

**Request for Proposals
Engineering Services for Park Drainage Improvements
City of Louisville, Colorado**

I. GENERAL DESCRIPTION

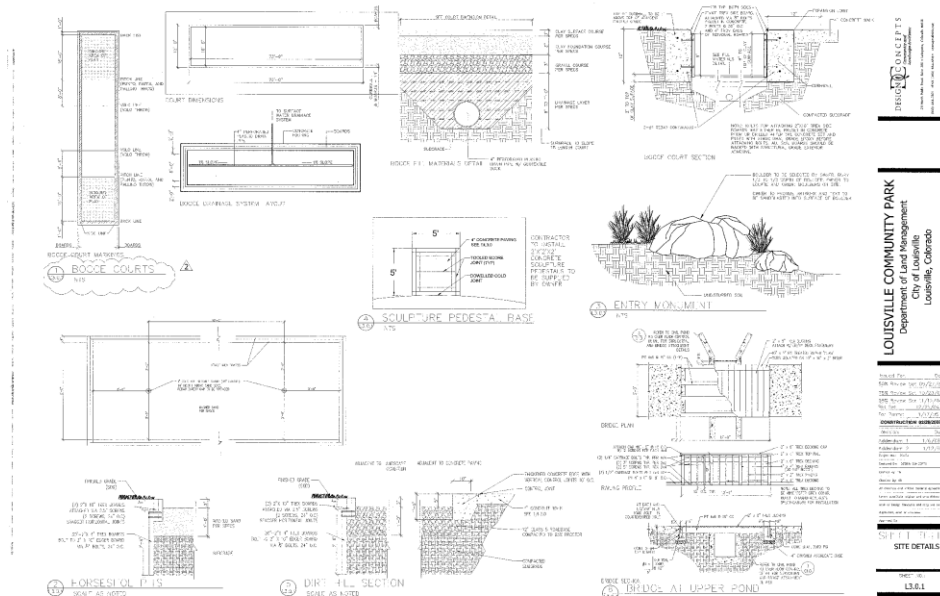
The City of Louisville, Parks and Recreation Department is seeking proposals for engineering services. The selected vendor will develop construction drawings that will address drainage issues currently found in a BMX element at the City's Community Park.

II. OVERVIEW

When Community Park was designed and developed, a BMX park element was added. This element was not intended to be full course, but was designed for use by young novice riders, designed more in the spirit of a dirt trail with jumps. This course has been affectionately called, "Dirt Hill".

As can be seen in the photos, Dirt Hill has areas where water collects. The drainage problems create muddy conditions after rain and snow storms. The City would like to install collection points as needed, to pipe the standing water to a nearby drainage swale. There is a perforated pipe buried in the swale that this pipe can be tied into.





III. PROPOSAL GUIDELINES

1. Proposals should account for a minimum of one onsite meeting with City staff.
2. Proposals should include an overview of similar experience, qualifications and references, and a conceptual design drawing as an example if available.
3. Proposals should include an estimated time frame to complete work.
4. Proposals should account for all necessary steps needed to create construction drawings.

IV. EVALUATION CRITERIA

Proposals will be evaluated by the Parks and Recreation Department on the following main criteria. List may not be all inclusive. The Department may shortlist the companies for interviews.

1. Fee Proposal: Within the proposal, fees should be identified for each project phase and include an estimated grand total.
2. Work Plan and Project Schedule: Work plan should be included within the proposal and include a schedule for the project, identifying key milestones and activities involved under major tasks.

3. Consultants Experience with Similar Projects: Provide comprehensive information regarding the track record of the firm/team in providing services similar to the proposed project. Provide references (with contact names and telephone numbers) for projects completed within the last five years.
4. Proposed Staff Experience and Qualifications: Summarize the relevant experience and qualifications of key personnel.
5. Summarize the experience and qualifications of any sub-consultants that may be included.
6. Proposed Methodology and Management: Provide a description of your approach to performing the proposed services.
7. The Contractor should have a general understanding of the Scope of Services.

V. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

1. This request for quotes is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all quotes, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit quotes.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2019.
3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted quotes or other entities as they deem necessary or appropriate to assist in the evaluation of any quote or to secure maximum clarification and completeness of any quotes.
4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance.

5. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
6. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.
5. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
6. Proposals should be received by **September 13, 2019**. Proposals may be submitted in either hard copy or electronic format (PDF format). If submitting in hard copy format please submit three (3) copies.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at deanj@louisvilleco.gov .

Electronic or hard copy proposals are acceptable:

Email: deanj@louisvilleco.gov

Mail: Louisville City Services
 Attn: Dean Johnson
 739 S. 104th Street
 Louisville, CO 80027