



TOWN REQUEST FOR QUALIFICATIONS (RFQ)

**PROJECT: ON-CALL GEOTECHNICAL
ENGINEERING SERVICES**

Town of Mt. Crested Butte
P.O. Box 5800
911 Gothic Road
Mt. Crested Butte, Colorado 81225
Office: (970) 349-6632

Released to the Public
November 17, 2023

REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL GEOTECHNICAL ENGINEERING SERVICES

Town of Mt. Crested Butte, Colorado

Proposal Submittal Deadline: December 15, 2023 at 3:00 pm (Mountain Time Zone)

I. RFQ Overview

The Town of Mt. Crested Butte, Colorado (“Town”) is requesting proposals from licensed professional firms to provide municipal on-call geotechnical engineering services. The Town, which is involved with complex capital projects, does not have in-house geotechnical capabilities and routinely requires these services and resources.

The Town desires to obtain the professional services of a qualified and well-rounded firm with extensive municipal and Colorado mountain experience, and available project staff. The on-call geotechnical services will normally center around municipal projects to build, repair, or replace Town infrastructure, including roadways, recreational facilities, utilities, and site developments. The Town seeks qualification-based proposals to provide geotechnical services under a two-year contract period.

II. Town Characteristics and Structure

The Town of Mt. Crested Butte, at 9,375 feet in elevation, is within the majestic Elk Mountains in northern Gunnison County. The Town operates under a Council-Manager form of government. The Town Manager oversees all Town Departments, reporting to the seven-member Town Council that includes the Town Mayor. Geotechnical engineering projects are overseen by the Town’s Capital Projects Manager, who coordinates among the Town Maintenance, Parks, and Community Development Supervisors, including project budgeting through the Town Finance Department.

III. RFQ Geotechnical Services

Based on the Town’s planned capital projects, the following ‘essential’ and ‘desirable’ capabilities are anticipated by the selected geotechnical firm:

Essential Capabilities:

- Geotechnical Engineering
- Structural Engineering
- Civil Engineering
- Soils/Hydraulic/Hydrology Investigation
- Petrography - Pavement Design Evaluation and Testing
- Accredited ‘In-House’ Materials Testing
- Analysis - Slope Stability Analysis / Response Spectrum Analysis

Desirable Capabilities:

- Settlement Investigation:
 - Foundation System Design
 - Fill and Compaction
 - Foundation Bearing Capacities
- Hazards Assessment:
 - Soil Profiles
 - Surface Faults
 - Landslides
 - Rock / Debris Flow
 - Groundwater / Flooding
- Transportation Services - Roadway and Street Design | Bridge Design and Inspection
- Environmental Services
- Subsurface Utility Services
- Surveying and Mapping
- Stormwater Design
- Engineering Management - Contract Administration and Construction
- Construction Management - Engineering Resident Project Representative (RPR)
- Reporting: Phase I Reports (ASTM E1527-13) | Phase II Reports (ASTM E1903-11)
- Peer Review

The on-call geotechnical services and staffing may include, but are not limited, to the following:

1. Provide staff for on-site field visits, evaluations, and Town project meeting support.
2. Provide staff to prepare and administer a full-range of geotechnical project services, including emergency projects.
3. Assist the Town in coordinating, communicating, and reporting with local, state, and/or federal entities.
4. Respond to Town excavation/building permits and plan check comments, as required.
5. Assist the Town in preparing project bid proposal documentation.
6. Provide construction management and support services, as needed.
7. Assist staff with environmental analysis, permitting, and certification requirements.
8. Assist the Town with identifying project grant opportunities.
9. Assist Town staff with project contracting and delivery methods.
10. Assist Town Staff with identifying best management practices and value-engineering.

Qualifications need to be specific as to what services the proposal firm is/is not able to perform per this RFQ. The Town prefers to contract with a sole-source firm in which all sub-consultants are contracted through the prime firm. If utilizing sub-consultants, please be specific about what services the sub-consultant(s) would perform, the names of the sub-consultant(s), and the qualifications of those sub-consultants. Sub-consultants may not exceed 25 percent of the on-call engineering project effort.

Note: The Town's Water and Sanitation Department and Fire District are managed by special districts that are separate from Town Hall administration.

IV. RFQ Firm Qualification Requirements

The proposal Firm must have a minimum of five (5) years of geotechnical engineering experience with similar municipal clients and projects. Firms located in the Colorado mountain region and with sub-alpine mountain environment experience will be given preference. The Firm must be in good standing, have a minimum of one (1) registered Colorado engineer, and meet the insurance requirements for contracting with the Town of Mt. Crested Butte.

V. RFQ Firm Selection(s)**Award:**

The Town is intending to select and award up to two (2) firms under this RFQ process.

Duration:

The Town intends to issue a two-year on-call term contract, with the option for two-year additional renew(s) at the sole discretion of the Town Manager and Town Council. The contract period under this RFQ award is expected to be executed from approximately January 1, 2024 until December 30, 2025.

Contractual Arrangement:

The on-call geotechnical services will be defined by a master contract. Town project(s) involving on-call geotechnical services will be governed by a standard agreement, including a statement/scope of work to define the geotechnical expertise and resources required to complete the project – within budget, on-time, and to a high degree of quality performance.

