May 10, 2023

Request for Proposal
Town of Dolores Standby Generator for Water Treatment Plant (WTP)

The Town of Dolores is seeking competitive proposals from qualified vendors or firms capable of providing the required services to submit proposals for the purchase and installation of a standby generator, transfer switch and concrete base for the town's Water Treatment Plant located at 1699 Railroad Street.

The Town reserves the right to negotiate any and all elements of any proposal.

This RFP is being sent to the attached list [Appendix A] of Potential Firms selected from a listing of relevant organizations in the region. It is also being sent to the Minority Business Development Agency Business Center in Denver for distribution to small and minority businesses and women's business enterprises in Colorado and surrounding areas. All qualified and interested entities are encouraged to respond to this RFP.

Offerors wishing to participate should ensure they have all addenda prior to submission of proposal. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your proposal.

Mandatory Virtual or In-person Prebid Conference on Monday May 22, 2023, at 10:00 a.m. Dolores Town Hall, 420 Central Avenue, Dolores CO 81328
Proposals Due by 3:00 p.m. on June 5, 2023

ATTACHMENTS
Appendix A

INTRODUCTION AND BACKGROUND
The Town of Dolores is seeking competitive proposals from qualified, reliable vendors for the purchase and installation of a standby generator, transfer switch and concrete base as further described in the Scope of Work.

INSTRUCTIONS AND ADMINISTRATIVE INFORMATION

Schedule of Activities for RFP Phase	Deadline (MST)
RFP Issued	May 10, 2023
Mandatory Virtual Pre-Proposal Conference	May 22, 2023
Deadline for Offeror's Written Inquiries	May 31, 2023
Deadline for Responses to Inquiries	June 1, 2023
Proposal Submission Deadline	June 5, 2023
Notice of Intent to Award	June 12, 2023

RFP PHASE PROCESS

Point of Contact

Questions concerning this RFP and the procedures for responding to the RFP should be directed in writing, e-mail, to:

Ken Charles, Town Manager
Dolores Town Hall,
420 Central Avenue
PO Box 620, Dolores, CO 81323
manager@townofdolores.com
970 882 7720 x 4

Pre-Proposal Conference

A Pre-Proposal Conference will be held Virtually at Dolores Town Hall, 420 Central Avenue, Dolores, CO at 10:00 a.m. on May 22, 2023.
https://www.google.com/url?q=https%3A%2F%2Fus06web.zoom.us%2Fj%2F88035047566&sa=D&ust=1684008300000000&usg=AOvVaw1CTT-ScWDOEfUDjhY7FTW8

It is mandatory that all bidders attend this inspection either in-person or virtually, as it will clarify the exact location and amount of work to be done. This inspection is mandatory to bid on this project. NO PROPOSALS/BIDS will be accepted without attendance at the on-site inspection as listed above.

Written Inquiries and Town Response

A prospective Contractor may submit questions or request clarification of any aspect of the Request for Proposal. The Town will only respond to questions submitted in writing. The Town will accept all written inquiries regarding the project until 10:00 a.m. on June 1, 2023.

Inquiries shall be directed to Town Manager Ken Charles.

Responses to inquiries will be issued in the form of an addendum posted on the Town's website at www.dolores.colorado.gov.opportunities no later than 3:00 p.m., 2023.

Addendum

All addenda will be posted on our website at www.Dolores.colorado.gov.opportunities.

Submission of Qualifications/Proposal

Respondents will submit proposals as described in Attachment A: OFFEROR RESPONSE no later than 3:00 p.m. on June 5, 2023. Proposals may be submitted via email to manager@townofdolores.com using the subject line "Dolores Water Treatment Standby Generator Project." If submitting proposals via mail or hand delivery, three complete copies of the proposal must be included.

Proposal Evaluation
All proposals will be evaluated by an evaluation committee consisting of Town staff, which may conduct interviews with selected finalists to clarify information provided in the proposals.

Proposal Withdrawal
All proposals submitted to and accepted by the Town shall be binding upon the Offeror if within ninety (90) calendar days of the submission date. Negligence upon the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposal. This project is being bid in accordance with the FEMA's federal procurement standards: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Final Selection
Proposals will be reviewed and evaluated per the criteria contained herein. An award will be made to the selected Offeror(s) on the tentative date indicated above.

RFP Preparation Costs
Issuance of this RFP does not commit the Town, in any way, to pay any costs for the preparation and submission of the RFP. Nor does the issuance of the RFP obligate the Town to award a contract or purchase. All costs related to the preparation and submission of the RFP shall be paid by the Offeror.

Confidentiality/Proprietary Information
The Town neither requests nor encourages the submission of confidential/proprietary information in response to this Request for Proposal. All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for material that is proprietary or confidential. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Questions regarding the application of this procedure must be directed to the Purchasing Agent listed in this RFP.

