



**REQUEST FOR PROPOSALS (RFP)**

**To Provide**

***On-Call Professional Engineering  
and/or Surveying Services***

***for***

***Montrose County Road and Bridge***

**Proposals Due**

**November 28, 2023**

**Time: 2:00 p.m.**

**Location**

**Montrose County Public Works**

**63160 LaSalle Rd**

**Montrose, CO 81401**

## General Information

Montrose County is seeking proposals from consultants to provide civil engineering design, surveying, geotechnical engineering, construction materials testing, and/or construction field engineering and construction support services. This will be an on-call based contract that will be effective January 1, 2024 through December 31, 2024, and may be extended for up to two (2) additional years at the sole discretion of the County. Consultant(s) that are awarded a contract will be engaged as needed.

Because of the range of services being solicited and the amount of work that is anticipated, more than one consultant will likely be selected. However, Montrose County makes no guarantee that multiple consultants will be awarded a contract.

Proposal Packages can be downloaded from Montrose County's web site using the following link: <http://www.montrosecounty.net/Bids.aspx>. For further information, please contact Richard Nichols, P.E. County Engineer at 970-964-2457 or e-mail at [rnichols@montrosecounty.net](mailto:rnichols@montrosecounty.net).

## Instructions

Proposals must be enclosed in a sealed opaque envelope marked "**Professional Services RFP**" with the name of the consultant and delivered to Montrose County Public Works, Attn: Richard Nichols, 63160 LaSalle Rd, Montrose, CO 81401, no later than **2:00 p.m. local time, November 28, 2023**. Proposals received after the time due will not be considered and will be returned unopened.

## Submittal Requirements

- A. Proposal submittals shall include one copy and 1 electronic PDF copy which contain:
1. Cover sheet: The cover sheet shall list the name of the consultant and the name, email address and phone number of the person who may be contacted to answer questions.
  2. The RFP shall include the services and qualifications of the consultant submitting the RFP and any sub-consultant(s). This RFP does not need to be a team submittal. If a consultant does not have all the expertise to complete an assignment, Montrose County may assemble a team of consultants to complete the assignment.
  3. List of Proposed Services: Consultant shall identify which of the following services they propose to perform: 1) Civil Engineering Design; 2) Surveying; 3) Geotechnical Engineering; 4) Construction Materials Testing; and/or 5) Construction Field Engineering and Construction Support Services.
  4. Qualifications: The consultant qualification information shall include a professional resume stating qualifications to provide each of the proposed services. Include the number of years in business and the names and qualifications of principals or employees who will complete the services. Specify office location and staffing level where services will be performed.

5. Detailed Schedule of Fees including hourly rates, overtime rates, reimbursable charges, markup on any subcontract services and mileage.
6. General description and list of software and hardware utilized (i.e. Auto CAD Civil 3D, Trimble GPS Survey Equipment) and other related digital/computer capabilities.

**Selection Criteria**

The evaluation committee, consisting of Montrose County Public Works representatives, will evaluate and score each submitted proposal. The highest scored applicants may be invited to provide an interview presentation before the evaluation committee. Respondents should be available for interview during the week following the RFP due date. Montrose County reserves the right to not interview, and to make final consultant selection based upon the submitted proposal.

Contracts will be recommended for award as determined by the evaluation committee. The committee’s recommendation will be submitted to the Board of County Commissioners (BOCC) for possible award.

The following criteria will be used for the basis for review of the written proposals and interview session. Criteria will be weighted the same and will have a rating scale from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

Criteria to be used for evaluating submitted proposals:

<b>Criteria</b>	<b>Standard</b>
Qualifications	Does the consultant have the required specialists and expertise?
Fees	Is the fee schedule comparable to typical professional fees in Western Colorado and to other submitted RFPs?
Ability to Furnish Professional Services	Does the consultant have personnel with the necessary skills? Are sufficient staff with the requisite skills available?
Responsiveness	Is the consultant able to provide responsive services for projects in Montrose County?

Criteria to be used for evaluating interview presentations:

<b>Criteria</b>	<b>Standard</b>
Ability of Assigned Personnel	Do the personnel who will be working on the project(s) have the necessary skills?
Communication	Ability to interface with County staff and contractors?
Willingness to meet the time and budget requirement	Is the consultant capable of doing the work in an effective and efficient manner?
Promptness of Service	How effective is the consultant able to respond to site visits and meetings?

### **Awarding of Contract**

Montrose County reserves the right to reject, for any reason whatsoever, any and all proposals received as a result of this request, to waive any informality or irregularity in a proposal, to negotiate with all qualified sources, and to cancel all or part of the RFP.

The County reserves the right to accept the proposal(s) that provides the best value to the County in the County's sole discretion. The County reserves the right to make a determination in the County's sole discretion as to the sufficiency of qualifications of any proposer.

The action to award a contract is subject to approval by the Board of County Commissioners. The submission of a proposal does not in any way commit the County to enter into an agreement or contract with that proposal submitter, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract.

All information submitted in response to this request for proposal is public after the Notice of Award has been issued. The consultant should not include as part of the proposal any information that they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material, then the material should be supplied under separate cover and identified as confidential. Entire proposals marked confidential will not be honored. Montrose County will endeavor to keep that information confidential, separate and apart from the proposal, subject to the provisions of the Colorado Open Records Act or order of court.

