

Huerfano County
Board of County Commissioners
401 Main Street, Suite 201
Walsenburg, CO 81089

Request for Proposals

#2018-08

COUNTY ENGINEER

For

CONTRACT COUNTY ENGINEERING SERVICES

Submittal Deadline:

Date: January 4, 2019

Time: 4:00 p.m.

Place: 401 Main Street, Suite 201

Walsenburg, CO 81089

Phone: 719-738-3000

Email: john@huerfano.us

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I. NOTICE OF REQUEST FOR PROPOSALS

The Huerfano County Board of County Commissioners (County) will accept written proposals from a qualified individuals or firms to serve as the County Engineer and provide professional engineering services as an independent contractor of the County. These services shall be provided on an as needed basis as authorized by the County Administrator or his/her designee.

Proposer shall have demonstrated expertise and experience in the areas of zoning and subdivision reviews, road improvements, storm drainage and sanitary sewer improvements, water improvements, flood mitigation and park projects. The selected firm or individual will work closely with the County Commissioners, County Administrator, Road and Bridge, Public Works, and Planning Department.

It is anticipated the County will review the Proposals and enter into a Professional Contract for Services with the selected firm or individual by February 15, 2019.

Proposing organizations may submit written questions seeking clarification on the RFP via Huerfano County Administrator, John Galusha (401 Main St., Suite 201, Walsenburg, CO 81089, e-mail: john@huerfano.us) until January 4, 2019.

Publication Dates: December 13 and 20, 2019

II. SCOPE OF WORK

General services provided by the Contract County Engineer may include, but are not limited to the following:

- 1.0.** Design or review design plans of roads and other construction projects for the county.
- 2.0.** Review subdivisions plans to help determine whether or not they conform to the County Subdivision Rules and Regulations.
- 3.0.** Attend County Planning Commission meetings and County Commissioner meetings as necessary to advise, inform and to make recommendations to those boards regarding projects that the Engineer has reviewed.
- 4.0.** Issue written reports and requests on behalf of Huerfano County with regard to matters the Engineer has reviewed.
- 5.0.** Prepare initial drafts of requests for proposals, bid documents and contracts for County projects and work with the County Attorney and other appropriate County Officials and employees to complete preparation of such documents.
- 6.0.** Prepare written initial cost estimates for projects proposed by the County.

7.0. Serve as the County’s project manager for all road and bridge or planning projects with other Engineers hired by the County for specific projects, except in cases of conflict of interest. This includes land development projects such as subdivision and other significant design or study projects.

8.0. Work with County staff to review or complete permits and work in obtaining approvals from applicable agencies, including CDOT, water and environmental agencies.

9.0. Review, as requested, comprehensive plans, feasibility studies and County regulations for modification.

10.0. Work with Emergency Declarations to assist with information as needed for agencies such as NRCS and FEMA.

11.0. Work with County staff, organizations and funding agencies to help develop competitive and complete funding proposals including but not limited for grants.

12.0. The County expects to have several projects related to flash flooding and fire recovery over the next two years that will require significant dedication by the engineering firm or individual to meet certain deadlines while working with other state and federal agencies.

13.0. Complete other related projects on behalf of the County as directed by the County Commissioners.

III. SELECTION PROCESS

Selection will be made through a four-step process. The County reserves the right to select a qualified individual or firm without holding interviews. The scoring in the first two steps is cumulative. If it is determined that interviews are not to be held, the scoring will be based on the first two steps – Review of Proposals submitted, and Fee Proposal. The process for selection and award of the Professional Contract for Services will be as follows:

Step One	Review and scoring of Proposals submitted
Step Two	Interviews (if required)
Step Three	Selection of successful individual or firm, negotiation of Professional Contract for Services
Step Four	County Commissioner approval of Professional Contract for Services

Schedule for Selection Process

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	12-13-2018	Request for Proposals.
	12-21-2018	Questions may be presented prior to this date.
	01-04-2019	Proposals due at 4:00 p.m., local time.
	Week of 01-07-2019	Notifications of Interviews (if required).
Two	Week of 01-14-2019	Interviews conducted (if required).
Three	01-22-2019	County notifies selected individual or firm.
Four	02-15-2019	Professional Contract for Services executed.

