

**REQUEST FOR PROPOSAL**  
**SERVICES**  
**FOR**  
**ENGINEERING PLAN REVIEW AND ON-CALL**  
**SERVICES**

Responses due: May 11, 2023 2:00 p.m. MST

Addressed to: George Good, Public Works Director  
[good@sterlingcolo.com](mailto:good@sterlingcolo.com)  
RE: Engineering Plan Review and On-call Services

Mailing Address: City of Sterling City Hall  
421. N. 4<sup>th</sup> Street  
Sterling, Colorado 80751

Inquiries: Direct questions or clarifications regarding the Request for Proposal  
documents to: George Good, Public Works Director, [good@sterlingcolo.com](mailto:good@sterlingcolo.com)

**ISSUANCE DATE: APRIL 20, 2023**

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## **RFP Overview**

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The City of Sterling (City) is requesting proposals from qualified consulting firms (hereinafter referred to as “Consultant”) to provide professional engineering plan review and on-call services (hereinafter referred to as “Services”)

The scope of work for this Request for Proposal (RFP) describes the qualifications and experiences required for the Services. Services will be focused on plan review and on-call services for the City’s needs in general civil engineering related to wastewater plants, water and storm water including assisting the City in an Owner’s representation and advisement role.

### ***Inquiries/Request for Clarification***

Requests for clarification and inquiries related to this RFP shall be directed to George Good in writing via email at the contact information listed on the RFP cover page by April 28, 2023 5:00 p.m. MST. Requests submitted via telephone or other communication methods will not be accepted or addressed. During the period between the issuance of this RFP and the contract award, no City employee can accept oral, written, or electronic contact regarding this procurement except as authorized in this paragraph. Consultants are advised to not contact any other persons regarding this RFP other than the contact person listed herein during the procurement period. Inappropriate contact may result in the removal of the proposer from this and future procurements.

Responses to requests for clarification shall be in writing and distributed to each Consultant who inform the City they will be submitting a response to this RFP. Notification of interest in responding to this RFP shall be submitted to George Good by the deadline for inquiries listed on the RFP cover.

### ***Tentative RFP Milestones***

- a. April 20, 2023 RFP Issued
- b. April 28, 2023 Questions/Requests for Clarification due by 5:00 p.m.
- c. May 4, 2023 Responses to questions/requests for clarification
- d. May 11, 2023 Proposals due by 2:00 p.m. MST
- e. May 24, 2023 Selected Consultant notified

### ***Terms & Conditions***

- A. Late submittals will not be accepted.
- B. Each proposal shall be valid for a period of ninety (90) days from the date of RFP submission deadline listed on the cover of this RFP. All proposals will remain unopened until after the submission deadline.
- C. Any and all costs for the preparation and submission of an RFP response shall be borne by the Consultant. RFP responses, in whole or in part, are not to be marked confidential or proprietary. The City may refuse to consider any RFP response or part thereof so marked. Responses submitted in response to this RFP may be subject to public disclosure. The City shall not be liable in any way for disclosure of any such records.
- D. The City retains the right to:

1. Reject any and all proposals
2. Waive any informalities and irregularities in any proposal or responses received
3. Negotiate changes in the Services to be provided by the Consultant
4. Accept the proposal deemed most advantageous and in the best interest of the City
5. All proposals must be signed by an authorized agent of the Consultant's firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this RFP.
6. All proposal and other materials in response to this RFP shall be prepared at the consultant's expense and shall become the property of the City and therefore a public record.

# Scope of Services

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## ***Services Overview***

For the purposes of this solicitation, the following Services may be included, but not limited to, the following:

- a. General engineering services on request including, but not limited to, civil engineering.
- b. Review of development plans for conformance with the City's public infrastructure standards related to water, sanitary sewer and stormwater.
- c. Review of capital improvement project deliverables in an Owner's advisement role.
- d. Assistance with updating or developing design guidelines and standard specifications, if requested.
- e. Construction oversight and observation of public infrastructure projects.
- f. Construction Management and Bidding Assistance.
- g. Assistance with drafting development agreements.
- h. Assistance with regulatory permitting related to City infrastructure projects.
- i. Depending on the technical abilities of the selected firm, the City may request additional services related to water, sanitary sewer and stormwater including code compliance, planning review and other related services.

The consultant that is awarded a contract will be expected to provide all engineering services as per the direction of the City. Nothing in this RFP requires, or prohibits, the City from selecting a sole source consultant for any other specific project and services. The firm selected as a result of this RFP, will not be eligible to represent or perform any other private development related work within the City of Sterling.

## ***Estimated Duration of Services***

The City intends to enter into a three (3) year contract with the selected Consultant, with the option to extend for two (2) additional one (1) year terms.



