

**Request for Qualifications**  
**Repair of Whitewater Activity Area**  
**#BD 2011-033**

for the

City of Glenwood Springs, Colorado

December 13, 2011



**Proposal Deadline:** January 9, 2012, 4:00 p.m. Mountain Standard Time

For additional information contact:

Ricky Smith, Purchasing Manager  
City of Glenwood Springs  
(970-384-6445)

**Purpose:**

The City of Glenwood Springs, Colorado is seeking qualified engineer(s) to work with the City of Glenwood Springs to determine needed design repair for the Whitewater Activity Area, located at the intersection of Devereux Road and Midland Avenue. Direction and supervision will be provided by Tom Barnes, Director of Parks and Recreation.

**Community Background:**

Located 180 miles west of Denver on Colorado's western slope of the Rocky Mountains, the city of Glenwood Springs is a growing community of 8,887 people. Incorporated in 1885 and consisting of 4.8 square miles, the city sits at the confluence of the Roaring Fork and Colorado Rivers at an elevation of 5,763 feet and is immediately surrounded by steep-sided mountains that rise to an elevation of over 8,400 feet. Throughout its history and continuing today, Glenwood Springs is known for its medicinal hot sulfur springs that draw tourists from around the world.

Glenwood Springs is a regional trade center, regional service center and a destination community for visitors. Glenwood Springs draws most of its visitors from Colorado's Front Range communities. Downtown Glenwood Springs is one of the focal points for visitors coming to the Community as well as serving as an employment center.

**Scope of Work:**

The following are examples of the duties and requirements of the selected engineer(s).

**Examples of Duties and Requirements**

- Identification and mapping all of the areas on both sides of the river that are showing signs of instability.
- Development of plans and specifications to achieve what we need based on the hydraulics of the river at this particular location.
- Slopes should be stabilized to the point that they match other engineering standards for projects of this nature. Embankment needs to tie into the existing scour wall built with the wave feature. Design criteria should follow an established design criterion similar to FHWA or Army Corp of Engineers HEC-11 Circular or equivalent that would ensure longevity to the embankment protection.
- Material should be of adequate density to withstand the shear forces it will experience in high water events.
- Coordination of all permits required to do the work.
- Establishment of a schedule for when the contractor can begin the work, when he can be in the river, when he must be out of the river, and when he must be off the site.
- Development, with the assistance of the City Engineering and Purchasing Divisions, of documents for a Request for Proposals (with the permission of City Council) to select a Contractor for this work.
- Selection of a contractor and a designer should be based on the previous experience in working in riverine environments. Both should have a proactive approach to such work and will need to have good coordination and communication skills as placement of the material is crucial to the design and stability of the area. Both will need to work as a team and maintain a professional relationship.
- Assistance to the City in establishing the criteria by which Contractor Proposals will be evaluated (i.e. Cost, Experience with similar projects, Staging plans, Execution plan, Schedule modifications, etc.).

- Provision of a Resident Project Representative and commitment to act as the Owner's Representative to assist the City in assuring the Contractor is complying with the contract documents and the intent of the design.
- Provision of any necessary survey control work to properly orient the Contractor on the work sites.
- Provision of services as needed to review submittals, coordinate any Change Orders, and provide clarifications and interpretations of the contract documents.
- Provide As-Built plans of the completed improvements, including any related survey work.
- The final cross section will need to meet FEMA regulations. Once the models have been completed, the LOMR should be submitted and a final copy of the electronic models and the LOMR should be provided to the City for their records and mapping purposes.
- Repairs should be designed to minimize the amount of maintenance needed to repair the banks in any given year.
- Final design and construction should be stable as this facility is commonly utilized by the public.
- The repairs should be done in such a manner that they should blend into the natural environment of the river banks as much as possible without compromising the engineered design.
- It is understood that this is a riverine system and it will inherently need maintenance after high water events. General notes should be supplied as to how to complete the maintenance and factors that should be observed during routine inspections.
- It should be posted that this area is subject to catastrophic natural events and care should be taken to check on high water events. Judgment of the user's needs to be exercised on the side of caution as it is a dynamic environment.
- Finalize coordination and models needed to complete and obtain the cities right with state and federal agencies if applicable, for a recreational water feature within the river
- Present previous projects completed with references similar to this project.
- Plans are available by contacting Ricky Smith, [ricky.smith@cogs.us](mailto:ricky.smith@cogs.us), 970-384-6445, or by going to the City website, [www.cogs.us](http://www.cogs.us) , to download.

