REQUEST FOR QUALIFICATIONS
CITY OF LOUISVILLE, COLORADO
2025 ENGINEERING ON-CALL SERVICES

INTRODUCTION

The City of Louisville is inviting Statements of Qualifications from firms interested, experienced and knowledgeable in providing professional engineering services in the following areas:

- Process and Utilities;
- Drainage and Stormwater Management;
- Roads, Pavement, and Transportation;
- Drafting and Survey Support;
- Construction Management; and
- Structural.

The nature of the work will be on an as-needed basis for work tasks that may be urgent including active support or planned CIP work to supplement the City's in-house engineering resources. The City may award to multiple consultants in each category. Being on the prequalified and on the on-call list does not guarantee any work will be awarded.

The on-call contract will be awarded for a three year period (2025-2028) with an allowable reasonable rate adjustment at the beginning of years 2 and 3 (to be approved by the City). Work will be requested on a task order basis by a City Representative to one of the qualified consultants. A brief description of the work will be provided by City staff and the Consultants will coordinate with the City Representative to schedule a time to meet and review the scope of work, if necessary. The Consultant will then provide a description of the approach to the task, a schedule for its completion, and an estimated not to exceed cost. The estimated cost is to be based on the pricing (rate sheet) submitted in the Consultant's proposal submitted in response to this RFQ.

Additional services, including emergency work, may be required but are not specified in this RFQ. Depending on the scope of the work, the City may either request a quote/proposal, a not to exceed amount, or budget amount based on the rates submitted in response to this RFQ or have the Consultant bill at the hourly rate stated. Although reasonable notice to the Consultant is preferred, there may be some occasions that may require immediate action.

The City does not guarantee that any work will be requested and reserves the right to solicit additional bids or quotes for any job as needed.

Minimum Mandatory Qualifications:

- Consultant shall use certified and licensed/skilled staff under the direction of a licensed professional, as appropriate, who has all applicable City and state licenses.
- Have completed a minimum of three projects/contracts of similar scope.
- All work shall comply with City and state regulations and laws as well as all applicable code requirements.
- The selected consultant shall be responsible for all safety training, procedures, and requirements.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted using the provided forms which address the needs outlined herein. Proposals will be accepted until 4:00 PM Mountain Daylight

Time on **January 15, 2025.** Late proposals will not be accepted. Proposals (pdf format only) shall be submitted via email to Cameron Fowlkes (cfowlkes@louisvilleco.gov) and (pworks@louisvilleco.gov).

The consultant selection package is available on the City of Louisville's website at https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals.

OBJECTIVE

Consultant services will consist of all services necessary to perform the engineering design services and construction administrative services as identified in the scope of services. The project must meet Louisville design criteria and standard industry practices.

The City of Louisville anticipates that the compensation format on awarded contracts will be hourly rate plus reimbursable expenses, subject to further review by the City. The selected consultant firm will be required to execute the attached Professional (or On-Call) Services Agreement with the City. Any modifications to the Agreement shall be requested in writing and will be reviewed by the City Attorney for approval.

The duration of the task orders shall be determined on a case by case basis.

SCOPE

The City is interested in establishing an ongoing relationship with one or more professional engineering firms to ensure high quality, necessary, timely and cost-efficient engineering design and construction management services. No more than four consultants will be placed on the on-call list for each category. A consultant can be placed on more than one list.

1. **Process and Utilities**
    - Water and wastewater treatment engineering and process modeling
    - Potable water storage, pumping and distribution
    - Modeling and hydraulic analysis
    - Master plan updates, conservation plans, water rate studies, and other feasibility studies
    - Sanitary sewer pumping and collection
    - Raw water and irrigation supply, intake structures, storage and conveyance
    - Knowledge of, and experience with CDPHE regulations and funding processes
    - Superstructure design, e.g., treatment plants
    - Associated structural, geotechnical, surveying, electrical, instrumentation and controls, communication
    - Design and/or specification preparation for smaller projects
    - Design and specifications review
    - Plan review
    - Structural analysis
    - Environmental services
    - Record drawing services

