Request for Proposals (RFP)

To Provide

Professional Design Services For

2024 Stormwater Master Plan

RFP

City of Louisville
COLORADO • SINCE 1878

July, 2024

For Submittal and Presentation

To
The Selection Committee
City of Louisville
Department of Public Works
Engineering Division

NOTICE TO CONSULTANTS

Project Name: 2024 Stormwater Master Plan
City of Louisville Project Number: 503499-660287

Thank you for your interest in the Request for Proposals (RFP) for the Storm Water Master Plan for Professional Design Services for the City of Louisville.

Proposals (pdf format only) shall be submitted via email to Tyler Trojan (ttrojan@louisvilleco.gov), Mindy Olkjer (molkjer@louisvilleco.gov), and Cameron Fowlkes (cfowlkes@louisvilleco.gov) by **3:00 pm MST (City clock), August 16, 2024**, at which time proposals will be date and time stamped upon receipt. Only proposals received by the City Engineer prior to the deadline noted above will be considered. **No late proposals will be accepted.**

A pre-proposal meeting is scheduled for **August 7, 2024 at 2:00pm MT**. This meeting will be held virtually, via Microsoft Teams. The purpose of the pre-proposal meeting is to provide assistance to interested consultants in interpretation of the Request for Proposals, Scope of Services, Sample Contract, and other technical matters. Attendance is not mandatory, but highly recommended.

Microsoft Teams Need help?
Join the meeting now
Meeting ID: 292 489 197 546
Passcode: qM5cxX

Dial in by phone
+1 321-430-0794,,334964977# United States, Orlando
Find a local number
Phone conference ID: 334 964 977#
For organizers: Meeting options | Reset dial-in PIN

DESCRIPTION:

The City of Louisville is requesting written proposals from qualified consultants to provide planning and engineering services in preparing the 2024 Stormwater Master Plan.

The intent of the project is to evaluate the condition of the City's storm sewer system and detention ponds in order to prepare an updated Master Plan which will recommend a schedule of future Capital Projects and cost estimates. The selected consultant will be expected to review the City of Louisville 2015 Stormwater Master Plan in preparation of preparing project documents.

The purpose of this RFP is to provide qualified consultants with sufficient information to prepare and submit a proposal for consideration by the City of Louisville for professional engineering and design services for this project.

Professional design services consist of all services necessary to review existing conditions, studies, reports, solicit input from partner agencies, and perform designs tasks to prepare the Master Plan.

INTERESTED CONSULTANTS:

The successful consulting team is responsible for obtaining and maintaining all required licenses for complying with federal, state, and local laws, codes, and regulations necessary to complete this project, including any required business licenses. The costs associated with obtaining these licenses is the responsibility of the consultant.

The City of Louisville anticipates that the compensation format on this contract will be “Time and Materials”, subject to further review by the City. The City reserves the right to utilize other compensation formats, including but not limited to, a specific rate of pay or lump sum format at its sole and exclusive discretion. The selected consultant firm will be required to execute the attached Independent Contractor Agreement with the City.

The City will only accept a digital (pdf) file of your proposal.

> Please email pdf documents to: Tyler Trojan (ttrojan@louisvilleco.gov), Mindy Olkjer (molkjer@louisvilleco.gov), and Cameron Fowlkes (cfowlkes@louisvilleco.gov). Dropbox (or similar) links will be acceptable due to potential file size limits with email. Tyler Trojan or Mindy Olkjer will reply with a “received” email once the files have been downloaded. If the consultant does not receive this reply within 8 hours of submitting, please follow up with Mindy, Tyler, or Cameron.

Please refer to Proposal and Submittal Requirements to ensure compliance with the page and exhibit limits for the sections of your submittal. Submit all copies of the proposal by the due date and time as stated in the "Invitation for Consultant Services." By submitting a proposal on this project the consultant is deemed to agree to the process described herein.

