

Snake River Water District, Summit County, Colorado

REQUEST FOR PROPOSALS
WATER DISTRICT MASTER PLANNING PROJECT FOR THE
SNAKE RIVER WATER DISTRICT, SUMMIT COUNTY, COLORADO

Keystone, Summit County, Colorado
April 2020

I. PROPOSAL DESCRIPTION

The Snake River Water District (“SRWD”) is soliciting *master planning proposals with a summary of qualifications and experience* from qualified and experienced firms, entities or individuals for the provision of master planning and engineering plans for the future District comprehensive operations and capital improvement master planning.

II. BACKGROUND INFORMATION

The Snake River Water District (“SRWD”) is a quasi-municipal corporation, and a political subdivision of the State of Colorado, created pursuant to Title 32, Article 1, Colorado Revised Statutes. The Snake River Water District is located in Summit County, Colorado, with a business location of 50 Oro Grande Dr, Dillon, CO 80435 and a mailing address of P.O. Box 2595, Dillon, CO 80435-2595. The SRWD’s primary function is to provide domestic water service, fire protection and own and maintain facilities to operate a potable water supply for the inhabitants in and around the Snake River Basin in Keystone, Colorado. The SRWD provides a potable water supply to hundreds of constituents. No habitable building or building to be used for trade, commerce or industry shall be constructed within the boundaries of the SRWD unless connected to the District System.

An up to seven-member board of directors (the “Board of Directors”) governs the District. Members of the Board of Directors are elected at large and serve four-year staggered terms. The Board delegates the day to day operations and oversight of the organization to the Administrator and his staff. The Administrator serves as the Executive Officer of the District, and the Operations Superintendent serves to oversee all operational aspects of the District. Both positions are filled by appointed independent contractors.

III. OBJECTIVE OF THE REQUEST

The objective of the request is to select a highly qualified consultant to manage a special project for the District involving the master planning of the SRWD’s operational and capital needs on a short-term and long-term basis. The review of the Request for Proposals documentation

submitted, including the proposal narrative, which is a necessary element of the proposal, and interviews of all such applicants, will serve as the basis for selection.

An agreement shall be prepared for the SRWD District Administrator, and while certain elements of the agreement may be subject to modification by means of negotiation, the model form developed by the SRWD shall be the expected format for such agreement in most regards. **The Request for Proposals document may not be intended to completely define the selection or contractual relationship to be entered into by the SRWD and the successful firm.**

The “Scope of Work” requirements are in essence for the provision of professional master planning services for the SRWD, as described in greater detail below. A final “Scope of Work” and “Fee Schedule” will be negotiated and agreed upon by the selected firm and the SRWD during fee negotiations. The term of the agreement will be for the duration of the master planning project, until an updated District Master Plan is adopted by the SRWD.

IV. PURPOSE

The Snake River Water District (District) Board and Administrator invites interested firms or practitioners with Colorado local government master planning experience to submit written proposals to provide District Master Planning services. Firms or practitioners are invited to submit proposals for the full range of engineered master planning services. The most qualified firm, as determined in the exercise of the District’s sole discretion, will be selected by the Board of Directors and will work closely with the District Administrator, Operations Superintendent and Board of Directors. The District reserves the right to enter into retainer agreements with other firms or individuals to handle specified engineering or planning matters on an as-needed basis.

V. SCOPE OF SERVICES

The Master Planning Project, and all proposals for the Project as addressed herein, shall include the following general steps or deliverable stages:

- A. Master Plan Document: follow the general format of the 2012 Plan, made available via this RFP.
- B. Assessment, Analysis, and Forward-looking Projection: premised upon existing water system, water consumption and water usage trends, water rights and related agreements, new/proposed/forecast developments in the District and forecast standards and regulations from CDPHE and EPA. Such planning efforts shall also incorporate projections of water quantity needs, water quality needs, and District capital needs.
- C. Recommendations: capital improvement project recommendations, maintenance improvement programs, estimated costs and priorities, and updated water system hydraulic model recommendations including estimated costs.
- D. Updated District Maps: using the maps from the 2012 plan, improve the District Maps for accuracy based on current data.

The selected firm or practitioner shall provide the full normal range of master planning services as described above, exercising their expertise in Colorado Special District planning and asset management. The selected firm or practitioner may be asked to provide the District, including its Board, with updates and analysis on the progress of such master planning efforts, master planning policy prerogatives for the District to consider, capital project concerns and other such vital insight. The Board of Directors holds its Regular Meeting on the second Tuesday of February, May, August, and November. Special Meetings may be held on a date determined by the Board of Directors.

