



## REQUEST FOR PROPOSALS FOR PROFESSIONAL DESIGN AND PROJECT MANAGEMENT SERVICES

**Town of Meeker  
345 Market Street  
Meeker, Colorado 81641  
Phone – 970-878-5344**

The Town of Meeker, a statutory municipality of the State of Colorado ("**Town**"), and the Eastern Rio Blanco Metropolitan Recreation and Park District, a political subdivision of the State of Colorado ("**ERBM**"), and collectively with the Town, the "**Clients**", invite proposals from qualified River/Riparian Design and Project Management firms ("**Contractor(s)**") to perform professional design and construction project management services in connection with the Circle Park Phase II Project ("**Project**").

Any qualified firm wishing to submit a proposal must complete a mandatory site visit. Proposals will not be accepted without attendance at a site visit. Firm representatives will have the option to between two site visit opportunities:

- 1:00 PM on Tuesday, April 19, 2022
- 1:00 PM on Friday, April 22, 2022

Requests For Information will be accepted via email until 5:00 PM on Friday, April 29, 2022. Prospective firms that wish to be added to an RFI response can submit to the following address:  
mandi@town.meeker.co.us

**Proposals must be received by the Town by 3:00 p.m. on May 3, 2022 ("**Submission Deadline**"). Proposals may be submitted by mail or hand delivered. Any proposal received after the **Submission Deadline** will not be considered.**

## **I. Background and Introduction:**

The purpose of the Project is to promote public connection and access to the ecologic, economic, and recreational benefits of the White River by accomplishing the following objectives:

1. Improving public safety and accessibility of river and adjacent park amenities through construction of three in-Town access points (3rd Street, Circle Park, and 10th Street), accessibility ramp at park, parking/circle drive, and valuable trail connections;
2. Improving water quality through bank stabilization and arresting harmful erosion impacts;
3. Reducing potential for ice-jamming through in-channel improvements of the in-Town river corridor;
4. Improving riparian environment by cleaning up 600' of bank, adding natural storm drainage features, and implementing park landscaping and overall vegetation plan;
5. Improving aquatic fishing habitat; and,
6. Encouraging public involvement through outreach and education efforts in partnership with local stakeholders and civic groups.

The Project is a substantial public improvement that is a collaborative effort between the Clients, and is expected to have a catalytic impact toward advancing the Clients' outdoor recreation-focused community vitality efforts. In 2020, the Clients collaborated to assess existing conditions and perform a fluvial geomorphological assessment of the river, specifically at the Circle Park (defined below) location. This assessment formed the basis for the initial conceptual design of the river access points at 3<sup>rd</sup> Street and 10<sup>th</sup> Street, in-stream improvements, and construction ready documents for the park located at 1 South 5<sup>th</sup> Street, Meeker, CO 81641 ("**Circle Park**") (See Attachments 1-5). Additionally, Clients have already secured an Aquatic Resources Inventory Report and accompanying data for the project site (See Attachment 6).

### **The Clients wish to hire a qualified firm to**

- (i) complete the final evaluation of the Project site located at Circle Park, the 3<sup>rd</sup> Street and 10<sup>th</sup> Street river access points, and the corresponding river corridor (collectively, the "*Site*");
- (ii) prepare construction drawings, specifications, and other documents necessary or appropriate for a general contractor to perform the Project ("*Construction Work*");
- (iii) oversee the Construction Work to ensure it is properly performed; and,
- (iv) perform any post-construction monitoring work required by the permits issued for the Project.