Tentative RFP Schedule:

First Advertisement ..... July 31, 2024
Second Advertisement ..... August 2, 2024
Pre-Proposal Meeting ..... August 7, 2024
Questions Deadline ..... August 12, 2024
Proposal Submission Deadline ..... August 16, 2024
Contract Approval / Execution ..... October 1, 2024
Project Completion ..... May 1, 2025

The City reserves the right to amend, by an addendum or addenda to this RFP prior to the date set for receipt of the submission of proposals. If an Addendum is necessary for this proposal it

will be placed on the Rocky Mountain Bid System located at https://www.bidnetdirect.com/ on or before **August 14, 2024**. It shall be the responsibility of the interested consulting firms to obtain all addenda from Rocky Mountain Bid System. Parties obtaining bid information from any other sources do so with the understanding the information may be incomplete, out dated, inaccurate, or unreliable therefore should only be used for informational purposes.

The City of Louisville assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The City reserves the right to reject any and all bids and to waive any informalities and irregularities therein.

The City of Louisville will notify firms selected for interviews (if interviews are needed) by electronic email. Please include the primary point of contact email address in your cover letter.

Consultant Acceptance of the RFP

By submitting a proposal in response to this RFP, the Consultant accepts all of the conditions described in this RFP, and agrees to abide by all final decisions made by the City. Consultants who wish to propose, but do not fully accept the conditions outlined in the Service Agreement shall do so at risk of the proposal's rejection. Exceptions to the conditions shall be clearly outlined with alternative language proposed in the Consultant's written questions submitted prior to the written question deadline noted above.

If you have any questions/comments, please contact the Project Manager, Tyler Trojan, by email at ttrojan@louisvilleco.gov.

Tyler Trojan, P.E.
Civil Engineer III
City of Louisville

TECHNICAL QUALIFACTIONS PROPOSAL
SUBMITTAL REQUIREMENTS

The following is a general description to aid you in preparing the RFP. The general outline and content should be followed. **However, the discussion of the specific elements should be determined by your interpretation of the specific project.** The listed elements are presented to help you determine the discussion content. The selection committee will evaluate your interpretation of the most important factors to address for this project within the page limits to arrive at its rating for you.

Limit the TOTAL LENGTH of the core proposal to twelve (12) pages maximum, which does not include cover letter, index and/or table of contents, front and back covers, title page, separation tabs, fee schedule, and/or key staff resumes (keep resumes to 1 page each, maximum). Consultant must use 10 point font, or larger. Use of figures, photographs, or other graphics within the page constraints indicated is up to the discretion of the consultant. Up to three (3) 11"x17" pages may be included in the proposal, to be included in the twelve page maximum. The City cannot guarantee review of voluminous firm-specific or other information contained as an appendix. The qualified firm's proposal shall include at a *minimum* the following information:

COVER OR INTRODUCTORY LETTER

Address the cover or introductory letter to:

Tyler Trojan, P.E.
Civil Engineer III
Department of Public Works
City of Louisville
749 Main Street
Louisville, CO 80026

Include the following elements of information in the letter as a minimum:

- Project location.
- Certification that the information and data submitted in true and complete to the best knowledge of the individual signing the letter.
- Name, email address, and telephone number of the individual to contact regarding their submittal.
- City of Louisville requires an original signature signed in ink, by a representative of the firm fully authorized to submit proposals and sign contracts on the firm's behalf. The letter shall include a statement to that effect.
- Acknowledgement of all addenda issued.

STATEMENT OF QUALIFICATIONS

(a) General firm information including both local and firm-wide resources pertinent to this project
(b) Local experience and qualifications
(c) QA/QC program
(d) List of licenses and professional certifications

PROJECT TEAM / FIRM CAPABILITY

(1) Identify:
   (a) Project Principal
   (b) Project Manager
   (c) Key Staff
   (d) Sub-consultants

(2) Location of key project personnel and availability.

(3) Present a brief discussion regarding how the team's qualifications and experience relate to this project.

