

Request for Qualifications for Sidewalk Design – Downtown Hwy 105

Town of Palmer Lake, Palmer Lake CO

Introduction

The intent of this Request for Qualifications is to obtain a qualified person, firm, or consultant hereafter referred to as “Firm” to provide general engineering services to the Town of Palmer Lake for the design and engineering of sidewalks, assistance with compliance matters as it regards State Highway regulations, civil design services, construction management and infrastructure engineering tasks.

To be eligible for consideration, the Firm must be capable of supplying the services as noted.

All inquiries relating to this request shall be addressed to:

Dawn Collins, Town Administrator
dawn@palmer-lake.org
Town of Palmer Lake
PO Box 208, Palmer Lake, CO 80133

If a Firm submitting a proposal finds discrepancies in, or omissions from this request, or requires additional clarification of any part, a written request may be submitted. Any interpretation or change made to the request will be made by written addendum and shall become part of the request. The Town will not be responsible for oral explanation. All inquiries shall be in writing and all responses will be provided in writing. To be considered, inquiries must be received a minimum of minimum of seven business days prior to the submission date established. It is the responsibility of each proposing consultant to verify that an addendum is received and addressed prior to submittal.

Submittal

All proposals must be delivered prior to 4 PM, September 11, 2023. Proposals must be submitted by email to dawn@palmer-lake.org plainly noted “REQUEST FOR QUALIFICATION – SIDEWALK DESIGN” in the subject line or submitted in a sealed envelope to the Town Administrator plainly marked “REQUEST FOR QUALIFICATION – SIDEWALK DESIGN” before this date.

All Firms shall comply with the following requirements:

- An authorized official of the Firm submitting the proposal must sign the proposal.
- Only one proposal will be accepted from a Firm.
- All quotes must be firm for a period of thirty (30) days from the submittal date.
- The Town of Palmer Lake reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the most responsive and responsible Firm as deemed in the best interest of the Town of Palmer Lake.
- The Town of Palmer Lake will not return proposals or other information provided to the Town.

Evaluation

A team of three individuals representing the Town of Palmer Lake will evaluate the proposals the morning following the submittal deadline. The team will be comprised of the Town Administrator/Clerk, the Public Works Supervisor, and one Planning Commission member. Proposals shall be evaluated solely on qualifications. Price will not be determined in the selection.

Proposal Requirements

Proposals submitted shall contain the following information and any additional information to summarize the overall benefit of the proposal to the Town of Palmer Lake.

- A cover letter stating the name, physical and email address and telephone number of the Firm contact person. The letter must bear the signature of the person of authority to make the proposal. The cover letter must include a description of how and why the Firm is best suited to provide design engineering services to the Town of Palmer Lake.
- A resume outlining the relevant experience of individuals who will work on the project for the Town.
- A list of relevant projects that the Firm has completed similar to this request.

General Requirements

Professional service or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed by a Registered professional Engineer or Architect licensed to practice in the State of Colorado.

The successful proposing Firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town of Palmer Lake.

The successful proposing Firm and its employees will operate as an independent contractor and will not be considered employees of the Town of Palmer Lake.

Scope of Work

The Firm will provide services to the Town of Palmer Lake, that will include the following, at a minimum:

- Engineering studies and report preparation pertaining to the Town's sidewalk, curb and gutter infrastructure along Hwy 105.
- Preliminary and final design work for sidewalk projects to include curb and gutter systems. The scope of work may include road crossings or parking area.
- Construction management for Town infrastructure projects.
- Project budgeting and cost estimation for infrastructure project grant applications to State and Federal granting agencies.
- Preparation and submission of water related compliance reports and submission of same to State and Federal regulatory agencies.
- Coordination with other engineering firms or governmental agencies may be required.
- Other municipal engineering services may be required.

Responsibilities of the Town

There is no expressed or implied obligation on behalf of the Town of Palmer Lake to reimburse the Firm for any expenses incurred in preparing proposals or in attending any pre-proposal meeting interview in response to this request for proposal.

Indemnification

The Firm agrees to indemnify and hold harmless the Town of Palmer Lake, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the Firm, or any officer, employee, or agent of the Firm.

Right to Refuse Proposals

The Town of Palmer Lake reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.

TOWN OF PALMER LAKE