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## **REQUEST FOR PROPOSAL**

### **NORTH OURAY CORRIDOR RIVER CHANNEL CLEANING PROJECT**

The City of Ouray, Colorado is soliciting Requests for Proposal (RFP) from qualified private companies or individuals to provide river channel cleaning and repair for 2019. Proposals will be received, registered and publicly acknowledged up to and including **Tuesday October 15th, 2019 at 4:00 p.m.** at the City Hall offices, 320 6<sup>th</sup> Avenue. Proposals will not be accepted after 4:00 p.m. on the above date.

## **STATEMENT OF PURPOSE**

The City is seeking services to be provided by the successful Offeror. The services to be provided is the annual river channel cleaning and river bank repair in the North Ouray River Corridor.

## **SCOPE OF WORK**

Qualified private companies or individuals proposing river channel cleaning shall utilize the following criteria in their Proposal:

### **REQUIRED SERVICES**

1. Pushing rock and sediment using bulldozer or similar type equipment to access points along the river bank.
2. The material will then be moved by the contractor to an offsite location of their choosing.

## **SUBMITTAL INSTRUCTIONS**

Proposals shall be submitted in the following format:

### **SECTION I: TECHNICAL OFFER**

*The Technical Offer shall contain all the information as requested herein, and any additional information necessary to summarize the above Scope of Work.*

Please specify each task in the Scope of Work and define the means and method by which the proposing firm will perform the work outlined in the Scope of Work.

## **SECTION II: QUALIFICATIONS AND EXPERIENCE**

The Offeror shall provide a summary of the company's qualifications and key personnel experience pertaining directly to the Scope of Work. Offeror shall provide information regarding employee training and qualifications.

Offeror shall provide references for whom similar work has been provided, agency name, contact person, address, and phone number.

Offeror must have the capacity of providing all "Required Services" set forth in the Scope of Work.

## **SECTION III: COST PROPOSAL**

The Offeror shall provide a proposed fee schedule for the Scope of Work criteria. The fee schedule shall include all costs, detailed by task, in the Required Services section above. The fee schedule shall be incorporated as part of the Contract.

The City reserves the right to negotiate such additions, deletions or changes, as it deems necessary.

## **EVALUATION AND SELECTION PROCESS**

1. Criteria for evaluation include, but are not limited to, the following:
  - a. Administrative Capability may include administrative experience and management efficiency, effectiveness of past performance including administrative capability in providing services and qualifications and experience of personnel assigned to be the contact for the City of Ouray.
  - b. Technical Implementation may include technical content of proposal, completeness, and methods proposed to complete required services.
  - c. Budgetary Evaluation may include fee schedule for services, determination of costs meeting budgeted funds, and total cost for maximum desired services made available to the City.
2. Following review and analysis by the City, contract negotiations will commence to finalize specific scope of service tasks, inclusion of any optional services, and costs.
3. The Contract shall be awarded to that Offeror whose Proposal, conforming to the Proposal requirements, will be the most advantageous to the City of Ouray, price and other factors considered.

## **INSTRUCTIONS TO OFFERORS**

### **1. DEFINITION**

Bid Documents include the Request For Proposal, Instructions To Offerors, Proposal Response Forms, applicable specifications, and proposed Professional Services Agreement (including all Addenda issued prior to receipt of proposals).

### **2. BID DOCUMENTS**

Complete sets of the Bid Documents may be obtained from the City of Ouray.

Prior to submitting a proposal, it is the responsibility of each Offeror to carefully examine the Contract Documents, and fully inform themselves as to all existing conditions or furnishing of Services. Offeror is responsible for notifying the City of all conflicts, errors, or discrepancies in the Contract Documents.

All proposals shall be submitted on the original Proposal Response Forms. All Proposals and Addenda shall be enclosed in a sealed envelope bearing the City's name and address and marked **NOC River Channel Cleaning Project.**

**Telephone or facsimile bids will not be accepted.**

**Proposals shall be returned unopened if they are received after the indicated time and date of register.**

The Offer and Acceptance must be signed by a responsible, authorized person for the bidding firm. Erasures or other changes must be initialed in ink by the responsible, authorized person signing the Offer and Acceptance.

The City of Ouray is exempt from all Federal Excise and State taxes. Do not include these taxes in your bid price.

### **3. INTERPRETATIONS OF CONTRACT DOCUMENTS**

All questions relating to the meaning or intent of the Contract Documents are to be directed to the Public Works Director, Joe Coleman (970) 325-7074, or colemanj@cityofouray.com. Enough time should be allowed for response. Interpretations or clarifications considered necessary by the Public Works Director will be mailed or delivered to all parties recorded by the City as having received the Bid Documents.

The City may, at its discretion, conduct discussions with proposing Offerors that submit proposals in order to clarify responses.

The City reserves the right to waive any informality in the Proposal Response Form and to hold Proposals for a maximum of thirty (30) days from closing date before awarding or rejecting a Proposal. Offeror's Proposal price shall remain firm for thirty (30) days following registry of Proposals.

### **4. OPENING OF PROPOSALS**

Proposals will be received and registered at the Ouray City Hall, 320 6<sup>th</sup> Avenue, P. O. Box 468. Proposal information, including bid price **will not** be available to the public until after the Intent to Award is made to the final Offeror.

If within twenty-four (24) hours after Proposals are opened, any Offeror files a duly signed, written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City, that there was a material and substantial mistake in the preparation of the Proposal, that Offeror may withdraw their Proposal. Thereafter, the Offeror will be disqualified from further bidding on the work to be provided under the Contract Documents.

Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof, will be resolved in favor of the correct sum.

## 5. AWARD OF CONTRACT

The City of Ouray is an Equal Opportunity Employer. All qualified applicants will receive consideration for contracted employment without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

The City reserves the right to reject any or all proposals, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The City also reserves the right to reject any Proposal it believes would not be in the best interest of the project.

The City may conduct such investigations as necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Offerors to perform and furnish the work in accordance with the Contract Documents.

When the Contract is awarded, the City will issue to the successful Offeror an Intent to Award. The Intent to Award will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within seven (7) days thereafter, the Offeror shall sign and deliver the required number of counterparts of the Agreement and attached documents to the City.

### **PROPOSAL OVERVIEW**

Offerors must bid on all Required Services listed herein to be considered a responsive bid. The proposal should be considered in terms of simplicity and ease of understanding.