2. **Drainage and Stormwater Management**
    - General stormwater design including stormwater conveyance, culvert sizing, storage/detention, water quality, etc.
        - Familiarity with Mile High Flood District design guidelines and procedures
        - Experience working with FEMA and on FEMA funded projects
    - Preparation and review of stormwater master plans and studies

- CLOMR/LOMR development and review
- Hydrologic and hydraulic modeling and review
- Floodplain impact assessment, delineation, modification studies and review
- Creek and channel modeling and analysis
- Geotechnical and surveying
- Development of construction inspections for MS4 compliance

3. **Roads, Pavement and Transportation**
   - Arterial, collector and local street intersection design
   - Preparation of construction drawings for street widening, reconstruction or overlays
   - Pedestrian and bikeway infrastructure improvements
   - Parking lot rehabilitation
   - Bridge rehabilitation and major channel crossing design
   - Design of storm sewers and related structures
   - Knowledge of CDOT/FHWA policies, procedures and requirements
   - Associated geotechnical and surveying support
   - Traffic signal design, including integration of radar detection
   - Traffic Signal System (Centracs) Administration
   - Traffic engineering, traffic counts, parking studies
   - Traffic control plans/studies
   - Traffic modeling/LOS analyses
   - Signing/striping, channelization, tapers and sight distance analysis

4. Drafting and Surveying Support
   - Drafting Support for Annual Concrete and Resurfacing Projects
   - Drafting standards support
   - Drafting Support for utility projects
   - Lot line determination
   - ALTA surveys
   - ISP

5. Construction Management
   - Construction inspection
   - Materials testing
   - Review of submittals and shop drawings
   - Pay request and change order review
   - Field coordination between all stakeholders
   - Project closeout, including as-built drawings
   - Survey
   - Subsurface Utility Engineering

6. Structural
   - Retaining wall design
   - Retaining wall failure analysis and design
   - Slope stability analysis and design.
   - Evaluation of existing structures
   - Associated geotechnical support

PROPOSAL FORMAT

The Consultant is encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. If the committee has difficulty finding desired information, the submittal may be considered as non-responsive with a corresponding score. Brevity and clarity in explaining / responding to the information required and explaining your key concepts are encouraged.

The proposal shall be prepared in a 10 or 12 point font only. If a smaller font is used, it may reflect negatively on your scores. A page for the submittal is a standard 8 ½ x 11 inch sheet and printed on one side only.

Proposal should contain the following elements:

- Cover or Introductory Letter (one page limit – 8½ x 11 inch paper)
- Check List of Proposed Services (one page)
- Service Section Qualifications (5 page maximum per service)
    a. Statement of Qualification (two (2) page limit – 8½ x 11 inch paper) per service section
    b. Project Team (One (1) page limit – 8½ x 11 inch paper) per service section
    c. The Commendation Section (two (2) page limit – 8½ x 11 inch paper), minimum of two commendations per service section
- Fee Schedule (two (2) page limit – 8½ x 11 inch paper)

Note that the project team and commendation section number of pages can be increase based on the number of services being proposed as determined by the Check List of Proposed Services. For instance, if the proposer submits on "Process and Utilities" and "Drainage and Stormwater Management", the proposer will be allowed fourteen pages (one page for introductory letter, one page for the List of Proposed Services, five page limit for Process and Utilities project team five page limit to Drainage and Stormwater Management project team, and two pages for the fee schedule, etc.). **Pages in excess of the page limits for each section will be removed from the submittal.**

PROPOSAL CONTENT

The following is a general description to aid you in preparing the proposal. The general outline and content should be followed. However, the discussion of the specific elements should be determined by your interpretation of the specific project. The listed elements are presented to help you determine the discussion content. The selection committee will evaluate your interpretation of the most important factors to address for this project within the page limits to arrive at its rating for you.

1. **Cover Letter**

    - Include a Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
    - Include the Name, email address, telephone and fax number of the individual to contact regarding their proposal.
    - City of Louisville requires a digital signature signed, by a representative of the firm fully authorized to submit proposals and sign contracts on the firm's behalf. The letter shall include a statement to that effect.

