



REQUEST FOR PROPOSAL (RFP)

Engineering On-Call Services

Release Date: July 22, 2025

Submittal Deadline: August 6, 2025, 11:00 am

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

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1. Invitation

The Town of Frisco (hereinafter referred to as “Town”) is seeking proposals from qualified engineering firms to provide on-call professional engineering services to support the Town’s Public Works and Community Development Departments. The selected firm will provide a broad range of civil engineering, design, and consulting services on an as-needed basis for various Town projects. Work will be assigned via individual task orders under this on-call contract.

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 and approximately four million visitors per year.

The Town is seeking on-call engineering support, primarily to support the Public Works and Community Development Departments.

The Public Works Departments consists of Streets, Grounds, Facilities, Fleet, Admin, and Water Divisions. The annual Public Works operating budget is approximately \$10 million, while the Capital Fund budget is variable (up to \$25 million). Public Works is responsible for maintenance of Town infrastructure, including the water utility, streets, parks, buildings, drainage, and stormwater. The Public Works Department is also responsible for implementation of the Town’s Capital Improvement Plan. Town projects vary from minor maintenance projects to major construction projects.

The Community Development Department oversees Planning, Building, Housing, Sustainability, and Code Enforcement. Community Development reviews development applications, building permits, completes inspections, manages Town housing projects, and enforces code requirements.

3. Scope of Work

The engineering firm shall provide professional services that may include, but are not limited to, the following:

1. Town Engineer Responsibilities

- Serve as Frisco’s consultant Town Engineer for all roles requiring the approval of a professional engineer.
- Serve as the Town’s floodplain administrator.
- Represent the Town for CDOT projects, including PLT and TT meetings for CDOT Exit 203 project.

2. Project Management and Coordination

- Complete peer reviews of plans and submittals from other engineers contracted by the Town.
- Assist Town staff with scoping, scheduling, and budgeting for capital improvement and maintenance projects.
- Participate in public meetings, project meetings, and coordination meetings with stakeholders as required.

3. Engineering Development Review

- Assist the Community Development Department to complete engineering submittal reviews and inspections.
- Reviews shall include stormwater, drinking water, traffic, geotechnical, environmental, site civil, wetlands, floodplain, and transportation disciplines.
- Reviews shall ensure adherence to Town, State, Federal, and other relevant standards.

4. Design Services

- Preparation of design plans, specifications, and estimates for civil infrastructure projects, including but not limited to:
 - Roadway and sidewalk improvements.
 - Drainage and stormwater infrastructure.
 - Water treatment and distribution infrastructure.
 - Building facility projects.
 - Planning and landscaping architecture for Town parks and grounds.
 - Traffic engineering analysis and design.
 - Other infrastructure design projects.

5. Construction Administration and Inspection

- Administration of CDOT Local Agency Projects.
- Construction administration support including review of submittals, RFIs, change orders, pay applications, and schedule compliance.
- Field observation and inspection services to ensure compliance with project documents and applicable standards.
- Serve as Town's Engineer in Responsible Charge of Construction for CDOT Local Agency Projects.

6. Surveying and Mapping

- Topographic surveys, boundary surveys, and preparation of plats and legal descriptions.
- Preparation of base mapping for design and GIS data integration.

7. Permitting Assistance

- Preparation of permit applications and supporting documentation for local, State, and Federal regulatory agencies, including CDOT, CDPHE, and Army Corps of Engineers.

8. Other Services

- Compliance support for grant requirements including reporting and documentation during project implementation.
- Develop and update Municipal Code related to Water, Streets, and other Town Standards and Specifications.
- Emergency engineering response.
- Feasibility studies, alternatives analyses, and preliminary cost estimating.
- Town Drainage Study/Master Plan.
- Conceptual design and planning for infrastructure improvements.
- Cost estimating and value engineering.
- Asset Management.

4. Schedule

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| • Advertisement of RFP | July 22, 2025 |
| • Questions Due | July 30, 2025 |
| • Proposal Deadline | August 6, 2025 |
| • Proposal Award | August 18, 2025 |
| • 1 year contract with option for annual renewal | August 18, 2026 |

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 21 MB cannot be accepted via email and must be delivered through a file share service. Submittals must be received no later than **11:00 am on August 6, 2025**.

Email: dianem@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 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 completed within the past five years that will confirm the proposer's expertise in providing services listed in this RFP. Any experience with similar mountain towns 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/Billing Rate

Proposer shall submit a schedule of hourly rates for all key staff personnel and subconsultants to the project. This schedule of rates should include information regarding reimbursables, ancillary services, and other fees. The fee schedule will be attached to the contract and utilized for task orders/billing.

7. Contract

A sample contract is included as Exhibit A. Town expects to issue a contract with an initial one-year term with the option to renew annually. The contract will include the hourly rates submitted in Section 6.6 which can be amended during the annual renewals.

Services under this contract will be requested on an as-needed basis and authorized via individual task orders specifying scope, schedule, and fee. The Town reserves the right to award multiple contracts and to assign work at its discretion.

8. Questions and Answers

All questions concerning this RFP must be submitted by email to Diane McBride, Deputy Town Manager of Town of Frisco, at dianem@townoffrisco.com by 4:00 pm on July 30, 2025. Addenda, reports, and responses to questions will be distributed by August 4th. 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.

9. Evaluation Criteria

The successful firm or team will be motivated to work with staff on a diverse range of engineering services. The Town will utilize the following list of weighted criteria to evaluate proposals:

Qualifications and Experience	30%
Consultant Team and Personnel	30%
Project Approach	20%
Local Knowledge & Understanding	20%

10. 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.

11. Attachments

Exhibit A Sample Contract