January 23, 2023

Request for Proposal

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 two early warning sirens.

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

Vendor

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 the Colorado and surrounding areas. Any and 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 Prebid Conference on February 3, 2023, at 10:00 a.m. Dolores Town Hall, 420 Central Avenue, Dolores CO 81328
Proposals Due by 3:00 p.m. on February 18, 2023

ATTACHMENTS

Attachment A: Site Maps and Geo Data

INTRODUCTION AND BACKGROUND

The Town of Dolores is seeking competitive proposals from qualified, reliable vendors proposals for the purchase and installation of two early warning sirens. as further described in the Scope of Work.

INSTRUCTIONS AND ADMINISTRATIVE INFORMATION

Schedule of Activities for RFP Phase	Deadline (MST)
RFP Issued	January 23, 2023
Mandatory Virtual Pre-Proposal Conference	February 3, 2023 10:00 a.m.
Deadline for Offeror's Written Inquiries	February 10, 2023, 10:00 a.m.
Deadline for Responses to Inquiries	February 12, 2023 4:00 p.m.
Proposal Submission Deadline	February 18, 2023 3:00 p.m.
Notice of Intent to Award	February 27, 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 or fax only, to:
Ken Charles, Town Manager
Dolores Town Hall, PO Box 620, Dolores, CO 81323
manager@townofdolores.com
970 882 7720 x 4
And
Eric Simmons, Dolores FPD
esimmons@doloresfire.org

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 February 10, 2022.
It is mandatory that all bidders attend this inspection, as it will clarify exact location and amount of work to be done. This inspection is mandatory to bid this project. NO PROPOSALS/BIDS will be accepted without attendance at the on-site inspection as listed above.

Written Inquiries and District 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 February 10, 2023.

Inquiries shall be directed to Town Manager Ken Charles and Eric Simmons Dolores FPD

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 4:00 p.m. on February 12, 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 February 18, 2023. Proposals may be submitted via email to manager@townofdolores.com using the subject line "Dolores Early Warning Sirens 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, Dolores FPD staff and the Montezuma County Sheriff 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) per 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 the 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 a clarification or other information to evaluate any or all proposals. The Town reserves the right, before awarding the contract, to require proposer(s) to submit evidence of qualifications or any other information the District 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 to deem all proposals responsive and to assign 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 replacement of two 40+ year outdoor warning sirens. These were used in the 1980, 1990 and early 2000 for dispatching fire department resources. The system was not used after around 2005. Due to the possibility of Wildfires and Flooding, Emergency Managers want to replace the system to a more current and up to date technology system for future emergency situations.

The current technology is 3 phase electrical provided by a local power company triggered by a phone relay through CenturyLink. All the technology involved is years out of date and will no longer be supported or used.

I. INVITATION

The Town of Dolores, Colorado, in conjunction with the Dolores Fire Protection District and the Montezuma County Sheriff, are working together to install two early warning sirens.
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 below. (Unless recommendation of specific technology is available and will benefit the project outcome to a better advantage).
2 siren sites, West and East end of town full cost of equipment and supplies.

- Full installation costs can be included
- Radio triggered by 2 tone paging (VHF)
- Phone triggered by landline phone connection, cellular or Internet
- Solar powered Pictures below are of the current sites.
- 1: Triangle Siren 37°28'31.86"N 108°29'28.19"W
- 2: Park Siren 37°28'19.77"N 108°30'29.25"W

Proposals to include:

a. Permitting for Town, state and federal construction permits:
b. Subject Matter Expertise and support for status calls with federal, state and Town agencies including at a minimum:
c. Kickoff call with FEMA, Colorado Division of Homeland Security and Emergency Management:
d. 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, Dolores Fire Protection District and the Montezuma County Sheriff's Office personnel 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 are in compliance with, 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 at all times 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 course of 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 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 to the Contractor 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 similar to 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 partnered 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 District 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 Early Warning Sirens 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 Early Warning 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, main office address, and parent company's tax identification number shall be provided in the proposal.

b. State why your firm is well 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 in the stated timeframe.

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

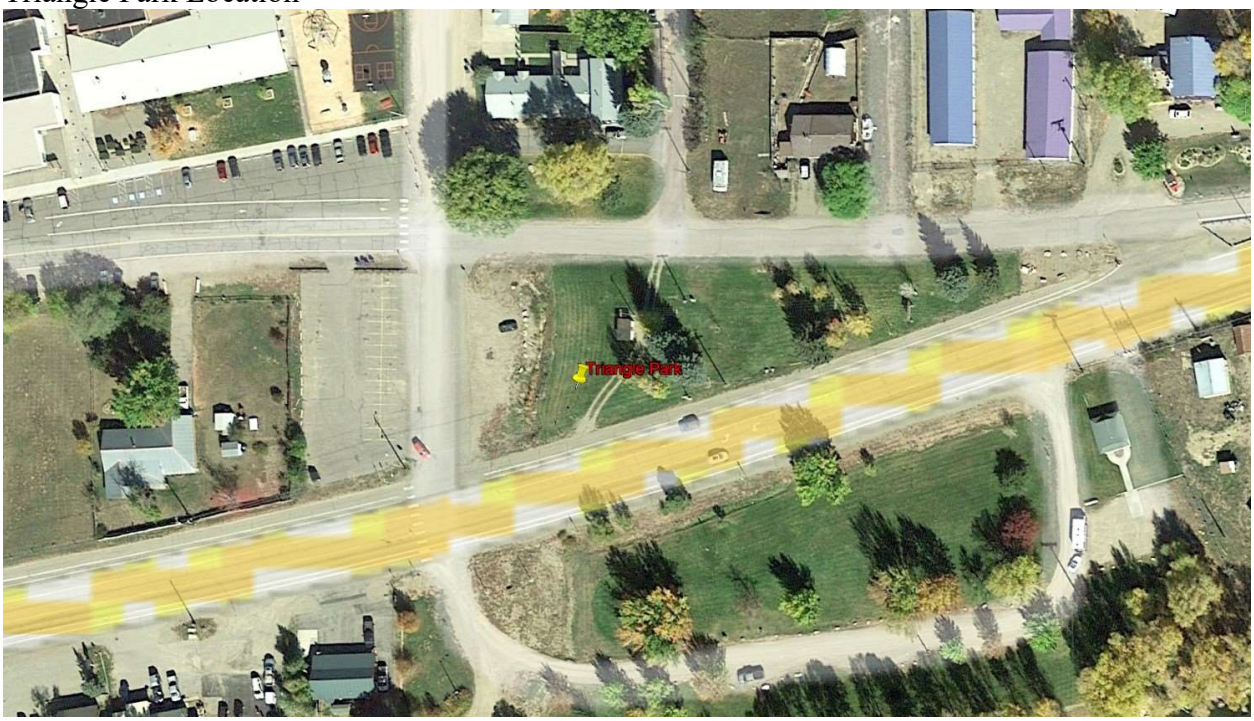
5. VALUE ADDED OFFERINGS

6. PRICING

7. Maps and Geo Data

Park Siren Location

Triangle Park Location



Sirens Location

SIREN LOCATIONS OVERVIEW

TRIANGLE PARK 37.475370 / -108.491887 elev 6969
PARK SIREN 37.472023 / -108.510199 elev 6936