

**REQUEST FOR PROPOSAL (RFP) DATED JUNE 8, 2015**  
**FOR ENGINEERING SERVICES FOR A GEOTECHNICAL ROADWAY**  
**EVALUATION**  
**FOR THE COUNTY OF COSTILLA, COLORADO**

**INTRODUCTION**

The intent of this REQUEST FOR PROPOSAL, hereinafter referred to as RFP, is to obtain a qualified (licensed) person, firm, or corporation, hereinafter referred to as ENGINEERING FIRM, to provide subsurface and geotechnical engineering services necessary to support a roadway evaluation to determine the depth of road that needs repair and upgrade and the proper materials.

The project has been partially funded with a grant through the Department of Local Affairs and all proposals must comply with applicable regulations.

The ENGINEERING FIRM will be responsible for preparing an outline for the contract for professional services relative to this project for review and approval by the Costilla County Board of Commissioners and County Attorney.

To be eligible for consideration, the ENGINEERING FIRM must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

**INQUIRIES AND CORRECTIONS**

All inquiries relating to this request shall be addressed to:

Ben Doon, Chief Administrative Officer  
Costilla County  
PO Box 100  
San Luis, Colorado 81152  
719-672-3372  
ben.doon@costillacounty-co.gov

**SUBMITTAL DATE & LOCATION**

All proposals must be delivered prior to 5:00 PM on Wednesday, July 1, 2015. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL – Roadway Evaluation for Costilla County" and addressed to Ben Doon, Chief Administrative Officer. Proposals can be mailed, to PO Box 100 or hand delivered to the Costilla County Commissioners' Office, 352 Main Street, San Luis, CO 81152.

## **LATE AND TELEGRAPHIC PROPOSALS**

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing ENGINEERING FIRM unopened. In addition, proposals sent electronically are not acceptable and will be rejected upon receipt. Each proposing ENGINEERING FIRM will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing ENGINEERING FIRM to see that their proposal is received on time.

## **CONDITIONS OF PROPOSAL SUBMITTAL**

All proposing ENGINEERING FIRMS shall comply with all conditions, requirements and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing ENGINEERING FIRM submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of ninety (90) days following the opening of the proposal.

The Costilla County Board of Commissioners reserve the right to reject any and all proposals or any part(s) thereof; to waive any formalities or informalities contained in any proposal; and to award the proposal to the most responsive and responsible proposing ENGINEERING FIRM as deemed in the best interest of Costilla County.

Costilla County will not return proposals or other information supplied to the County by any proposing firm.

## **EVALUATION OF PROPOSALS**

The Costilla County Board of Commissioners, County Attorney and Chief Administrative Officer will evaluate all proposals.

The ENGINEERING FIRM selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of the lowest price. Following notification of the successful ENGINEERING FIRM, it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

## **EVALUATION CRITERIA**

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the County of Costilla, both in cost of services and in scope of the services offered;
- B. Responsibility of the proposing ENGINEERING FIRM, and its experience in dealing with County governments, specifically on projects of similar scope and nature;
- C. The degree to which the proposal meets or exceeds the terms of the RFP;
- D. The proposed fee structure shall be based on the services to be provided;

### **PROPOSAL ELEMENTS AND FORMAT**

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the County of Costilla.

Proposals shall include the following:

- A. A cover letter shall be provided stating the name, physical and email address and telephone number of the ENGINEERING FIRM contact person and must bear the signature of the person having the authority to make the proposal for the ENGINEERING FIRM and bind the firm in a formal contract with the County.
- B. A response that defines the methods and means by which the proposing ENGINEERING FIRM will perform the services outlined in the RFP.
- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.
- D. A list of references for which services have been provided by the proposing ENGINEERING FIRM for governmental agencies for projects of this or similar type, include contact names, addresses, and telephone numbers.
- E. The proposed not-to-exceed budget.
- F. Evidence that the ENGINEERING FIRM has worked on similar projects.
- G. A staffing plan for the proposed project.
- H. A Statement of qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the ENGINEERING FIRM.

- I. Any other information deemed necessary by the proposing ENGINEERING FIRM.
- J. Please provide four (4) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the ENGINEERING FIRM has full knowledge of the scope, nature, quality and quantity of work to be performed, and the detailed requirements and conditions under which the work is to be performed.

**GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM**

- A. The successful proposing ENGINEERING FIRM and its employees will operate as an independent contractor and will not be considered employees of Costilla County.

**SCOPE OF WORK**

The ENGINEERING FIRM will provide, at a minimum, the following:

- A. The project involves core drilling sections of County Road 12 from the intersection of State Highway 160 south approximately one mile. Core drilling will obtain subgrade soil samples from sections of the road to determine the pavement support characteristics of the soils. Core drilling will determine the conditions of the soil and laboratory testing of the samples will be performed to provide engineering characteristics of the soils for use in developing recommendations for paving the road. Pavement analysis and design will be performed on the existing subgrade soils to determine the pavement support characteristics. Current road conditions are not adequate to handle a significant increase in vehicle traffic.
- B. The engineering firm will present a written report of the results of the subsurface soil investigation, laboratory testing and pavement recommendations for surfacing the roadway. The project consists of evaluating existing sections of the roadway and providing asphalt alternatives and milling alternatives.

**RIGHT TO REFUSE PROPOSALS**

The County of Costilla reserves the right, without prejudice, to reject any and all proposals or any part(s) of any proposal.