

**TOWN OF TIMNATH, CO
REQUEST FOR PROPOSAL
FOR 2021 ANNUAL ROAD MAINTENANCE**

February 22, 2021

SUMMARY OF CONTRACTOR SELECTION PROCESS FOR ANNUAL ROAD MAINTENANCE

The Town of Timnath requests proposals from qualified General Contractor (CONTRACTOR) for the Annual Road Maintenance project. For proposal questions, contact Steve Humann with the Town's engineering consultant at 970-226-0557 or shumann@tstinc.com.

SCHEDULE FOR CONTRACTOR SELECTION

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| • February 22, 2021 | Distribute request for proposals (RFP) |
| • 5:00 pm, March 9, 2021 | Deadline to submit questions |
| • 2:00 pm, March 12, 2021 | Proposal deadline |
| • March 24, 2021(tentative): | Notice of Award |

WHERE TO SUBMIT PROPOSALS

Digital proposals shall be submitted electronically, by the deadline above, to the Town Engineer at shumann@tstinc.com. They shall be titled with the CONTRACTOR firm name and **Timnath, CO Annual Road Maintenance**.

DOCUMENTS INCLUDED IN REQUEST FOR PROPOSAL

The following documents are included in this RFP.

1. RFP Cover Document
2. Bid Tab
3. RFP Score sheet

PROJECT SCOPE ELEMENTS

The work includes Asphalt Roadway Annual Maintenance

The project work includes:

1. HMA Pot Hole Patching including saw cutting, material removal, subgrade compaction, and 5" asphalt replacement.
2. IR Patching Heats
3. Crack Seal
4. Remove & Replace Concrete Curb & Gutter
5. Remove & Replace Concrete Pan
6. Sealcoat Squeegee/Spray Sealer (Vance Brothers "Ultraseal Systems Type II Polymer Modified Asphalt Emulsion Sealer" or approved equal) including sweeping, 24 hr. road/lane closures, and prior/daily notification of closures to affected residents
7. All the above shall include all required traffic control, mobilization, performance bonds, and payment bonds. Message Boards and re-striping are not to be included.

SCHEDULE

Spring through Fall as needs arise and weather allows. A tentative schedule will be discussed and agreed upon between the CONTRACTOR and Town once the project has been awarded.

REQUIREMENTS FOR ANNUAL ROAD MAINTENANCE CONTRACTOR PROPOSAL

Using the RFP and attached documents, each CONTRACTOR shall develop a proposal including:

1. Unit Price & Cost for Scope of Work – Using Engineer's quantity take-offs, provide unit

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price to furnish and install work as outlined on the attached bid form.

2. Project Team and Experience - Propose staffing levels and roles. Specify by name the key staff that will be assigned to the project. Designate by name the Project Manager and Superintendent. Define the relevant project experience of proposed team members. Provide references for the key personnel.
3. Project Schedule and Recommendations - Provide your recommendations of the most cost-effective schedule to accomplish the general objectives outlined in the project description that meet the project deadlines. Provide a preliminary project schedule.
4. Innovative Project Approach and Potential Project Cost Savings – Propose project management procedures, strategies, and construction techniques that you see appropriate for this project. Propose cost saving construction means, methods, or products for this specific project.
5. Allocation of work- Indicate what scope of work the CONTRACTOR is capable to self-perform for this project and the scope of work that the CONTRACTOR will subcontract out. Provide a Subcontractors List with subcontractors listed by name with a description of work they will provide.
6. Work Experience in Northern Colorado Front Range – Indicate recent (last 5 years) similar services provided, including owner and quantities, within the northern Colorado Front Range area.

GUIDELINES FOR PREPARING PROPOSALS

The Town is seeking a skilled, professional and dedicated partner to successfully complete the Annual Road Maintenance project in a cost-effective, safe, and timely manner. The Town of Timnath request that contractors clearly demonstrate their capabilities.

