES**

DEFINITION:

The Town of Fairplay, Colorado intends to contract with a consulting engineering firm for a three (3) year time period beginning on **January 1, 2019**, to provide design and consulting services for various projects on an "as needed" basis. No minimum or maximum total contract amount is specified by the locality. Individual work orders may not exceed \$10,000.00 per project without obtaining services through competitive negotiations. Upon mutual agreement with the firm(s), the Town of Fairplay may renew the contract(s) for up to three additional years.

Services may include but are not limited to the following: consultations, field investigations, analyses, feasibility studies, preliminary engineering reports, grant application assistance, permitting, public presentations, architectural/ engineering drawings and design, construction documents, bidding/construction administration, planning and zoning consultation, surveying and mapping.

Project types may include but are not limited to the following: roads, drainage, storm water management, water and wastewater treatment, water and wastewater line extensions, site preparation, comprehensive plan review, land use planning, surveying, environmental assessments, preparations of maps, civil engineering, subsurface investigations, and assistance in economic development projects. While the contract is expected to focus on infrastructure needs, it may be used for miscellaneous surveying and building improvements as appropriate.

PROPOSAL PREPARATION

Interested firms should submit seven (7) copies of their proposal, in a clearly labeled sealed package, no later than 4:30 p.m. MST on **September 14, 2018**, to the Fairplay Town Hall; Attn: Town Administrator Tina Darrah; PO Box 267: 901 Main Street; Fairplay, CO 80440.

Submittals should contain a cover letter, not exceeding two pages, a rate sheet, and concise informative responses to each of the selection criteria listed below. Other information may be included in an appendix.

EVALUATION CRITERIA

The Town's selection committee will evaluate proposals based on the following factors:

1. General background of the firm, available resources, subcontractors, and range of services. This section shall include a list of those individuals who will be working with the Town of Fairplay on a regular basis, as employees/principals of the Consultant, i.e. a staffing plan. For employees/principals/subcontractors of the Consultant, a brief statement of individual education, professional registrations and areas and years of relevant experience is required, as well as a brief list of representative clients.
2. Experience of the firm with similar "as needed" general engineering contracts. Include References.
3. Experience of the firm with similar types of infrastructure projects, particularly for municipalities of similar size. Include references.
4. Ability to expedite design schedules.
5. Quality of Presentation.

SELECTION PROCEDURE

Based on the information contained in proposals, an interview committee will invite two or more firms into individual discussions to determine which firm could best meet the needs of the Town. The interview team will consist of the Town Administer, Public Works Director, Mayor and/or members of the Fairplay Board of Trustees. The interview committee will negotiate a contract with the successful firm and make a recommendation to the Fairplay Board of Trustees for approval.

The Town reserves the right to contract with more than one firm if deemed appropriate. The Town of Fairplay reserves the right to reject any or all proposals received. During the term of the contract, the Town may seek proposals from other firms for specific projects when advisable or depending on the scope of work.

Questions should be addressed to the Public Works Director, Jim Brown, at (719) 836-2622 Ext: 105. No pre-proposal conference will be held. Thank you for your interest. We look forward to receiving your proposal.