VI. RFQ Submittal:**RFQ Content and Format:**

- A. Cover Letter – with authorized signature (not to exceed 1 page)
- B. Firm and Staff RFQ Capabilities, Qualifications, Experience, and Availability (Describe Key Individuals)
- C. Similar and Relevant Projects/Experience (Provide at Least Three Recent and Similar References)
- D. Firm Cost of Services / Staff Rate Sheet (Burdened Hourly Rate)
- E. Firm Evidence of Licensure(s) and Insurance

The RFQ proposal shall conform with the following:

- Proposal body limited to fifteen (15) single-sided pages (excluding cover letter, dividers, references, and license and insurance evidence)
- Minimum 11-point font
- Evidence of professional licensure and insurance

RFQ Schedule:

The Town anticipates the following RFQ schedule:

RFQ Public Release/Notification	November 17, 2023
RFQ Questions and Request for Information Deadline	December 8, 2023
RFQ Submittal Deadline (4 Calendar Weeks)	December 15, 2023 at 3:00 pm (MST)
Town Review and RFQ Proposals Ranking	December 19, 2023
Town Council Recommendation:	December 19, 2023
Award Contract(s):	December 22, 2023
Contract Negotiation / Execution(s):	January 5, 2024
Notice-to-Proceed / Project Start Date:	January 8, 2024

RFQ inquiries should be directed to:

Jeffrey Smith, Capital Projects Manager
Town of Mt. Crested Butte
Email: jsmith@mtcb.colorado.gov
Office Phone: (970) 349-6632, Ext 108

Submittals and Opening:

Proposals must be submitted electronically by December 15, 2023 by 3:00 pm (MST) to toconnell@mtcb.colorado.gov.

Proposals will only be accepted in digital format as a single file. It is the responsibility of the RFQ firm to confirm Town receipt of the RFQ proposal. The Town Staff will oversee the opening of RFQ proposals. No scheduled public opening event will be held. Late RFQ proposal submittals will not be accepted.

VII. RFQ Proposal Review and Evaluation:

The contract(s) will be awarded based on the following factors. Each factor will be rated based on the merits of the proposal and under typical circumstances the contract will be awarded to the bidder receiving the highest number of points. The Town reserves the right to award the contract in the best interest of the Town regardless of score.

The RFQ proposal will be evaluated based on the following factors (100 points total):

- A. Firm Capabilities = 40 points
- B. Staff Qualifications and Availability = 30 points
- C. Similar Municipal and Mountain Experience = 20 points
- D. Firm Office / Project Team Location = 10 points

The contract award shall be made to the responsible firm(s) whose proposal is determined to be most responsive and advantageous to the Town based on the evaluation factors set for in this RFQ.

The Town reserves the right to reject any/or all proposals. Failure of the applicant to provide the minimum RFQ prerequisites or any of the information requested in the RFQ, may result in the disqualification of the submittal, regardless of proposal evaluation or scoring. Additionally, any firm(s) who is in the opinion of the Town, is not in a position to perform the RFQ capabilities or who has previously failed to perform similar projects may also be disqualified.

VIII. RFQ Terms and Conditions

1. The Town does not represent that it will utilize or guarantee to utilize the firm's (contractor's) services over the course of the contract period. No minimum amount of work is implied or guaranteed under this RFQ invitation or selection.
2. Any conflicts of interest whether real or perceived by the firm/individual submitting a proposal should be fully disclosed and explained within the RFQ proposal document.
3. No bid bond or performance bond will be required.
4. The need for interviews, whether in-person or video conference, will be at the discretion of the Town prior to and following the RFQ proposal submittals.
5. RFQ proposals shall remain in-effect sixty (60) calendar days after the date of the proposal opening.
6. Any costs incurred or expenses associated with the preparation and submittal of the RFQ proposal shall be borne solely by the submitter. All RFQ proposals upon submittal to the Town, will become a Town record and therefore a public record.
7. The Town reserves the right to award the contract on the merits and in the best interests of the Town, as a consideration of RFQ submittals and possible interviews, regardless of score.
8. The Town reserves the right to revise the RFQ scope of work through the contract negotiating process.

IX. Insurance

The selected Bidder (Contractor) shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Contract. All insurance policies required by this Contract shall be issued by insurance companies as approved by the State.

- A. **Workers' Compensation:** Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Contractor or Subcontractor employees acting within the course and scope of their employment.
- B. **General Liability:** Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- i. \$1195,000 each occurrence;
 - ii. \$1,195,000 general aggregate;
 - iii. \$1,195,000 products and completed operations aggregate; and
- C. Automobile Liability: Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,195,000 each accident combined single limit.
- D. Additional Insured: The Town shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Contractor and Subcontractors.
- E. Primacy of Coverage: Coverage required of Contractor and each Subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the Town.
- F. Cancellation: The above insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on nonpayment of premiums, without at least 30 days prior notice to Contractor and Contractor shall forward such notice to the Town in accordance with §14 within seven days of Contractor's receipt of such notice.
- G. Subrogation Waiver: All insurance policies secured or maintained by Contractor or its Subcontractors in relation to this Contract shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- H. Certificates: Contractor shall provide to the State certificates evidencing Contractor's insurance coverage required in this Contract within seven Business Days following the Effective Date. Contractor shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Contract within seven Business Days following the Effective Date, except that, if Contractor's subcontract is not in effect as of the Effective Date, Contractor shall provide to the State certificates showing Subcontractor insurance coverage required under this Contract within seven Business Days following Contractor's execution of the subcontract. No later than 15 days before the expiration date of Contractor's or any Subcontractor's coverage, Contractor shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Contract, upon request by the State, Contractor shall, within seven Business Days following the request by the Town, supply to the Town evidence satisfactory to the Town of compliance with the provisions of this section.

End of RFQ
November 17, 2023