Rights of the Town
The Town reserves the right to accept or reject any or all proposals. The Town reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request clarification or other information to evaluate any or all proposals. The Town reserves the right, before awarding the contract, to require the proposer(s) to submit evidence of qualifications or any other information the Town may deem necessary. The Town reserves the right, prior to Board approval, to cancel the RFP or portions thereof, without penalty. The Town reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the Town; and (2) the Town reserves the right to reject any and/or all items proposed or award to multiple proposers. Proposals will be evaluated and given points according to how well they meet the specifications and requirements of the RFP. The proposal with the highest number of evaluation points will be ranked first; however, nothing herein will prevent the Town from making multiple awards and deeming all proposals responsive and assigning work to any firm deemed responsive. The Town reserves the right to further negotiate any proposal, including price, with the highest rated proposer. If an agreement cannot be reached with the highest rated

proposer, the Town reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

Conflicts of Interest
All Offerors must disclose the name of any officer, director, or agent who is also an employee of the Town. All Offerors must disclose the name of any Town employee who owns, directly or indirectly, any interest in the Offeror's business or any of its branches.

BACKGROUND
A project being led by the Town of Dolores in Southwest Colorado is requesting quotes for the purchase and installation of a standby generator at the town's Water Treatment Plant located at 1699 Railroad Street (Hwy 145).

Due to the possibility of Wildfires and Flooding the town needs a standby generator for future emergency situations that may result in loss of power to the treatment plant.

I. INVITATION

The Town of Dolores, Colorado is requesting proposals to purchase and install a standby generator, transfer switch and concrete base for the generator at the Town's Water Treatment Plant.

This RFP is calling for vendors to submit proposals.

II. SCOPE OF SERVICES

The Town of Dolores, Colorado is solicitating proposals from qualified vendors. Quote needs to be specific to the items listed in Appendix A. (Unless recommendation of specific technology is available and will benefit the project outcome to a better advantage).

See Appendix A for Project Scope. In addition to Appendix A vendor will be expected to:

a. Subject Matter Expertise and support for status calls with federal, state and Town agencies including at a minimum
b. Kickoff call with FEMA, Colorado Division of Homeland Security and Emergency Management
c. Supporting a monthly status call with Ken Charles Town Manager and Status report/call with Ken Charles Town Project Manager as needed.

III. INSTRUCTIONS TO OFFERORS

The Vendors should respond with:

a. A list of similar projects and qualifying experiences.
b. An outline of payment schedules for services rendered.
c. Work plan outline and proposed timeline, including a completed report delivery date.
d. A proposed budget and cost of services. This will be a firm fixed price contract.

IV. SELECTION CRITERIA

A selection committee comprised of Town of Dolores employees will evaluate the proposals. Members of the Selection Committee will review and rate each proposal based on the following criteria:

a. Please submit on company letterhead:
b. Cost;
c. Key personnel that will be assigned to the project, and their experience with similar projects;
d. Project approach and work plan;
e. Time frame for completion of the project;
f. Technical and Price proposal; and
g. Overall responsiveness to the RFP.

V. ILLEGAL ALIEN CERTIFICATION

Per State Statute, all Town Contracts for services are required to include certification that the vendor does not knowingly contract with illegal aliens.

HB 1343 requires certification from the vendor that the vendor has registered with, or certified that they follow, the E-Verify Program, formerly known as the Basic Pilot Program. The E-Verify Program is a free program run by the Federal Government within the Department of Homeland Security and requires an employer to apply for entry into the program and make certain agreements with the Department of Homeland Security and Social Security programs.

Every selected Contractor shall be required to:

1. Fill out the Certification Statement Regarding Illegal Aliens form and return it to the Town of Dolores. Town,
2. Apply to participate in the E-Verify Program with the Division of Homeland Security.

The Town of Dolores will not make payments on any contract until the proper form is on file

VI. INSURANCE

(A) The Successful Contractor shall not commence work under this Agreement until it has obtained all insurance required by the contract documents and such insurance has been approved by the Town. The Contractor shall not allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been obtained and approved. For the duration of this Agreement, the Contractor must maintain the insurance coverage required in this section.

(B) Successful applicants will always maintain a Workers Compensation insurance policy for its employees that complies with applicable Colorado law, a general liability policy and errors and omissions policy with minimum combined single limits of ONE MILLION DOLLARS ($1,000,000) per each occurrence and ONE MILLION DOLLARS ($1,000,000) aggregate. At the request of the Town, the Town will be added as a named insured to the contractor's liability policy. The

declarations page of all required insurance policies shall be submitted to the Town prior to commencing work and at the reasonable request of the Town during the project.

Contractors will conduct a pre-bid site visit and gather information for the development of a Work Plan. As part of the Work Plan and construction activities the Contractor will identify and comply with all applicable federal, state, and local statutes and building code requirements. The Contractor will also comply with the applicable terms and conditions of the contract.

The finalized Work Plan and interval construction schedule will be submitted to the Town of Dolores Project Manager for review and approval prior to the start of construction. The Project Manager will provide the Contractor with any existing drawings/specifications relating to the project.

The Contractor will mobilize construction forces necessary to begin the project within 10 business days after approval of the Work Plan and construction schedule by the Town.

The Contractor will arrange for the following as needed:

a. A secure staging area for storing equipment, materials, tools, and supplies, as the Contractor shall have sole liability for said items, and
b. Access to and provision of utilities as needed for design and construction.