2. **Statement of Qualification**

    - Present a brief discussion of the firm's size, team's qualifications and experience related to the service section.
    - Include experience on similar projects as a team

- Include a list of current and past projects completed within the past five years with the City of Louisville or other Local Agencies. Include a name, telephone number, and email address of the owner's Project Manager for every project listed and describe your firm's role for all the projects listed. Demonstrate your firm's ability to control costs, meet schedules, and provide quality work on the listed projects.
- Outline computer software availability and its compatibility with City software

3. Project Team

- Identify your Project Principal, Project Manager, Key Staff and Sub-consultants
- Include unique knowledge of team members related to project
- Include length of time with the firm for each key team member

4. Commendation Section

- Letters of commendation or awards for similar previous work completed within the last five years. These letters should be of reasonable length and pertinent to the service section.

5. Fee Schedule

- Provide the firm's current fee schedule. This will be considered proprietary information and will not be made available outside the City

No Proposal may be withdrawn within a period of sixty (60) days after the proposal deadline.

The City of Louisville reserves the right to award the contract by sections, to reject any or all proposals, and to waive any informalities and irregularities therein.

Submit one electronic copy. In addition to the written submittal, the City reserves the right to request an interview with some or all of the proposers.

All costs incurred in preparing for, printing, and delivering a submittal, along with any costs associated with travel or time spent in interviews or negotiation with the City are solely the responsibility of the submitter. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary Information included in submittals must be clearly identified and will be protected if possible. Unit pricing and total cost information will not be considered proprietary.

All material submitted regarding this RFQ becomes the property of the City of Louisville and will only be returned to the proposer at the City's option. The City of Louisville has the right to use any or all ideas presented in reply to this RFQ. Disqualification of proposer does not eliminate this right.

SELECTION CRITERIA

SOQ's will be reviewed by a City appointed selection committee. This committee may request additional information from candidate firms or request personal interviews with one or more firms. Final evaluation and selections may be based on, but not limited to, any or all of the following:

- Ability of the firm to provide quality and timely products and services.
- Service reliability and consistency of quality.
- Qualifications and experience of the firm and personnel.

- References (with greater value given to positive references on similar tasks as requested by the RFQ).
- Personal interview, if applicable.
- The scope, quantity and delivery of the services are unknown at this time and the number and nature of services may vary greatly based upon future circumstances.

On a project by project basis, the City shall select from those contractors awarded a contract following selection pursuant to this RFQ. The contractor deemed to be most highly qualified to perform the required professional services for selected projects, based upon such factors as the ability of professional personnel, past performance, willingness to meet time and budget requirements, location, and current and projected workloads, shall be selected. The City may request project specific proposals from one or more of the selected Service Providers.

Each proposer need not have all in-house services for every project (e.g., geotechnical, surveying, etc.) though this may be desirable based upon the specific project.

Successful proposer(s) shall be required to enter into a written agreement with the City in a contract provided by the City, similar to the sample contract included with this request. In the event of any conflict between this RFQ and the contract, the terms and conditions of the contract shall control.

TIMELINE

The City reserves the right to modify the proposal submittal and acceptance timeline at any time at its sole discretion.

Proposal Submittal and Acceptance:

First Publication	November 15, 2024
Second Publication	December 27, 2024
Inquiry deadline	Janurary 8, 2025 @ 4:00pm
Final Response to Inquiries	January 10, 2025 @ 4:00pm
Proposals due deadline	January 15, 2025 @ 4:00pm
Begin Services under new contract	February 2025

CONTRACT

A sample copy of the Agreement and exhibits is included with the proposal documents.

INQUIRIES

Prospective submitters may make written inquiries by e-mail before the inquiry deadline concerning this Request for Qualifications. An addendum will be released with any required clarifications or revisions to this request two days after the Inquiry Deadline. Prospective proposers are advised to contact Cameron Fowlkes prior to the inquiry deadline to ensure they are included in any addendum posting.

