

**CITY OF ALAMOSA**

**REQUEST FOR PROPOSAL**

**W. SEVENTH ST SANITARY LIFT STATION PROJECT  
PRELIMINARY AND FINAL ENGINEERING SERVICES**

**I. Purpose**

The City of Alamosa is seeking proposals from qualified firms to complete Preliminary and Final Engineering Plans and Specifications for the W. Seventh St Sanitary Lift Station Project.

**II. Background**

The demand on the existing sanitary lift station has exceeded its capacity therefore a replacement lift station is necessary. The selected firm will be required to review, analyze and incorporate the information provided in the 2022 Master Sanitary Survey (Exhibit A) into the design of the replacement lift station.

**III. Scope of Work**

**1. Project Kick-Off Meeting**

After selection of the consultant or consulting team a project kick-off meeting will be held to review the project schedule, schedule stakeholder meetings and begin data acquisition. This meeting will provide an opportunity to introduce key personnel and further define the materials that must be produced.

**2. Permitting Clearances**

Coordinate, as necessary, with State and local officials, including the Colorado Department of Transportation and others to obtain CDPHE approval and necessary permits.

**3. Final Design**

Prepare final engineering plans, specifications and final estimates and bid documents, including summary of quantities.

The process shall be such that the design documents will be developed and submitted to the City in phases for review, comment and approval. The Consultant shall be required to submit plans at 50%, 90%, and 100% completion. Not only will this enable the project to remain at a manageable scale, but it will allow the City Staff to more effectively monitor the progress of the work program.

#### **IV. Deliverables**

The final design shall be submitted in four formats:

1. 3 printed, bound, color copies;
2. 3 printed copies of the overall executive summary, including calculations;
3. A digital copy of the text and all graphics in PDF **and** Word format;
4. GIS Shapefiles and CAD layers of final design.

#### **V. 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 firm in relation to the 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.
3. Proposed Project Team Performance on Past Projects – Provide information for at least two similar projects that demonstrate the firm’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. References – Provide a reference for each project listed above who may be contacted for further information regarding the performance of the firm’s project team.
5. Proposed Project Approach – Provide a proposed project approach that describes the roles and responsibilities of the firm’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.
6. 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. In addition, please include an hourly cost breakdown by position for additional services that may be requested.

**V. Submission Information**

1. **THE DEADLINE FOR ALL PROPOSALS IS August 5, 2022 at 10:00 am**
2. Any proposal not received prior to the time and date specified shall not be accepted. Proposals shall be submitted to:

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

Proposal shall be clearly marked "W. Seventh St Sanitary Sewer Lift Station.", the City will not be responsible for opening any proposal not clearly marked prior to the date and time of the public bid opening.

3. Fax and email proposals will not be accepted.
4. The cover letter shall be signed by someone legally able to bind the firm.
5. All firms must be properly licensed to conduct business in the State of Colorado. All firms shall include evidence that the firm is licensed to do business in the State of Colorado. 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. The selected firm must be able to meet the City's insurance requirements as noted in the attached sample contract.
7. All questions and requests for explanations must be submitted in writing to :

**City of Alamosa  
Randy Martinez  
300 Hunt Avenue  
Alamosa, CO 81101  
Fax (719) 589-3640  
Email: [RMartinez2@ci.alamosa.co.us](mailto:RMartinez2@ci.alamosa.co.us)**

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.