**Insurance Requirements:**

The Contractor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

**General Liability**

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit .....	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations	
Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual	
Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the City All locations / operations (if not, show city job/location specifically)	
<b><u>Name the City as "Additional Insured"</u></b>	

**Automobile Liability:**

Combined single limit:..... \$ 1,000,000  
Any auto (or Hired & Non-owned, if you own no vehicles)  
Show Waiver of Subrogation in favor of the City  
Primary & non-contributory  
Auto pollution liability (IF you carry any hazardous cargo)  
( If the Vendor is providing repairs to City vehicles on the Vendor's property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)  
**Name the City as "Additional Insured"**

**Professional Liability:**

{ IF you render professional services }

Policy form: Occurrence  
(if not, claims-made retro date must predate our contract or date of service)  
Per claim or occurrence limit..... \$ 1,000,000  
Blanket contractual  
Primary & non-contributory  
Show Waiver of Subrogation in favor of the City  
Per location / per job aggregate limit  
Defense in excess of limits  
Designated profession must be applicable to your work for our company

**Workers' Compensation:**

Workers Compensation benefits: per Colorado Statute  
Employers liability – limit per accident \$ 100,000  
Employers liability – limit per disease 100,000  
Employers liability – disease aggregate 500,000  
All owners/officers who will be on City property or job site must be covered  
Show Waiver of Subrogation in favor of the City  
Coverage must apply to workers in Colorado

Insurance companies providing the coverages specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than "A-" by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage, as required.

**INDEMNIFICATION:** The successful Vendor shall indemnify and hold the City harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor's contractual obligations as outlined in this Solicitation. The Vendor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the City when applicable, and shall pay all costs and judgments which may issue thereon.

**LOCAL PREFERENCE:**

010.050.080 Local preference.

(a) Legislative intent. It is the intention of the City Council whenever possible to use, without significant additional cost to the taxpayers or ratepayers, local businesses and/or subcontractors for construction services or procurement of goods and supplies (excluding sole source procurement [010.050.110], emergency procurements [010.050.120], small purchase procurement [010.050.130], used supplies procurement [010.050.140] or professional service procurement [010.050.150] and any procurement made with external funding source requirements that preclude application of local preference) in those instances when awarding contracts in the amount of twenty-five thousand dollars (\$25,000.00) or more, pursuant to competitive procurement (010.050.090), with City funds. The City Council intends to give local

businesses an advantage in the bidding process so that monies received from such contracts will be spent by the employees of local businesses in the local economy. Local business preference may be used as one (1) factor in determining the award of a bid over twenty-five thousand dollars (\$25,000.00). This local preference will only be available to responsible and responsive bidders and/or subcontractors that meet all applicable bid evaluation criteria.

(b) Definition of local business.

(1) When applied to construction contracts, *Local Business* shall mean a business and/or a subcontractor individually applying for Local Business designation which meets the criteria in either Subsections a. and c. or Subsections b. and c. as listed below:

a. The business headquarters must be located and primarily doing business within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs. In the event the business is incorporated or otherwise registered, it must be incorporated or otherwise registered in Colorado.

b. At least seventy-five percent (75%) of the business work force, at the time of the application, must reside within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.

c. The business shall have at least seventy-five percent (75%) of business vehicles registered at the time of the application, with the government agency having jurisdiction over areas within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.

(2) When applied to procurement of goods, supplies, construction equipment and other vehicles, *Local Business* shall mean a business that is located and primarily doing business in the corporate limits of the City. In the event the business is incorporated or otherwise registered, it must be incorporated or otherwise registered in Colorado.

(c) Local Business Designation. Prior to submitting a bid, any business and/or subcontractor wishing to obtain the Local Business Designation shall apply for such designation by submitting sufficient written documentation to the City Manager which supports a request for such designation. The owner of the business and/or subcontractor seeking Local Business Designation shall submit a signed, sworn affidavit affirming the truthfulness of all information supplied to the City with the application for Local Business Designation. To receive Local Business Designation of any subcontractor amounts included in its bid, a business must certify the accuracy of the contents of the subcontractor's Local Business Designation application submitted pursuant to this Section. The City Manager may grant a Local Business Designation to a business and/or subcontractor if such business and/or subcontractor has satisfied the criteria set forth in Subsection (b). In the event the City Manager does not grant a Local Business Designation upon request, such business and/or subcontractor may appeal the decision by providing a written explanation of the basis of the appeal to the City Council within five (5) business days of receiving the City Manager's decision. A decision by a majority of the City Council present shall be made at the time of the award of the contract for which the appeal is made.

(d) Local Business preference. In the event that a determination is made that a submitted bid is from a responsible and responsive bidder and that the business submitting the bid and/or a subcontractor included in the bid has a Local Business Designation, the bid comparison and award shall be made after taking any applicable local preference into consideration.