**The Clients will establish a Project Management Committee to oversee the Services (as defined below and in Attachment 7) performed by the Contractor during the Project Management portion of the Project. The Project Management Committee will be comprised of two Board members and at least one employee from the Town, and two Board members and at least one employee from ERBM.**

## II. Scope of Work

The successful firm shall perform the following professional design and construction project management services (collectively, the "**Services**"):

a. Project Evaluation. The Contractor shall critically evaluate the Site and the proposed Project and recommend to the Clients a final plan for the Construction Work to be performed, which shall include:

- i. On-call technical support and stakeholder engagement;
- ii. Clean Water Act Section 404 Authorization Permitting;
- iii. Extended fluvial geomorphological survey and assessment of the White River through the Town between 3<sup>rd</sup> Street and 10<sup>th</sup> Street (approximately 2500' of stream channel);
- iv. Final landscape design for 3<sup>rd</sup> Street and 10<sup>th</sup> Street riverfront areas;
- v. Final drawings, plans, specifications, maps, and other documents that are necessary or appropriate for performing the Construction Work; and,
- vi. A schedule, in a form acceptable to the Clients, showing the estimated time required for each major component of the Construction Work.

b. Specifications. Upon the Clients' approval of the proposed design plan, the Contractor shall create complete detailed drawings, plans, specifications, maps, and other documents (collectively, the "**Specifications**") necessary or appropriate for a general contractor hired by the Clients to satisfactorily perform the Construction Work. The Specifications, and all other documents prepared or submitted by the Contractor, shall conform to applicable federal, state and local laws, rules, regulations, ordinances, codes and orders related to the Construction Work (collectively, "**Applicable Law**"). The Clients shall be the sole owners of the Specifications.

c. Approvals and Permits. The Contractor shall assist the Project Management Committee or the general contractor in obtaining all approvals and permits required by Applicable Law for performance of the Construction Work.

d. Supervision of the Construction Work and General Contractor. The Contractor shall supervise the general contractor's expeditious and efficient performance of the Construction Work in strict accordance with the Specifications and the terms of the construction agreement entered into between the Clients and the general contractor ("**Construction Agreement**"). The Contractor shall carefully inspect all materials and equipment prior to their incorporation into the Construction Work and shall promptly reject those not in compliance with the Specifications. The Contractor also shall supervise and inspect the incorporation of the materials and equipment into the Construction Work and the workmanship with which such materials and equipment are incorporated. The Contractor, in consultation with the Project Management Committee, shall be responsible for requiring the general contractor to perform the Construction Work in strict accordance with the terms of the Construction Agreement and the Specifications, and, in performing the duties incident to such responsibility, the Contractor shall issue to the general contractor such directives and impose such restrictions as may be required to obtain the

Contractor's reasonable and proper compliance with the terms of the Construction Agreement and the Specifications; provided, that the Contractor shall not be required to exercise any actual control over employees of the general contractor or its subcontractors. The Contractor, in consultation with the Project Management Committee, shall work with the general contractor to resolve any construction issues that may arise. The Contractor shall approve pay applications and assist in developing change orders, as necessary.

e. Changes to Specifications – Change Orders. If, after the Construction Agreement has been approved by the Clients, it is determined by the Project Management Committee, upon consultation with the Contractor, that the Specifications should be changed, the Contractor shall prepare and submit to the Project Management Committee and the general contractor a Change Order that sets forth all necessary details in connection with such change(s), specifically including a statement of any monetary change and/or any change in the time for the general contractor to achieve substantial completion. The Change Order shall not take effect until it is signed by the general contractor and the Project Management Committee.

f. Inspection. Upon completion of component parts of the Construction Work, the Contractor shall inspect, and have such tests conducted, as are necessary to ensure conformance with the Specifications, Applicable Law, the standards required by the Construction Agreement, and the warranties and guarantees given in connection therewith.

g. General Contractor Bid Process. To the extent requested, the Contractor shall assist the Project Management Committee and the Clients' respective legal counsel with the general contractor bid process, including the preparation of bid documents and analysis of bids received.

h. Construction Agreement. To the extent requested, the Contractor shall assist the Project Management Committee and the Clients' respective legal counsel in drafting and negotiating the Construction Agreement, and any amendments.

i. Progress Reports and Attendance at Meetings. The Contractor shall provide periodic progress reports to Project Management Committee and, if requested, attend periodic meetings with the Project Management Committee or the Clients' respective full Boards.