(4) Include the following:

   (a) Principal's level of involvement in the project
   (b) Qualifications and relevant individual experience of prime and sub-consultant team members
   (c) Experience on similar projects as a team
   (d) Commitment of time and availability of key staff members over the next 8 months.
   (e) Unique knowledge of team members related to project
   (f) Length of time with the firm for each key team member

(5) A project team organization chart may be included in the optional section.

(6) Address the firm's size and the disciplines of technical staff
   (a) Indicate the consultant and sub-consultants availability to do the project concurrent with existing and projected workloads
   (b) Consider including the following:
      1. Graphs depicting firm's capacity to do the project
      2. Information on the sub-consultant's role
      3. The sub-consultant function and integration into the team
      4. Match of personnel to the existing and future work load

PRIOR PROJECT EXPERIENCE

   (c) List *three* relevant past projects with similar size and scope completed within the past five years with the City of Louisville or another equivalent agency.
   (d) These projects should demonstrate the experience of the project team
   (e) Demonstrate your firm's or team's ability to do the following for projects listed above:
      a. Control engineering costs
      b. Quality Assurance/Quality Control Plan
      c. Meet schedules
      d. Provide quality work
   (f) Include a name, telephone number, and email address of the owner's Project Manager for every project listed.

(g) Describe your firm's role for all the projects listed above
(h) The descriptions should include whether the project was completed on time and within budget per the original schedule and budget; any discrepancies should be explained.

WORK PLAN and SCOPE OF SERVICES

Approach to completing the Scope of Services contained within this RFP, and any additional anticipated issues and proposed strategies for addressing the issues based on additional insight, capabilities or perspectives of the consultant. This includes demonstrating familiarity with federal, state and local agency guidelines, policies and procedures, addressing coordination with the public and other entities and defining project milestones, including project meetings and workshops.

Any tasks identified in this RFP that the firm believes can be excluded shall be identified with a detailed explanation. Further, any tasks the firm believes will be critical to the success of the project should be included and fully explained.

FEE SCHEDULE

Attach a fee schedule detailing time and cost breakdowns for project milestones and project total cost.

All material submitted regarding this RFP becomes the property of the City of Louisville and will only be returned to the proposer at the City's option. The City of Louisville has the right to use any or all ideas presented in reply to this RFP. Disqualification of proposer does not eliminate this right.

The Selection Committee will score the firms based on their RFP submittals. The RFP will be scored based on the attached Evaluation Criteria.

The City reserves the right to obtain financial data or other supplemental information concerning the firm and/or its proposed sub-consultants.

TECHNICAL QUALIFACTIONS PROPOSAL
SCOPE OF SERVICES

I. SCOPE

The City of Louisville is seeking a qualified consultant to evaluate the condition of the City's storm sewer system, and detention ponds in order to prepare an updated Stormwater Master Plan.

The scope of the project includes the following; Meet with public to gather concerns related to the storm sewer system and detention ponds; explore and identify mediation measures for problem drainage areas; prioritize problem drainage areas; incorporate MHFD master planning; develop maintenance and CIP program with cost estimates.

The consultant will prepare a plan to rehabilitate existing detention ponds and storm sewers owned by the City of Louisville to improve their storm water detention and drainage efficiency. The work will include verifying completed and outdated projects identified in the previous Stormwater Master Plan. Verify that the outlet structures are built per design and are functioning correctly. The rehabilitation work would also include replacing damaged concrete lined channels; removing trees which have damaged existing concrete channels; removal of trees and shrubs that are adjacent to existing drainage structures; repairing earthen slopes which have eroded over time or the replacement of non-conforming drainage outlet structures. The work will also include replacement/rehabilitation of any degraded storm sewers throughout the city.

The project design will need to identify and confirm mediation measures for problem drainage areas with the City as well as prioritize the mitigation of problem drainage areas and discuss the financial impacts over the next 10 years. Also, the project design will need to incorporate the Mile High Flood District (MHFD) master planning projects that have yet to be completed.