Inquires may be emailed to:
Cameron Fowlkes
City Engineer

Email address: cfowlkes@louisvilleco.gov
Phone: 303.335.4609

ATTACHMENTS

REQUEST FOR PROPOSAL
CITY OF LOUISVILLE, COLORADO
GENERAL ENGINEERING ON-CALL SERVICES

1. Check List of Proposed Services
2. Technical Qualifications Proposal Evaluation Criteria
3. Sample Professional Services Agreement

ATTACHMENT 1

Check List of Proposed Services

Check All That Apply	Proposal Elements	Pages Allowed	Number of Pages in Proposal
Required	Cover or Introductory Letter	1	1
Required	Check List of Proposed Services	1	1
	Process and Utilities	5	
	Drainage and Stormwater Management	5	
	Roads, Pavement, and Transportation	5	
	Drafting and Surveying Support	5	
	Construction Management	5	
	Structural	5	
Required	Fee Schedule	2	2
	Total Pages	**34**	

ATTACHMENT 2
TECHNICAL QUALIFACTIONS PROPOSAL
EVALUATION CRITERIA

Technical qualification proposals will be evaluated on the criteria listed below. The selection committee will review each firm's approach to ascertain their understanding of the project and issues to ensure that a proper effort will be devoted to the project, and to entertain the firm's special perspective on approach, techniques, and work efforts.

1. STATEMENT OF QUALIFICATIONS: Exhibited strength of firm to complete this project based on the information provided in the proposal including Project Manager; project management structure; QA/QC program; technical discipline leads, including support project engineers and other professional staff; sub-consultants; and location (s) of key personnel, including sub-consultants. Firm shall acknowledge they are capable of meeting the insurance requirements outlined in the Design Services Agreement. A sample agreement is included in this solicitation.
2. PRIOR PROJECT EXPERIENCE: Firms should list relevant projects and include a record of past performance. If projects were not on-time and on-budget it should be clearly indicated as to why.
3. OVERALL QUALITY: Firms will be graded on the clarity and quality of the proposal along with ability to follow the directions of the RFP including the overall quality, readability and responsiveness of the proposal and adherence to submittal requirements.

Note: The team of key personnel presented in the proposal shall work on the project until completion. Any substitute of personnel shall require the approval, in writing, of the City. Personnel changes shall only be considered for valid reasons such as an employee leaving the firm, major illness or accident. Only persons as well qualified as the proposed individual shall be approved.

Proposals will be evaluated based on the following criteria:

1. Statement of Qualifications:

a. Qualifications of firm, project team and personnel:		30 points
b. Firm's QA/QC program:		10 points
	Subtotal:	**40 points**

2. Prior Project Experience:

a. Experience and performance of the project team/firm on similar projects:		30 points
b. Project delivery history for time and budget:		10 points
	Subtotal:	**40 points**

3. Fee Schedule:

	Subtotal:	**10 points**

4. Overall Quality:

	Subtotal:	**10 points**

TOTAL:	**100 points**

Selection Process:

This RFP is being solicited under a multi-step procurement procedure consisting of two phases generally described below:

Phase 1: All interested consultants must submit a proposal addressing those items in this solicitation. The Selection Committee will evaluate each proposal based on the evaluation criteria outlined in this section to create a short list of consultants to be further evaluated in the next phase. Only those consultants who are placed on the short list will be considered during the second phase. However, the City reserves the right to waive the second phase interview requirements.

Phase 2 (optional): During the second phase all those firms that the City has notified of being placed on the short list for further evaluation will be required to participate in an interview. This interview will be held on-site at the City of Louisville with a conference room to be selected at a later date. The City reserves the right to change locations or to hold the interview portion through a remote access interview, such as a Zoom meeting. If a Zoom meeting is required, it will be up to the consulting firm to have the proper technology and presentation approach. The interview could be scheduled as soon as one week after the completion of the evaluations in Phase 1.

The City will select up to four Consultants for each Service Section. A Consultant may be selected for more than one Service Section.

ATTACHMENT 3
SAMPLE AGREEMENT - ATTACHED