



REQUEST FOR PROPOSAL (RFP)

Materials Condition Assessment

Release Date: June 7, 2024
Submittal Deadline: July 3, 2024 at 4:00pm

Public Works
Town of Frisco
102 School Road
Frisco, CO 80443

TABLE OF CONTENTS

1. Invitation	3
2. Background.....	3
3. Project Goals and Scope of Work	3
4. Schedule.....	4
5. Instructions	4
6. Proposal Requirements.....	5
6.1 Cover Letter.....	5
6.2 Organizational Information.....	5
6.3 Qualifications and References	5
6.4 Project Manager and Personnel	6
6.5 Project Approach.....	6
6.6 Fee Schedule	6
6.7 Project Schedule	6
7. Questions and Answers	6
8. Evaluation Criteria.....	7
9. Selection Process	7
10. Attachments.....	7

1. Invitation

The Town of Frisco (hereinafter referred to as “Town”) is seeking proposals from qualified firms (hereinafter referred to as “Proposer” or “Consultant”) to provide consulting services as outlined in this document for a Materials Condition Assessment. Through this assessment the Town can create long term plans and goals to preserve the water system’s longevity and establish a capital deployment schedule for the Town of Frisco.

2. Background

The Town of Frisco is located in Summit County near Interstate 70 and Highway 9. The Town has approximately 3,000 year-round residents, 467 business license holders, and approximately four million visitors per year.

Currently the Town of Frisco Water Department serves an estimated 4,500 individuals through 2,200 water service taps in a distribution system that has just over 35 miles of class-52 ductile iron pipeline, ranging in age from 1973 to present. The Town’s water supply is provided through four different water sources; one surface water treatment plant and three groundwater wells that produce roughly 740 acre feet of water, annually. The storage capacity of the Town’s water system is 3 storage tanks that combined hold 2.5 million gallons of finished water; 2, welded steel, above ground storage tanks that hold 500,000 and 850,000 and 1 buried concrete tank with a 1.2-million-gallon capacity.

The Town of Frisco is seeking to complete a water rate study in 2025 and this Materials Condition Assessment is designed to be the first step in this multi-year process. The Town is planning to build the results of this Materials Conditioning Assessment Report into the Water Rate Study and a 5-year CIP.

3. Project Goals and Scope of Work

The Town is seeking a qualified and experienced firm to provide analysis based on a condition assessment and provide improvement recommendations planning for water system life cycle (s). This RFP is for system analysis and improvement recommendations for planning only; construction services, rate setting and other deployment services are not to be included. The Town recognizes high quality, safe and reliable drinking water as a critical service essential to its residents and businesses.

The Town will provide supporting documents upon request ie; water main as-build, photographs and pipe coupons from previously exposed water mains, storage tank as-build and inspection reports. *The Town will provide all supporting documentation of water production facilities if interested in the **BID ALTERNATE**.

Project Goals

The purpose of this RFP is to build a comprehensive analysis that will help guide the Town to better anticipate the end-of-life cycle and establish replacement schedules for buried utility lines, distribution system valves, storage tank needs and other major components of the Town’s water

system infrastructure. Specific project goals include:

- Understanding the Town of Frisco water system, distribution system requirements and limitations.
- Evaluate and document the materials, ages and conditions of the existing infrastructure and provide recommendations on anticipated remaining service lives, and recommendations on options or opportunities to increase service life (Storage, Transmission and Distribution).
- Locate and identify buried transmission lines that are potentially compromised from age and corrosion.
- Prioritize needed improvements and organize them into a series of annual and/or multi-year projects/programs.
- Review the vulnerability of the infrastructure and provide recommendations for capital improvements including estimated costs and implementation schedule for a 5-year CIP and a 20-year Asset Management Program.
- Estimate costs for capital and maintenance projects.

Technical Information

Scope of Work

The following scope items shall be completed for all phases outlined above.