II. GENERAL SERVICES AND PROJECT MANAGEMENT

As a part of their project management plan, the consultant will, at a minimum, regularly schedule meetings and coordinate with City staff, project team and, identify and facilitate milestone meetings, and public meeting(s); and submit monthly schedule, budget, and project status reports. Status reports shall be submitted electronically. Schedules shall be prepared and submitted in pdf format.

A. OBJECTIVE

Provide overall leadership and team strategic guidance aligned with City of Louisville (City) staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

B. ACTIVITIES

1. Coordination with the City

Consultant will maintain communication with the City via voice, virtual and in person meetings, and email communication. Project duration will be 6 months; therefore, it is assumed that there will be up to 6 progress

payments/status reports. Public meetings are not included as progress meetings.

2. Management and Coordination of Staff
Consultant will manage and coordinate the technical and scope issues of the overall project. Progress meetings will be conducted as appropriate.

3. Public Meetings
In coordination with the City's Project Manager and outside agencies, the consultant shall provide presentation material, attend and support staff and assist in conducting meetings as follows:

- Consultant will provide a detailed plan for how they intend to gather public concerns, and feedback. This plan shall include details of when, why, and how the consultant will engage the community throughout the project. Recommendations shall be based off of This plan shall include the following:
    - A "promise to the public" statement. See IAP2 Spectrum of Engagement.
    - A minimum of two (2) public meetings hosted by the consultant.
        - Coordinate logistics of meetings including, location, format, communication aids and equipment, beverages, staging and documenting and summarizing any input, concerns, and feedback gathered at such meetings.
        - Each public meeting shall have a method for collection of comments/requests virtually. This shall be web-based GIS map or equivalent. Consultant will coordinate with the City communication team on available tools and sharing resources with stakeholders. This may require a third-party online application for tracking comments.
    - Development and update of contact lists and communication tracking spreadsheets.
    - Communication plans. Consultant shall provide notices of any public meetings and shall distribute at least 14 days prior to the meetings. Notifications may include mailers, email/social media blasts, updated information on the City's web page, or content to be included in the City's regularly mailed/emailed newsletters or utility bills. Consultant will coordinate with the City communication team on best practices for providing notification to the public.
    - The Consultant shall provide graphic support as needed using displays, exhibits, and write ups for public meetings and for updating project information on the City's web and social media pages. The City's communication department will update the project web page using content provided by the consultant. The information presented will be reviewed and approved by the project management staff and communication division prior to posting on the project web page. Consultant shall be familiar with the City of Louisville's "Engage Louisville" platform, and best practices for providing status updates

before, during, and after the project. Consultant will "close the loop" with the public, providing a summary of how community input was collected, analyzed, and used to inform the project.

4. Field Explorations
   Consultant will conduct field visits as necessary to gather information on site conditions needed for preparing recommendations of repairs and the CIP schedule.

5. Coordination of Subconsultants
   Consultant will coordinate with subconsultants on specific tasks, scope, and budget. Conduct progress meetings as appropriate.

C. DELIVERABLES

1. Invoices/Status Reports
   Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task and budget remaining. Consultant shall deliver to the City a monthly invoice and status report covering:
   - Work on the project performed during the previous month.
   - Meetings attended.
   - Problems encountered and actions taken for their resolution.
   - Potential impacts to submittal dates, budget shortfalls or optional services.
   - Budget Analysis.
   - Issues requiring project team action.

2. Stormwater Master Plan
   Consultant shall deliver a 60% and 90% draft of the 2024 Stormwater Master Plan to the City for comments. Consultant may assume a 3 week review period for City comments to be provided.

3. Consultant shall deliver a presentation for Council to the City for review a minimum of 1 month prior to consultant presenting to Council for adoption.

II. BUDGET

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Consultant proposes to perform this work on a time and expenses basis in accordance with the attached Fee Estimate.