### **General Conditions**

- 1) Montrose County makes no guarantee as to how much, or if any work will be authorized in any given year. Total contract and assigned project fee amounts shall be based on need and annual appropriation of funds. Work will be assigned via task call number that will include a written scope of work, completion date, and consultant's estimated fee. A purchase order will be issued for the estimated task call fee amount.
- 2) The contract is for assignments where the fee for professional engineering services is less than \$50,000. Any assignment that requires professional engineering services in an amount of \$50,000 or more will not be considered on-call services. Such projects will require a separate RFP process and a separate contract awarded by the Board of County Commissioners. A consultant may be given several assignments that are each less than \$50,000, but total more than \$50,000.
- 3) No agreement will be for any exclusive services and County may enter into additional contracts for the same or similar services with other entities or persons.
- 4) Prior to award, consultant shall provide their 2024 Fee Schedule. Invoicing for the contract period shall be according to the 2024 rates submitted. The consultant must guarantee submitted fees through the initial contract year ending December 31, 2024. If the contract time is extended, revised fee schedules will be negotiated at that time.

- 5) The selected consultant shall assign a specific, named individual who is a Colorado Registered Professional Engineer who will be the County contact and who will oversee the work.
- 6) Consultant shall not subcontract any services without prior approval from the County.
- 7) All RFP's shall be irrevocable for 45 days from the due date.
- 8) Contractor shall carry insurance coverage as outlined in the contract agreement.
- 9) Any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law should be clearly identified for non-disclosure purposes.
- 10) Payment to Contractor will be made upon submission and approval of invoice(s). Payment will follow normal County payment processing cycles for issuance of checks. Invoices shall be sent directly to the County Finance Department at 1845 S. Townsend Avenue, Montrose, CO 81401 Attn: Accounts Payable. Invoices may be sent by e-mail to [accountspayable@montrosecounty.net](mailto:accountspayable@montrosecounty.net). A copy of each invoice shall be sent to the County Engineer at 63160 LaSalle Rd, Montrose, CO 81401 or e-mail to Richard Nichols at [rnichols@montrosecounty.net](mailto:rnichols@montrosecounty.net) with a copy e-mailed to Carmen Sandoval at [csandoval@montrosecounty.net](mailto:csandoval@montrosecounty.net) for review and payment approval.
- 11) Upon request, the consultant shall provide the County with a copy of field notes and correspondence. All materials submitted at the completion of the project, including electronic files, shall become property of Montrose County.

#### **Requirements of Selected Consultant**

- 1) Enter into a contract with the County.
- 2) Furnish certificates of required insurance coverage.
- 3) Furnish a completed Form W-9 "Request for Taxpayer Identification Number and Certification".
- 4) Furnish an Equal Employment Opportunity Certification letter.

## General Description of Possible Assignments

In the past, Montrose County has had a need for additional professional engineering support to complete projects. Assignments may vary greatly in scope. The following is a list that includes, but is not limited to, the anticipated services needed in each of the solicited areas of expertise.

### Civil Engineering Design:

- Design modifications to existing gravel roads prior to paving
- Intersection improvements (grading, sight triangles, turn lanes, side slopes)
- Design of culverts, including box culverts
- Hydrologic and hydraulic analysis
- Design of guardrail
- Improvements to roadside slopes/embankments
- Drafting and design using AutoCAD or equivalent software
- Project cost estimating
- Preparation of construction drawings for bidding purposes and for use by County crews

### Land Surveying:

- Topographic mapping and as-built surveys of existing roads and related infrastructure and utilities
- Construction staking including horizontal and vertical grade control
- Right-of-way and boundary surveys including preparation of plats, easements and associated legal descriptions
- Property records research
- Establishing section corner monuments

### Geotechnical Engineering Consulting:

- Subsurface exploration to obtain soil profile
- Analysis of existing road subgrade, including pavement recommendations
- Slope stability analysis and recommendations
- Groundwater monitoring
- Forensic investigations

### Construction Material Testing per AASHTO and ASTM standards:

- Moisture-density analysis (Proctor)
- Field moisture-density (nuclear gauge)
- CBR/R-value
- LA abrasion
- Asphalt and concrete laboratory and field testing
- Rice Test for specific gravity of asphalt - theoretical maximum specific gravity ( $G_{mm}$ )
- Laboratory testing of soil and fill materials including: gradation, Atterberg limits, shrink/swell, chemical analysis, unconfined compressive strength, and classification

Field Engineering and Construction Support Services:

- Construction contracts and contract management
- Construction observations and inspection
- Knowledge of construction specifications
- Field problem troubleshooting/resolution
- Engineering calculations for construction materials and comparing bid quantities to field quantities
- Interpretation and review of soil/material test data; plan and profile drawings; other civil construction drawings; etc.
- Storm water & environmental permitting coordination

The consultant will typically work under the direction of the County Engineer. The consultant will be expected to work with, coordinate with, receive input from and give input to other design professionals, government agencies, contractors, and county staff as directed by the County.

**Attachments**

- Montrose County contract – SAMPLE