1. Meetings: Monthly project meetings (virtual) with Town Staff for document requests and questioning.
2. Desktop Analysis: Provide a desktop analysis for the Town based around data collected on water system assets taking into consideration; age of asset, system performance and assumed current state of asset.
3. Field Verification: The Town will select 5 test pit locations for water main physical inspection and materials analysis in distribution system. Utilize available technology to help determine internal pipe condition.
4. Project Base Mapping: The Town would like distribution system mapping to reflect replacement phases, areas of concerns and recommended upgrades.
5. Final Report: The Condition Assessment report will break down each system, within the Town's water system, and highlight the areas of concern and assign a replacement phase recommendation with a rough order of magnitude cost estimate.
6. Cost Estimates: Cost estimates for capital construction will be based on, current, construction standard pricing and material costs.
7. * Bid Alternate: Include Material Condition Assessment for the Towns 4 treatment facilities. One, surface water treatment plant and three ground water pumping facilities. The Town would like to understand the costs to provide a complete water infrastructure analysis.

4. Schedule

- Advertisement of RFP June 7, 2024
- Questions Due June 19, 2024
- Answers Due June 24, 2024
- Proposal Deadline July 3, 2024
- Proposal Award July 24, 2024
- Field Verification October 31, 2024
- Final Report January 2025

Note: No mandatory pre-proposal meeting will be held.

5. Instructions

One digital copy of the proposal shall be submitted via email to the address below. There is no limit on the number of pages or proposal size, but concise proposals are encouraged. Please note that files over 15 MB cannot be accepted via email and must be delivered through a file share service such as Dropbox. Submittals must be received no later than **4:00 pm on Wednesday, July 3, 2024.**

Contact: Ryan Thompson, Water Superintendent, Email: ryant@townoffrisco.com

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal (RFP) selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

This solicitation does not commit the Town of Frisco to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals.

6. Proposal Requirements

6.1 Cover Letter

This letter should identify the proposer's name, mailing address email address telephone number, and contact person. The letter should also identify key staff who will be working on the project,

and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.

6.2 Organizational Information

Provide a statement of the proposer's corporate status and background, organization structure, list of owners and principals, history, type of business conducted, and business locations.

6.3 Qualifications and References

List qualifications and ability of the proposer to meet the terms of the RFP. Include at least three examples of projects completed within the past five years that will confirm the proposer's expertise in providing services outlined in this RFP. Any experience with similar mountain towns or communities should be included. Examples must be specific to the key staff identified in section 6.1. Each project shall include the following:

- Client Name
- Address
- Contact Person, Phone Number, and Email
- Project Dates
- Project Description
- Project Budget

6.4 Project Manager and Personnel

List the project manager and other key personnel who will contribute to the project. Describe the qualifications, experience, job title, years of experience, expertise, and availability of the manager and personnel.

6.5 Project Approach

Provide a comprehensive description of the methodology and approach for completing the project scope described above. List milestones, steps, philosophical approach, and innovative ideas for the project approach.

6.6 Fee Schedule

Proposer shall submit a schedule of rates and total costs applicable to each phase of the work as outlined in the project scope. Fees should be separated between scope of work action items. Fees shall include all items to complete the scope of work from project kick-off to final completion. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

6.7 Project Schedule

Proposer shall submit a preliminary timeline of dates and schedule for scope of work from beginning to final completion. This schedule should generally follow the milestone dates in Section 4 of this RFP.

7. Questions and Answers

All questions concerning this RFP must be submitted by email to Ryan Thompson, Frisco Town Water Superintendent, at ryant@townoffrisco.com by 4:00 pm on Wednesday, June 19, 2024.

Addenda, reports, and responses to questions will be distributed on Monday, June 24, 2024. Any written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the TOWN prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers.

8. Evaluation Criteria

The following is a list of weighted criteria that will be used to evaluate proposals:

Qualifications and References	30%
Project Manager and Personnel	30%
Project Approach	20%
Fee Schedule	20%

9. Selection Process

The Town will select the Proposer it deems best for this project with consideration to price, experience, proposed project methodology, proposed timeline, references, and other materials presented by the firm.

The Town may invite Proposers to participate in interviews with the evaluation committee for the purpose of clarifying, confirming, or obtaining additional information on proposals. If interviews are held, they will be scheduled after the proposal deadline.

10. Attachments

Exhibit A	Frisco Water System Distribution Map
Exhibit B	Water Construction Standards