## COVER LETTER

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Cover letter shall include the following:

- Identification of the Consultant who will have contractual responsibility with the City of Sterling. Identification shall include legal name of company, corporate address, telephone number and email address of the contact person identified during the period of proposal evaluation.
- Acknowledgment of receipt of addenda, if any. Signature of the official authorized to bind the Consultant to the terms of the proposal. Signed statement attesting that all information submitted with the proposal is true and correct.

## SECTION 1: Firm Overview

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Firm overview shall include the following:

- Brief history of the company and provide any background information that may be relevant or is directly related to the requested Services.

## SECTION 2: Project Understanding

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Provide information on the understanding of the City's needs for Services.

## SECTION 3: Project Team Qualifications

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This section of the proposal shall establish the ability of the Consultant to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature to the requested Services; demonstrated competence in the services to be provided; strength and stability of the firm; and staffing capability. Project Team Qualifications shall include the following:

- Organizational chart for proposed project team. For each team member, define their roles, list areas of practice, provide brief resumes, and identify availability of each key member. Provide specific information regarding experience and capabilities on similar projects or related services.
- The City expects one (1) project manager to be the point person for all services rendered as part of the contract.
- Focus, to the greatest extent possible, on past or present experience with projects similar to the requested Services. Include experience with other past projects for the City of Sterling which would be of benefit to the requested Services in this RFP.
- One-page resumes of key personnel shall be included in **Appendix A** of the proposal response.

## SECTION 4: Relevant Experience and References

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Relevant experience and references shall include the following:

- Minimum of three (3) references for completed work similar to that of the requested Services within the last three (3) years. Reference projects should have been completed within the last five (5) years and similar in nature to those described in this RFP.
- Client references including name, title/position, organization/entity, phone number, and email for project experience relevant to the proposed Services and which best

demonstrates the Consultant's ability to provide the requested Services to the City successfully.

- A brief description of the types of services provided and location where the services were provided.

#### **SECTION 5: Project Approach and Controls**

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Project approach and controls information shall include the following:

- Demonstrated proposed approach to the requested Services.
- Description of Consultant's quality assurance/quality control procedures for budget, scope, and schedule.

#### **SECTION 6: Rate Schedule**

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Rate schedule information shall include the following:

- Hourly Rate Schedule that includes specialty, title and description of the positions that will be required to complete the requirements of the Services that the Consultant's response includes for this RFP.
- Anticipated reimbursable costs to include direct costs (e.g. travel), and indirect costs (i.e. overhead and general and administrative costs)

#### **APPENDIX A: One-page resumes for key project team members**

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Provide one (1) page resumes for each key team member.

#### **APPENDIX B: Contract Comments**

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- All contracts shall be executed pursuant to the City Charter, for and on behalf of the city.
- All contracts shall be approved by the city attorney before they are executed by the proper authority pursuant to the City Charter, unless the city attorney determines that it is not practical and advantageous to do so.
- The City may, by contract, require the contractor to waive, release or extinguish its rights to recover costs or damages, or obtain an equitable adjustment, for delays in performing such contract, if such delay is caused, in whole or in part, by acts or omissions of the city or its agents, if the contract provides that an extension of time for completion of the work is the contractor's remedy for such delay. Such a clause is valid and enforceable, and provision of state law to the contrary notwithstanding.

## **Selection Process**

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### ***Proposal Selection***

Proposal evaluations will occur following the RFP closing date. To be considered, proposals shall be received before the closing time and date specified on the cover of this RFP. The following evaluation factors may be used for the evaluation and selection of the Consultant. The order of the listed criteria is not indicative of priority, weighting, or importance.

- Project Manager qualifications (as they relate to the requested Services)
- Project team qualifications (as they relate to the requested Services). Does the consultant have personnel with the necessary skills? Does the consultant have sufficient staff with the requisite skills available?
- Previous experience with similar projects and with the City of Sterling
- Is the consultant able to provide responsive services for projects in the City of Sterling?
- Understanding of the requested Services  
Communication.
- Does the consultant have the proven ability to interface with City staff, developers, and other contractors?
- How quickly is the consultant able to respond to site visits, development reviews, and required meetings?
- Completeness and competence of the project approach developed to satisfy the requested Services
- Discussion of limitations and challenges that should be anticipated during the course of the Services and approaches to resolving these issues
- Conformance with RFP instructions and quality of RFP submittal
- Cost of services

### ***Selection of Consultant***

City staff will review proposal responses received on time. The Consultant will be selected upon an evaluation of the Consultant's understanding of the City's needs, demonstrated competence, professional qualifications, and approach to satisfactorily perform the Services required to provide the overall best value to the City.

### ***Award of Contract***

Upon Consultant selection, contract award will be contingent upon successful negotiation of a professional services agreement and formal approval by the City Council. The successful Consultant will be notified of their selection prior to seeking approval from City Council. Upon approval from City Council, the City will enter into a Professional Services Agreement with the successful Consultant. Consultant's work awarded under this RFP shall not commence until City Council approval is obtained, execution of the Professional Services Agreement, and the notice-to-proceed is issued by the City.