

CITY OF ALAMOSA REQUEST FOR PROPOSAL FOR A MASTER UTILITY INFRASTRUCTURE PLAN.

I. Purpose

The City of Alamosa is seeking proposals from qualified engineering firms to provide the City with a road map of capital improvements projects (CIP) and a prioritization phased implementation schedule (“Master Utility Infrastructure Plan”). This plan should allow the City to meet current and future regulatory requirements, improve systems deficiencies, and position the City for future growth. The planning period for this report will be 20 years. The plan should incorporate planning criteria, future conditions, and regulatory requirements for the following systems: water supply and distribution, water plant, wastewater treatment plant, wastewater collection system, and stormwater system. The first task to be completed will be identifying and applying for grant opportunities to fund this planning effort.

II. Introduction/Background

The City of Alamosa desires to be proactive in planning for future growth while developing infrastructure plans that will evaluate current systems for deficiencies. At the end of this project the City is looking to have a single document that covers all the utility systems and includes the existing conditions and the future requirements. Current and proposed future regulations need to be considered while developing the Master Utility Infrastructure Plan. The City maintains a GIS system that will be used for the evaluation of the various utility systems, we believe that pipe type, size, and location information within the GIS data to be of a quality sufficient to perform this work. The selected contractor will provide quality control level checks of this data. Additionally, the City has engaged Wright Water Engineers to perform an efficiency study of its water supply and demand in addition to identifying ways to reduce consumption and increase efficiency, pursuant to C.R.S. §37-60-126. The scope of work of that study is available on the City’s website. Results of that study are due December, 2019. The plan undertaken pursuant to this RFP should not duplicate the work involved in that study, but should incorporate its results as applicable.

III. Proposed Scope of Work

The selected firm will be expected to produce the following deliverables:

- Executive summary (background information and recommended project costs)
- Planning \criteria
- Update the City of Alamosa water distribution system model
- Evaluation of current distribution system and recommendations.
- Evaluation of water plant and recommendations on future improvements.
- Evaluation of current collection system and recommendations.
- Evaluation of wastewater treatment plant and recommendation on future improvements.

- Evaluation of storm drain system and recommendations.
- Recommendations on future infrastructure requirements to accommodate growth.
- Estimated completion date of the work outlined above is September 1, 2019.

IV. Proposal Requirements

In addition to any other required submittals in this RFP, each proposal shall include the following:

1. Summary statement – Provide a brief statement that summarizes the unique qualifications of the proposer in relation to the unique and general requirements of this project. Boiler-plate summary statements will not be looked upon favorably.
2. Proposed project team organization and qualifications – Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project. Provide resumes for all key individuals on the proposed project team. The City requires that the personnel identified in the proposal perform the work.
3. Proposed project team performance on past projects – Provide information for at least two similar projects that demonstrate the proposer’s ability to accomplish this project. For each project identified, provide the following information: owner, description, cost, change order history, special features, and project team members’ involvement.
4. Past projects completed for the City of Alamosa (if any), and past projects completed in the State of Colorado.
5. References – Provide a reference for each project listed in paragraphs 3 and 4 above who may be contacted for further information regarding the performance of the proposer’s project team.
6. Proposed project approach – Provide a proposed project approach that describes the roles and responsibilities of the proposer’s project team members and how the team will work together to achieve the objectives of the project. The proposed project approach should identify decision making authority and points of contact. The proposed project approach should provide a proposed project schedule, including schedules for individual items as applicable. The proposed project schedule shall list important dates, times and locations of meetings and submittals. The City will consider timely completion in the selection of the consultant.
7. Cost proposal – Provide a cost proposal to perform the work described herein in a not to exceed format. Said cost proposal shall be a consideration in the evaluation of proposals but shall not be the sole determining factor. The cost proposal should include a breakdown of costs for individual tasks listed in the scope of work. A breakdown sheet is provided. The cost proposal shall be on the attached breakdown sheet and should be

sent in a separate sealed envelope. In addition, please include an hourly cost breakdown by position for additional services that may be requested.

V. Time line for Proposal

1. **THE DEADLINE FOR ALL PROPOSALS IS 2:00 PM March 1, 2019** Any proposal not received prior to the time and date specified will not be reviewed. Proposals shall be submitted to:

**Public Works Director
300 Hunt Avenue
Alamosa, CO 81101**

Proposal shall be clearly marked “**MASTER UTILITY INFRASTRUCTURE PLAN.**”, the City will not be responsible for opening any proposal not clearly marked prior to the date and time of the public bid opening.

2. The following schedule outlines the overall timeframe for the RFP process:

Event	Date
RFP Released	February 7, 2019
Required Pre-Proposal Meeting (City Hall)	February 20, 2019 9:00 – 11:00 AM
Last Day to Submit Questions in writing	February 21, 2019
Proposals Due	March 1, 2019 2:00 PM
Review of Submittals	March 7, 2019
Notice to Proceed	March 13, 2019

3. Proposers must submit 3 copies of their proposals. Fax and email proposals will not be accepted.
4. The cover letter shall be signed by someone legally able to bind the proposer.
5. Proof of all applicable professional licenses is required.

6. The selected firm will be required to enter into a written contract with the City in order to provide the services required in the RFP.

7. All questions and requests for explanations must be submitted in writing to:

City of Alamosa
Director of Public Works
300 Hunt Avenue
Alamosa, CO 81101
Fax (719) 589-3640
Email:

Responses to requests for explanations shall be made in the form of an Addendum, a copy of which shall be available on the City's website. Proposers shall be responsible to check the website on a weekly basis to obtain addenda. Other information and/or supplemental instructions shall be in the form of a written addendum, posted on the City's website. Proposers shall include the attached addendum acknowledgement with their proposal.

8. The minimum font size for all submittals is 10 point and the maximum number of pages is 30.

VI. Evaluation Criteria

The City will generally evaluate the proposals on the following items:

1. Proposed project team organization and qualifications 23%
2. Performance on past City and/or State of Colorado projects 10%
3. Performance on obtaining grants in the State of Colorado for construction projects 10%
3. References 10%
4. Project approach 20%
5. Completion schedule 20% (full score for schedules completing at or earlier than September 1, 2019)
6. Local office 7%

The City reserves the right to reject any and all proposals at its sole discretion. In addition, the City reserves the right to select the consultant that represents the best value to the City at the City's sole discretion to define best value.

**City of Alamosa
MASTER INFRASTRUCTURE PLAN.**

Request for Proposals

The Proposer hereby acknowledges that he has received Addenda Nos. _____, and _____ to this RFP. (Bidder insert No. of each Addendum.) Failure to acknowledge receipt of addenda, if any were issued, may cause proposal to be considered non-responsive. Proposer should check the City website for addenda issued.

Respectfully submitted,

(Corporate Name of Consultant)

(Mailing Address)

(City, State, & Zip) (Signature)

By: _____
(Signature)

By: _____
(Print Name and Title)

(Telephone/Fax)

(E-mail Address)