A. Scope of Services to be performed by Contractor

1. Construction Services:

The following services are to be provided from the notice to proceed throughout the remainder of the calendar year

- a. Furnish all labor, materials, tools, equipment, delivery, handling and storage expenses, and supplier and subcontractor mark-ups for management, overhead and profit.

B. Allocation of Costs

1. Costs to be included in the Work

- a. Costs included in this category include: labor, materials, tools, equipment, delivery, handling and storage expenses, and supplier and subcontractor mark-ups for management, overhead and profit. Costs shall also include the provision of Performance and Payment Bonds.

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CONTRACTOR SELECTION CRITERIA:

The Town of Timnath will review the submitted information to evaluate contractors per the criteria listed below. Contractors are encouraged to clearly address each selection criteria in their proposal. The preliminary schedule and the fixed unit prices will be evaluated but will not be the sole determining factors for selection. While all facets of the selection criteria are important to the project, the priority of each selection criteria for this proposal is indicated in the RFP Score Sheet.

1. Proposed team members experience and knowledge with:
 - a. Hot Mix Asphalt (HMA) Patching
 - b. Infrared (IR) Patching
 - c. Asphalt Crack Sealing
 - d. Asphalt Seal Coating
 - e. Concrete Curb, Gutter, and Pan Remove & Replace
2. Unit Price proposal for the scope of work as defined within the contract documents.
3. Demonstrated product quality
4. Innovative project approach (i.e., cost saving construction means, methods, scheduling, or products for this specific project.)
5. Precision, clarity, and content of project schedule
6. Proposed team members experience working in the construction industry.
7. Structure and organization of proposed CONTRACTOR team and company. For example, who besides the project manager and superintendent are involved? How is field team supported by the office team?
8. Demonstrated ability to cooperate and work together with regulatory agencies, and a government owner.
9. Clarity of proposal
10. Company financial, legal, and safety records (meet or exceed local industry average)
11. Percentage of the work being self-performed.
12. Work experience in Northern Colorado Front Range.

SUMMARY OF UNIT PRICE COST CONTRACT:

The Annual Road Maintenance contract is a Unit Price Agreement.

In general, in a Unit Price contract the contractor guarantees that the project will be constructed in full accordance with the drawings and specifications and the cost to the owner will be based upon unit prices for each specific scope of work as bid by the contractor. If the quantities installed by the contractor are more or less than the quantities as provided by the Engineer's Estimate, the cost of

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the work will be reconciled accordingly.

NEXT (and Final) STAGE OF SELECTION PROCESS

After reviewing the proposals, the Town may elect to interview some, all, or none of the proposed CONTRACTOR's. If selected to interview:

1. Each selected CONTRACTOR will be given a total of 30 minutes to present to a group of representatives from the Town. The presentation will be followed by approximately 20 minutes of questions, both related to the presentation and general questions regarding the firm, experience and proposed personnel.
2. The selection committee will be comprised of Town of Timnath staff.
3. The selection committee will evaluate proposals and the selection criteria, and select the CONTRACTOR who is best qualified to complete this project. The Town will then formalize the recommendation to Town Council and if approved, a contract will be executed with the approved contractor.

PROVISIONS

The Town reserves the right to reject any or all proposals and does not bind itself to accept any proposal for this work or any part thereof. The Town may waive any technical or formal defect in any proposal and shall have the right to ask for new proposals for the whole or parts of this work should the Town desire to do so or shall have the right to negotiate with any or other qualified CONTRACTOR.

The Town does not guarantee to provide a minimum/maximum amount of work or funding for these projects. The Town reserves the right to award the contract by sections.

The Town of Timnath reserves the right to evaluate information from any other source that may provide information on the contractor's qualifications for the performance of the work.

Upon submission of the proposal, the contractor grants the Town the express permission to use all or portions of the contractor's proposals as needed by the Town.

The terms "Contractor, CONTRACTOR, Construction Manager, and General Contractor" are used interchangeably.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL

Questions regarding this proposal shall be directed to:

Eric Fuhrman as Town Engineer for the Town of Timnath at shumann@tstinc.com