Initial Submittal Requirements

1. The proposing individual or firm shall submit five (5) hard copies of its Proposal or an electronic copy in PDF format to: Huerfano County Administrator, John Galusha (401 Main St., Suite 201, Walsenburg, CO 81089, or by email to: john@huerfano.us
2. The submittal shall not be smaller than 11 point type.
3. The proposal shall contain the following sections:
 - 3.1. Describe Individual or Firm’s Experience in the types of work likely to be performed.
 - 3.2. Describe knowledge/understanding of City, County, State and federal laws, regulations and standards.
 - 3.3. Describe the qualifications and experience of the individual or firm assigned to perform these services.
 - 3.4. Provide at least two (2) references.
 - 3.5. What is the individual or firm’s local presence in Huerfano County. Ability of the individual/firm to respond quickly to unforeseen County needs with minimal additional costs.
 - 3.6. Who would be assigned to serve as the County Engineer and their qualifications including verification of current licensure as a professional engineer with the State of Colorado.

3.7. Detail cost for services by individual or firm including hourly rate and costs.

If you have any questions, you must contact Huerfano County Administrator, John Galusha (john@huerfano.us) by December 21, 2018 to request the information.

Step 1 - Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified individuals or firms to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. The firms or individuals submitting proposals will be ranked, and the committee will then recommend the most qualified individual or firm.

The County reserves the right to award this project to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the County.

The following selection criteria will be the basis for the ranking of most qualified Organization:

	Criteria	Points
1.	Qualifications and experience of individual or firm to perform these services.	20 Points
2.	Individual or firm's knowledge and understanding of City, County, State and federal laws, regulations and standards.	10 Points
3.	Quality of references and results of reference checks.	5 Points
4.	Past performance of the individual or firm.	20 Points
5.	Cost.	30 Points
6.	Local presence. Ability of the individual/firm to respond quickly to unforeseen County needs with minimal additional costs.	15 Points
	Total	100 Points

Step Two - Interviews (if required)

1. If the County determines that interviews are required in the best interest of the County, interviews will be conducted for the purpose of determining which of the individual or firm is the most highly qualified for the Contract County Engineering Services; which individual or firm has the personnel best able to complete the scope of services; and which individual or firm most fully understands and is able to perform the work envisioned by the County.

2. Key personnel from proposing firm or individual to be assigned to the project are required to be present and participate in the interview.

Step Three- Selection of Successful Individual or Firm and Negotiation of Professional Contract for Services

1. After the successful individual or firm is selected, the County will negotiate a Professional Contract for Services.

Step Four - County Commissioners Approval of Professional Contract for Services

1. The County will forward the Final Professional Contract for Services to the successful individual or firm for their consideration and approval. The successful individual or firm is encouraged to attend the Commissioners meeting with the County staff to answer any questions concerning the proposal, or the individual or firm's qualifications.

2. The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.

3. The RFP shall not be binding upon the County and individual or firm, and no services shall be performed under the terms of the proposal or the Professional Contract for Services until the Contract has been reduced to writing and approved by the County Commissioners.

IV. SELECTION AND CONTRACTING PROVISIONS

Notifications. The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Individuals or Firms not short-listed;
- Selection of recommended individual or firm; and
- County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise the RFP at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award the RFP to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the County. The County further reserves the right to: 1) negotiate a final professional contract for services that is in the best interests of the county and the public; and 2) request any additional information county deems reasonably necessary to allow city to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

1. Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
2. All costs incurred by individuals or firms choosing to participate in this RFP process shall be borne by the proposing individual or firm.
3. All proposals submitted regarding this RFP are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.
4. Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the proposal arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this RFP.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.

END OF REQUEST FOR PROPOSALS