VI. RFP RESPONSE FORMAT

Proposals shall be submitted by qualified firms or practitioners that have proven their capabilities in the type of work described in this RFP. The RFP respondent shall submit a physical response with all of the information requested to the Administrator, Scott Price, as set forth in the submission standards set forth below in this RFP.

Proposal packets received after the deadline will not be considered. In order to simplify the proposal evaluation process, the District is seeking RFP responses with section breaks/cover pages corresponding to the lettered items in the section below.

VII. PROPOSAL FORM AND CONTENT

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents. The proposal must provide specific and succinct responses to all questions and requests for information. Respondents must include the following items in their proposals addressing the Scope of Services, generally referenced above and spelled out in much greater detail in the project outline attached hereto as Exhibit A to this RFP. Proposals and the fee schedule must be valid and binding for 90 days following the proposal due date and may become part of the agreement with the District.

(a). Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm or practitioner. The cover letter must include name, firm or practitioner address, telephone number (cell phone number preferred but not required) and e-mail address of the firm or practitioner submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons who are authorized to represent the firm or practitioner and to whom correspondence should be directed shall be included. An unsigned proposal is a ground for rejection.

(b). Table of Contents

(c). Summary

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's or practitioner's expertise and qualifications, explain why your firm or practitioner is best suited to provide the services described herein.

(d). Statement of Understanding

Include a detailed statement of understanding of the master planning services to be provided. If there are services listed in this RFP that the firm or practitioner will not be able to provide, please be certain to address that in your response.

(e). Background and Experience

1. Official name and address and specify the type of entity (partnership, LLC, corporation, etc.).
2. Describe the firm's or practitioner's background and history, including the number of years in practice. Describe in detail the firm's master planning services expertise.
3. List the location of office(s) that would serve the District.
4. Provide an organization chart and staffing plan identifying key personnel, related lines of authority and responsibility of those team members who will provide the services described in this RFP.

(f). Approach to Master Planning Services

1. Describe your view of the role of the Master Plan, your interaction with the Board of Directors (both collectively and individually), the Administrator and staff.
2. General Approach to Services Provided: Provide a narrative or other form to explain your intended approach to the services required, including engineering and master planning philosophy, suggestions for efficient planning and engagement, and master planning management and implementation methodologies and tools.
3. Experience with Water District Master Planning Projects: Identify your overall experience providing Water District representation and consultation during the engineering phase of any district master plans in the past, your familiarity and experience with federal, state, and local governmental procedures and regulations regarding master planning and approvals, interactions with state agencies such as the Colorado Department of Public Health and Environment and the Summit County Government. Specify your particular background dealing with similar engineering projects, including your background working with developers and owners and other contractors in Summit County, and working on issues and projects related to water districts.
4. Describe how the firm or practitioner would keep the District informed about the status of master planning matters.

5. Provide a Guaranteed Maximum Price (“GMP”), and also provide a summary of how such GMP will be applied to the project performance and stages. Describe how you track and manage master planning fees and costs, and how such fees and costs will be incorporated into the GMP.

6. Please identify the most significant master planning matters that the firm or practitioner has handled within the past five years.

7. Please identify whether the firm or practitioner has had a master planning agreement with a public agency terminated within the past five years and provide contact information for persons knowledgeable regarding the contract’s termination.

(g). Proposed Engineers/Planners(s)

Name the person(s) whom you propose to designate as the direct liaison with the District; and the primary persons performing the master planning work proposed. Provide a detailed CV for each such designee:

(h). References and Potential Conflicts of Interest

1. Provide contact information for three public agency clients for which master planning and/or engineering services have been provided in the last five years, so reference checks can be conducted. Please include the contact person’s name, agency, phone and email address.

2. List all public clients within the State of Colorado for whom your firm or practitioner currently provides services under a fee for services basis or on a retainer basis and indicate the services provided. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.

4. List all private clients of your firm or practitioner such as construction contractors, land developers, or other contractors that could potentially pose a conflict of interest while representing the District.

(i). Compensation and Reimbursement

As noted above, please outline the proposed GMP for the Project, with several line items addressing the costs of the general project elements outlined herein. Please provide the hourly billing rates and specific expenses (i.e. rate for mileage, reproduction of documents, travel) proposed for compensation and/or reimbursement for the above services, and how the same shall be structured into the GMP.

The District may accept and incorporate the proposed GMP and associated fee schedule as part of the award/agreement process without further negotiations or, alternatively, use it as the basis for negotiations. Consequently, proposals are encouraged to provide their best pricing. The

selected firm or practitioner shall receive no compensation for travel expenses to the District, unless specifically addressed in advance in the Proposal.