The Clients shall have the right to modify the Scope of Work at any time in their sole discretion, provided that the Clients and the Contractor mutually agree to any adjustments in the compensation or the time for achieving substantial completion.

### III. Submission Requirements

Proposals must be received by the Town by the Submission Deadline, Tuesday May 3, 2022 at 3:00 PM. Proposals may be submitted by mail or hand delivered. Any qualified firm wishing to submit a proposal must have completed a site visit. Proposals submitted must be enclosed in an opaque sealed envelope and shall be addressed as follows:

DO NOT OPEN – CONFIDENTIAL

ATTN: Mandi Etheridge  
Proposal for Professional Design and Project Manager Services  
Town of Meeker  
345 Market Street  
Meeker, Colorado 81641

A firm's proposal and all supporting documentation shall become the property of the Clients and will constitute a public record, unless at the time of submitting a proposal, a firm specifically identifies the portion(s) of the proposal that contains proprietary information or trade secrets, which portion(s) shall be segregated from the other portions of the proposal, so as to allow disclosure of the non-confidential portion(s) of the proposal in accordance with Applicable Law.

### IV. Required Qualifications

The following information must be provided in the proposal in the order stated:

- a. Firm Information. Provide the firm name, address, telephone number(s) and email address(es) of the contact person(s).
- b. Basic Qualifications. Provide basic information on the firm's size, history, personnel, special expertise and portfolio. Individual resumes, awards, associations, and so forth may be included.
- c. Special Qualifications. List each individual who is expected to perform any portion of the Services. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, including number of years of experience, registrations, licenses, education, their specific skills, and their involvement with other similar projects, if any.
- d. Approach to Project and Services. Discuss why your firm is the best qualified firm to perform the Services. Discuss how your firm will approach the various aspects of this Project.
- e. Past Performance. Provide a list of similar projects your firm has been involved with during the past five years. Pictures, design examples or other materials of similar projects performed by the firm should be included.

f. Consulting Firms. If you anticipate contracting with other consultants to perform any aspect of the Services, for each such consultant, provide the information requested in subparagraphs a. through e., above.

g. Workload. Provide a description of the projects your firm and/or specific project personnel currently has or expects to have over the next twelve months.

h. References. Provide three references from recent experience. Include contact name, project description, telephone number(s) and email address(es).

i. Why Should the Clients Choose Your Firm? Provide a narrative summary of why the Clients should select your firm to provide the Services.

## **V. Cost of Services**

Provide a detailed itemization of the cost of the Services.

## **VI. Selection Criteria and Process**

Selection of the Contractor will be based upon a number of factors, including but not limited to:

a. The firm's qualifications and experience with the creation of drawings, plans, specifications, maps, and other documents similar to the Specifications required for this Project;

b. Presentation of the firm's proposal;

c. Proposed cost of Services;

d. Ability to work within a prescribed time frame

e. Ability to provide periodic progress reports, attend meetings, and work cooperatively with the Project Management Committee, the Boards and management;

f. Ability to work with a general contractor and the Project Management Committee to provide construction supervision and other means to ensure quality control;

g. The firm's history and references; and,

h. The firm's approach to the Project and the Services it will provide.

The Clients will determine whether to conditionally accept a proposal. The Clients reserve the right to reject any or all proposals; to change, add, or amend the specifications; to waive informalities or irregularities in the proposals received, to reject non-conforming, non-responsive or conditional proposals, and to accept the proposal, if any, that in the Clients' judgment best serves the interest of the Clients and the community.

## **VII. Design and Project Management Services Agreement**

The Clients' acceptance of a proposal is conditioned upon the Town and the Contractor executing a form similar to the Professional Design and Project Management Services Agreement (Attachment 8). Changes or additions may be made to this form Agreement by the Clients prior to signature by the Clients and the Contractor. If a firm has objections to any aspect of the Professional Design and Project Management Services Agreement, those objections must be identified in writing and included with the firm's proposal. The firm's objections will be considered by the Clients during the selection process, along with the additional factors listed above, and any additional factors the Clients deem appropriate.