III. PROJECT SCHEDULE

The preliminary project schedule outlined below is based on discussions with the City.

Contract Agreement Executed: October 11, 2024
Notice to Proceed (NTP): October 14, 2024
Pre-Design Conference: TBD
Preliminary Design Submittal: TBD
Final Design Submittal: April 1, 2025
Final Completion (Consultant Presentation to Council): First Council Meeting in May 2025

TECHNICAL QUALIFACTIONS PROPOSAL
EVALUATION CRITERIA

Technical qualification proposals will be evaluated on the criteria listed below. The selection committee will review each firm's approach to ascertain their understanding of the project and issues to ensure that a proper effort will be devoted to the project, and to entertain the firm's special perspective on approach, techniques, and work efforts.

1. STATEMENT OF QUALIFICATIONS: Exhibited strength of firm to complete this project based on the information provided in the proposal including Project Manager; project management structure; QA/QC program; technical discipline leads, including support project engineers and other professional staff; sub-consultants; and location (s) of key personnel, including sub-consultants. Firm shall acknowledge they are capable of meeting the insurance requirements outlined in the Design Services Agreement. A sample agreement is included in this solicitation.
2. PROJECT TEAM / FIRM CABABILITY: Demonstrate the structure, strengths, and availability of the team complied for this project. Discuss how previous individual experiences will relate to this project. Outline the firm's availability to complete this project along with current projects workloads. Discuss the role and percentage of work to be performed by sub-consultants if applicable.
3. PRIOR PROJECT EXPERIENCE: Firms should list relevant projects and include a record of past performance. If projects were not on-time and on-budget it should be clearly indicated as to why.
4. WORK PLAN AND SCOPE OF SERVICES: Approach to completing the Scope of Services contained within this RFP, and any additional anticipated issues and proposed strategies for addressing the issues based on additional insight, capabilities or perspectives of the consultant.
5. FEE SCHEDULE: Breakdown of project cost by task or milestone. Firms should provide an initial project schedule based on the information provide in the RFP along with the fee schedule. Should firms wish to include (or exclude) additional tasks or milestones not identified in the proposal, it should be clearly indicated in the project understanding and approach.

Note: The team of key personnel presented in the proposal shall work on the project until completion. Any substitute of personnel shall require the approval, in writing, of the City. Personnel changes shall only be considered for valid reasons such as an employee leaving the firm, major illness or accident. Only persons as well qualified as the proposed individual shall be approved.

Proposals will be evaluated based on the following criteria:

1. Statement of Qualifications:	**15 Points**
2. Project Team / Firm Capability	**20 Points**
3. Prior Project Experience:	**20 Points**
4. Work Plan and Scope of Services:	**30 Points**
5. Fee Schedule:	**15 Points**

TOTAL: 100 points

Selection Process:

This RFP is being solicited under a multi-step procurement procedure consisting of two phases generally described below:

Phase 1: All interested consultants must submit a proposal addressing those items in this solicitation. The Selection Committee will evaluate each proposal based on the evaluation criteria outlined in this section to create a short list of consultants to be further evaluated in the next phase. Only those consultants who are placed on the short list will be considered during the second phase. The City will typically invite two or three consulting firms to interview in phase two. However, the City reserves the right to waive the second phase interview.

Phase 2 (optional): During the second phase all those firms that the City has notified of being placed on the short list for further evaluation will be required to participate in an interview. This interview will be held on-site at the City of Louisville with a conference room to be selected at a later date. The City reserves the right to change locations or to hold the interview portion through a remote access interview, such as a Zoom meeting. If a Zoom meeting is required, it will be up to the consulting firm to have the proper technology and presentation approach. The interview could be scheduled as soon as one week after the completion of the evaluations in Phase 1.

Should the City be unable to reach an agreement with the top-ranked firm the City will initiate negotiations with the second-ranked firm. This process will continue until a satisfactory contract is negotiated, or the City exercises its right to reject all proposals.

SAMPLE AGREEMENT