(j). Agreement

At the conclusion of the RFP process, negotiations for an agreement between the District and the selected firm or practitioner will proceed. If the District engages a firm in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated, and the District may elect to contact another firm. This sequence may continue until an agreement is reached.

The District contemplates entering into a master planning services agreement containing its standard terms and conditions which will include specific standards for the firm's or practitioner's billing of costs and services. The agreement will also set forth requirements for the exercise of efficient billing judgment, billing documentation, and insurance requirements. The contract will contain an express provision that in the event of any dispute concerning any matter regarding the agreement, each party agrees to bear its own attorney's fees. In addition, the agreement will require that it be governed by Colorado law, without regard to conflict of laws principles, and that venue for any dispute be in Summit County.

Please provide your standard draft agreement, if any, for the District to consider.

(k). Additional Information

In this section, provide any other information that the firm or practitioner believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed master planning services, including the following:

1. Familiarity with Keystone and Summit County: Provide a narrative describing familiarity with Keystone, Summit County and the government offices and people in this region.
2. Legal Issues: Are any lawsuits threatened or pending against you, your firm or its officers at this time? Are there any federal, state or local tax liens, or any potential claims or liabilities pending against you, your firm or the officers of the firm at this time? If yes, please explain.

You may use this section to address those aspects of your services that distinguish your firm from other firms.

VIII. METHOD OF AWARD

All responses will be reviewed by the SRWD administrator and/or representatives, and any other review as determined to be necessary. Firms may be asked to supplement their initial responses with additional written material. The SRWD may short-list respondents based upon an evaluation of the written submittals. The SRWD may at its discretion then arrange for in-person interviews with some or all of the firms.

The SRWD reserves the right to award this agreement to the firm that demonstrates the best ability to fulfill the requirements for services. The SRWD reserves all rights, in the exercise of its sole and absolute discretion, to reject any and all bids without regard to the relative cost of such bid in relation to others.

The firm selected will be given the first right to negotiate an agreement acceptable to the SRWD. In the event that an agreement satisfactory to the SRWD cannot be reached, the SRWD may enter into negotiations with one or more of the remaining firms, or to advertise a new RFP and solicit additional proposals. The successful firm shall commence work only after execution of an acceptable agreement and approval of insurance certificates. The successful firm will perform all services indicated in the proposal in compliance with the negotiated agreement.

IX. SNAKE RIVER WATER DISTRICT GOVERNMENT RIGHTS

The SRWD reserves the right to accept or reject all or portions of any or all Statement of Qualifications, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the SRWD. The SRWD may, at its sole discretion, modify or amend any and all provisions herein. The SRWD will not pay for any information herein requested, nor is it liable for any costs incurred those responding to this request.

The SRWD reserves the right to extend the Proposal submittal date if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addenda. Upon closing of the proposal acceptance stage, a list of firms and others who have been issued Request for Proposal documents will be made available upon request.

X. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm shall furnish to the SRWD a certificate of insurance for workers' compensation, automobile, commercial general and professional liability, (errors and omissions) with professional liability limits of not less than \$1,000,000.

XI. PROPOSAL INQUIRIES

Any questions related to this request must be directed to the SRWD Administrator, Scott Price, executivedirector@snakeriverwater.com. Inquiries must be made in writing and submitted no later than **Friday, May 15, 2020**. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

IX. SUBMISSION CRITERIA:

All submittals should include a statement signed by respondent as follows:

- A. The individual and/or entity submitting this Proposal acknowledges the right of the SRWD in its sole discretion to reject any or all proposals submitted, and that any award may be made in the sole discretion of the SRWD.
- B. The individual and/or entity submitting this Proposal acknowledge and agree that the discretion of the SRWD in selection of the successful respondent shall be final, not subject to review or attack and acknowledge that the submittal is made in full knowledge of the foregoing and in full agreement thereto.
- C. By submission of a Proposal, the individual and/or entity submitting this statement acknowledge that the SRWD has the right to make inquiry or investigations it deems appropriate to substantiate or supplement information contained in the Proposal or related documents

All proposals shall be sealed, and delivered and received by **Friday, May 22, 2020, 12:00p.m. at the main office of the Snake River Water District.** Proposals may be sent via US Mail, FedEx, UPS, or hand delivered. Every submittal shall include two (2) physical copies of the proposal and one digital copy in PDF format, including name, address, and phone number of project principal liaison and other key representatives.

Proposals will be evaluated by a selection committee. The SRWD reserves the right to waive irregularities or reject any or all proposals.

Respondents should address each of the items listed above in the scope of services and the proposal scope of services sections, and may provide specific examples of the background, projects, and experience they have undertaken that demonstrate their qualifications.