All portions of the submitted bid attributable to a Local Business shall be aggregated for application of the local preference as follows: if the aggregate Local Business portion of the submitted bid contract amount is equal to or less than Two Hundred Thousand Dollars

(\$200,000.00), the Local Business preference will be five percent (5%); if the aggregate Local Business portion of the submitted bid contract amount is more than Two Hundred Thousand Dollars (\$200,000.00), the Local Business preference will be Ten Thousand Dollars (\$10,000.00) plus two and one-half percent (2.5%) of the aggregate Local Business portion in excess of Two

Hundred Thousand Dollars (\$200,000.00); no Local Business preference, in any event, shall exceed One Hundred Thirty-Five Thousand Dollars (\$135,000.00). Determination of the lowest responsible and responsive bidder shall be made after any appropriate Local Business preference amount is applied to the submitted full bid contract amount.

(e) Notice. Every invitation for bid shall contain notification of this Section setting forth this Local Business preference and shall require a bidder to submit, at a time to be specified, the manner in which, if at all, such business and/or subcontractor may qualify for Local Business Designation under this Local Business preference policy.

(f) Timing. No Local Business Designation shall be allowed unless such designation has been given in writing prior to the award of bid.

(g) Challenge. In the event any person wishes to challenge the Local Business Designation of a business and/or subcontractor which has received such designation, such challenge shall be submitted in writing to the City Manager. The written documentation supporting such challenge must set forth, with specificity, the reasons supporting the allegation that the business and/or subcontractor should not continue to receive the Local Business Designation. The City Manager, at his/her discretion, shall investigate such allegations and may seek the imposition of the remedies set forth in this Section.

(h) Civil penalty. In the event a business and/or subcontractor has been given the Local Business Designation and the City Manager determines that such designation is erroneous, such business shall be penalized in the same monetary amount as the Local Business preference advantage which was applied to the bid from such business when it was awarded the contract. In addition, such business and subcontractor shall be subject to debarment for a period of three (3) years in accordance with the provisions of Section 010.050.040.

(i) False affidavit. It shall be unlawful for any person to make a false statement in the affidavit or to provide false information supporting application for the Local Business Designation.

(j) Violations. In addition to the other remedies provided in Subsection (h) (Civil Penalty), any person violating Subsection (i) (False Affidavit) shall be deemed guilty, per occurrence, of a misdemeanor and, upon conviction of the same, shall be punished, per occurrence, in accordance with the provisions of Section 010.020.080 in the Municipal Court. Violations of any provision of Section 010.050.080 shall be deemed to be a strict liability offense as defined in Subsection 120.010.010. Culpable mental state is not required with respect to any material element of a violation of this Subsection.

**Any Contractor, Subcontractor or supplier wishing to obtain local business designation shall apply for such designation by submitting sufficient written documentation supporting such request to the City Manager no later than 5:00 p.m. (local standard time), January 6, 2012. Copies of the Local Business Preference Ordinance may be obtained by contacting the Purchasing Department, City Hall, 101 West 8<sup>th</sup> Street, Glenwood Springs, Colorado, 81601 (970-384-6445). Or view the Municipal Code online at [www.ci.glenwood-springs.co.us](http://www.ci.glenwood-springs.co.us)**

## **Request for Qualifications - Submittal Requirements:**

Submit two (2) copies, and one (1) unbound copy suitable for photocopying, of your response to this Request for Qualifications to the City of Glenwood Springs, City Clerk's Office, 101 W. 8<sup>th</sup> Street, Glenwood Springs, Colorado, 81601, on or before 4:00 p.m. January 9, 2012 (note: this is not a postmarked date). Submittal by FAX is not acceptable for this request. Please include the following information in your response:

- Cover letter expressing interest.
- A resume(s).
- Description of similar work experience.
- List of professional references
- Costs associated with providing the Scope of Work

## **Selection Process**

The Public Works Department will review and evaluate qualification materials based upon the individual's ability to meet the requirements of this request for qualifications. Evaluation criteria include but are not limited to the following:

- Overall quality of the RFQ submission.
- Experience of candidate and/or firm.
- References.
- Costs for providing the Scope of Work.

The criteria are not listed in any particular order of importance. From the responses received, the City will rank the responses, and schedule oral interviews with the top ranked candidates and/or firms. After completing the interviews, the City will select a candidate then negotiate and finalize an agreement with the selected candidate.

## **Questions**

If you have questions regarding this request for qualifications, please contact Ricky Smith, Purchasing Manager, 970-384-6445.