The following documents, plans, and reports will be provided to the Project Manager:

a. Work Schedule and short interval schedule to include daily and weekly activities
b. As-built drawings at the end of the project

All drawings are conceptual only and not to scale or to be used as construction documents. Any final design shall be the responsibility of the proposing firm to confirm compliance with applicable building codes and ADA requirements.

Unless otherwise specified, the Contractor shall unconditionally guarantee the labor and the materials used in performance of this contract within the specified guidelines and recommendations of the manufacturer's warranty. If any defects or signs of deterioration are noted which in the Town's opinion are due to faulty workmanship or materials, the Contractor shall be notified and shall make the necessary repairs to correct any deficiency in the system at the Contractor's expense.

EVALUATION CRITERIA

Criteria used to evaluate the methodologies, products, and services are listed below. Evaluation will be completed by the Town's evaluation committee selected to review the proposals.

1. Experience: The Offeror shall demonstrate experience with the design build delivery strategy with a brief profile of description of similar Projects that the contractor has performed. The Projects should be listed by order of most like the Project described through this RFP process

and in evaluation of the Project site. Each Project should include a total dollar amount and the key contact for the owner as a reference for the Project.

2. Project Team: The proposal shall demonstrate the organization of team members who will be assigned to the Project with resumes and relative Project experience. Team members must be identified as either an employee of the DB Contractor or as a consultant, or joint venture partner for this Project.

3. Technical Evaluation of Equipment: The proposal shall demonstrate any equipment offered as "or equal" to that which is presented. This should include any necessary cut sheets or technical specifications and comparative information for the equipment being proposed. If there are no substitutions or exceptions in the equipment being proposed then simply indicate "no exceptions" in your response.

4. Value Added Offerings: The Offeror may submit any value-added offerings for consideration by the Town.

5. Demonstrated Past Performance with Town

6. Pricing

A scoring matrix with the order and priority of criteria to be used by the Town in its evaluation and selection process is shown below:

Description	**Points**
Experience & Qualifications	Maximum of 25 points
Project Team	Maximum of 15 points
Technical Evaluation of Equipment/Solution	Maximum of 20 points
Value Added Offerings	Maximum of 5 points
Demonstrated Past Performance with Town	Maximum of 15 points
Pricing	Maximum of 50 points
Total Possible Points	**130**

ATTACHMENT A: OFFEROR RESPONSE PROPOSAL SUBMISSION REQUIREMENTS

- Proposal Requirements:
- All pages are to be numbered.
- Information submitted should be arranged in the same order in which it is requested in this attachment.
- Responses must be concise and sufficient in detail to provide a thorough evaluation and assessment.

Proposals may be submitted via email to manager@townofdolores.com using the subject line "Dolores Standby Generator Project." If submitting proposals via mail or hand delivery, three complete copies of the proposal must be included. Late proposals will not be accepted or considered. Delivery of the proposal is the responsibility of the bidder. **Proposal must be in the Town of Dolores Office by 3:00 p.m. of closing date.** To ensure that the bid is delivered on time take into consideration factors that might affect delivery – such as weather conditions, holidays, and postal department delays. Telephone/fax bids will not be accepted. If the bid is returned by some method of express mail, such as Federal Express, "Dolores Standby Generator Project" must appear on the address label.

The Town of Dolores reserves the right to accept or reject any and all bids. Proposals should be prepared simply and economically providing a straightforward, concise description of the Offeror's ability to perform the requirements of this RFP.

1. EXPERIENCE:

a. Please provide a brief history and overview of your company and its organizational structure, with special emphasis on your understanding of the services required and how your company proposes to fulfill the needs of the Town, including the following information:

i. Type of organization (individual, partnership, corporation, or other).

ii. If an Offeror is owned or controlled by a parent company, the name, head office address, and parent company's tax identification number shall be provided in the proposal.

b. State why your firm is professionally qualified to provide the requested services to the Town, including the size of the firm, size of the team assigned to the Town, years in business, and the location of the office(s) from which this work will be performed.

c. Provide copies of all state, county, and local licenses and/or certificates to verify your firm's qualifications in maintenance, repair, and installation.

d. Provide specific descriptions of your experience with similar renovation projects; include at least three (3) references with contact information.

2. PROJECT TEAM:

a. Provide a brief resume or summary of the designated Project manager's qualifications, certifications, and experience specific to the scope submitted in the proposal.

b. State the number of projects that will be concurrently overseen by the manager at the stated time.

3. TECHNICAL SOLUTION/EQUIPMENT:
a. Confirm your adherence to the Scope of Work and provide details of how you plan to meet the Town's needs. Describe the tools, strategies, equipment, and resources you would use to complete our project and service our account both on a routine and on an emergency basis.
b. A preliminary Work Plan must be submitted with your proposal.

4. DEMONSTRATED PAST PERFORMANCE WITH TOWN

5. VALUE ADDED OFFERINGS

6. PRICING

7. Maps and Geo Data

Water Treatment Plant Showing power pole and propane tank location

Water Treatment Plant Showing general location of generator