



# TOWN REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP)

**PROJECT: SEWER LINE REPAIR/REPLACEMENT  
BETWEEN THE TOWN HALL AND  
TOWN MAINTENANCE GARAGE  
BUILDINGS**

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

Released to the Public  
February 1, 2024

Proposals Submission Deadline  
February 28, 2024

## **REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP) 2024 TOWN HALL BUILDING SEWER LINE REPAIR PROJECT**

**Town of Mt. Crested Butte, Colorado**

Proposal Deadline: **Wednesday, February 28, 2024, 3:00 PM** (Mountain Standard Time)

### **I. Introduction and Project Purpose:**

The Town of Mt. Crested Butte (Town) is soliciting proposals from qualified firms to repair/replace an approximate 55 linear foot section of sewer line between the Town Hall Building and the Town Maintenance Garage Building. Town Hall is located at 911 Gothic Road, Mt. Crested Butte, CO 81225.

This Project involves removing, replacing, and reconnecting the existing 3 to 5-inch diameter sewer line, which is estimated to be 2 to 5 feet below the asphalt parking area surface. The existing sewer line has a slump which prevents proper drainage, and in the winter, backs-up if not properly attended. It is assumed the re-installed sewer line will be placed in approximately the same location and depth.

### **II. Project Scope of Work**

The following describes the anticipated Scope of Work for this Project.

- Coordination - Town and MTCB Water & Sanitation
- Mobilization / Site Preparation
- Permits / Certifications
- Locate and Mark Existing Sewer Line
- Excavate / Remove / Stockpile-Discard Material
- Remove / Replace Sewer Line and Connections (Per MTCB Water & Sanitation Criteria)
- Backfill (Flowfill) and Replace Asphalt Pavement (4" After Compaction)
- Restore Work Site

The Contractor will be responsible for meeting Mt. Crested Butte Water & Sanitation District design standards and criteria, coordinating with Town code and permit compliance, and other applicable certifications.

### **III. Proposal Content:**

Interested bidders shall organize and include in the Proposal the following:

#### **A. Project Approach and Methodology**

- i. Bidder shall describe their understanding of the Project repair needs and the proposed technical approach for labor and materials. Bidders should expand on the Scope of Work if appropriate to accomplish the overall objectives of the project and provide suggestions which might enhance the results or usefulness of the Project.
- ii. Bidder shall also include a detailed schedule of work.

**B. Statement of Experience, Resources, and Level of Commitment**

- i. Bidder shall include a statement of the availability for the key personnel and resources listed on the proposal to ensure timely completion of the project. This statement will include the anticipated notice to proceed date based on this availability.

**C. Budget**

- i. Bidder shall include a cost proposal for the proposed 2024 Project that includes all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses associated with completing the proposed Scope of Work.

**D. References**

- i. Bidder shall provide a list of three (3) references for the firm and any subconsultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which applicant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

**Exhibit 1: Location Map - Sewer Line Between Town Hall Buildings (Plan View)**



Town Exhibit: 01-22-2024

**Exhibit 2: Location Map - Sewer Line Between Town Hall Buildings (Profile View)**

Town Exhibit: 01-22-2024

**IV. Proposal Evaluation Factors:**

The Town reserves the right to reject any/or all proposals where the Bidder has not met the minimum prerequisites of the RFQP, who have previously failed to perform properly or complete contracts of a similar nature, and to reject a proposal of a bidder who is in the opinion of the Town, not in a position to perform the contract. Failure to provide any of the information requested in the RFQP may result in the disqualification of the submittal.

The contract 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.

Bidder proposal evaluation and scoring:

- A. Project Approach and Methodology = 30 points
- B. Experience, Resources, and Level of Commitment = 30 points
- C. Budget = 30 points
- D. References = 10 points

**V. Proposal Format**

The proposal shall conform with the following:

- Cover letter to include signature of authorized bidder representative (not to exceed 1 page)
- Proposal body limited to ten (10) single-sided pages (page limit excludes cover letter, dividers, references, and license and insurance evidence)
- Minimum 11-point font
- Evidence of professional licensure and insurance

Format: Proposals will only be accepted in digital format.

Submittal of Proposal: Proposals must be submitted electronically by **Wednesday, February 28, 2024 by 3:00 pm (MST) to toconnell@mtcb.colorado.gov.**

**VI. Proposal / Project Schedule**

The Town anticipates the project will follow the estimated schedule below. The Bidder shall provide a project schedule based on the estimated deadlines below.

- February 1, 2024: Release RFQP (BidNet, Town Website, Crested Butte Newspaper)
- Through February 23, 2024: Schedule Site Visit with Town
- Through February 23, 2024: Respond to RFQP Questions and Requests for Information
- February 28, 2024: Proposals Due by 3:00 pm (MST)
- March 15, 2024: Bidder Evaluation / Selection / Award
- March 30, 2024: Develop Scope of Work / Execute Contract / Issue Notice-to-Proceed
- April 29, 2024 (Weather Dependent): Start Construction
- July 31, 2024 (Weather Dependent): Complete Construction

Note: The Town will need to coordinate construction schedules in consideration of Town Hall and Town Wedding Garden events.

RFQP inquiries and site visit schedules requests directed to:

Jeffrey Smith, Capital Projects Manager  
Town of Mt. Crested Butte  
jsmith@mtcb.colorado.gov  
Office: (970) 349-6632, Ext 108 | Mobile: (970) 596-5263

Any questions or request for information about the terms and conditions of this RFP, or any addendum or attachment hereto, shall be submitted to the Town Capital Projects Manager via email by **February 23, 2024 at 3:00 pm (MST)**. Inquiries received after this date may not receive a response. Please do not contact any other Town departments or personnel with questions or for information regarding this solicitation.

## **VII. 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 fifteen (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 RFQP  
January 31, 2024