

**REQUEST FOR PROPOSAL
PROFESSIONAL ENGINEERING SERVICES
FOR THE LAKE COUNTY WATER ADMINISTRATION PLAN**

Introduction

Lake County, Colorado is seeking proposals from professional engineering firms capable of creating the documentation framework and providing ongoing support for the administration for the Lake County Water Administration Plan.

Interested Professional Engineering Consultants are requested to submit statements of experience and qualifications and a cost breakdown of services to Lake County regarding providing professional engineering services. Solicited services include the creation of an administrative framework for the leasing of water that Lake County owns under their 98CW 173 case decreed in January of 2017 and a cost for ongoing engineering support on an as-needed basis.

Breakdown of costs to deliver a final design with engineer's estimate of costs are to be included in the proposal. Project award is contingent upon funding approval by the Board of Lake County Commissioners.

Project Description

To use the water rights that Lake County adjudicated in January of 2017, they are seeking a firm that can provide the following program deliverables as well as ongoing services. The deliverables will establish a methodology and fee schedule for new users to apply for coverage by the augmentation plan and will develop the accounting forms (submitted annually by, or on behalf of Lake County), prepare annual use and augmentation projections, and work with the Colorado Division of Water Resources (DWR) Division 2 Administrators to gain approval for new users applying to be included in the Lake County Blanket Augmentation Plan.

Lake County desires a firm that can estimate immediate and on-going costs associated with inclusion and maintenance of new depletions replaced under the Lake County Blanket Augmentation Plan and develop a fee schedule for users covered by the Plan. Additionally, the County wishes to receive New User Application Forms that can be filled out by each user. Such information would then be used to update the augmentation plan accounting forms and determine the appropriate fee schedule depending on use and timing of depletions. Lake County plans to have a local office in their community for new inquiries and applications and seeks a firm that can also provide ongoing support to the Lake County Water Administration Plan on an as needed basis.

Bidding firms are asked to gain a familiarity with the 98CW173 and 11CW86 case decrees in order to adequately understand and provide accurate bid numbers for the tasks requested herein. Please pay special attention to the decree at Section 11.3.

Scope of work

Those items that will be necessary and included as part of this proposed scope of work generally include the following, in compliance with Lake County's decrees and recording and reporting requirements of the State of Colorado:

1. Develop an excel spreadsheet model that will account for daily diversions and depletions under various augmented structures, including lagged stream depletion factors associated with ground water withdrawals (Decree, 9.5).
2. Diversions/depletions and exchanges will be tracked on a daily basis and summarized monthly for conveyance to the Division Engineer (Decree, 9.5). In addition to development of monthly summary sheets, a framework for an annual summary report will be developed as required under Section 9.5.1.2 of the decree.
3. Develop spreadsheet format for tracking and reporting daily water use at the Hayden Meadow pond (11CW86). Water uses, including evaporation, must be accounted for including monthly documentation of pond content.
4. Develop spreadsheet format for tracking and reporting flume readings at the Derry No. 3 Ditch augmentation station(s). Flumes to be read at least weekly, data will be reported on a daily flow basis, via telemetry which Lake County plans to install in the future. The spreadsheet will calculate available diversion and consumptive uses available under the Derry No. 3 Ditch consistent with the requirements of Sections 8.2 through 8.5 of the decree. It is assumed that Lake County will be responsible for this monitoring.
5. Develop spreadsheet format for calculation of "depletion projections" that must be submitted annually to the Diversion Engineer on or before February 15th (Section 9.5.3.9). This requirement, like the annual accounting report is comprehensive and must contain: a list and location of all augmented structures, projected diversions, net depletions and location, depletions from prior years of operation, amount and location of replacement water available for the coming year and estimate of surplus or deficit of augmentation water.
6. Development of an application form for potential County water users to fill out and submit for consideration of inclusion into the plan for augmentation.
7. Per the decree, Lake County seeks an analysis to determine the amount of water available in the river for direct use or exchange above the ISF decreed stream flows CWCB instream flow reach (ISF) in order to engage in lease contracts.

8. Lake County will submit application and calculations to Division Engineer as required per the decree. Consultant may be asked to assist on an as needed basis. They may also be asked to address any Division Engineer concerns, on a case by case basis. Also, will help publish the application on-line to various objectors that participated in the County's blanket augmentation plan per requirements of decree.
9. Lake County desires as a part of this project and bid request to receive initial training on the use of the augmentation applications and reporting system.

The above list provides a summary of the broad accounting requirements but does not include all factors. In addition to a cost estimate for the above services, please include an additional estimate for all direct and indirect costs that may be associated with providing any of the scope of work services. Lake County will retain ownership of any work product deliverables described herein.

All proposals must include the following information in the order stated below:

1. Company Profile: Describe the background of your company and why it is qualified to provide the requested services.
2. Understanding of the Project: Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested.
3. Project Team: Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required.
4. Experience: Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
5. Cost: Break down of costs for each major project task area and a list of standard billing rates for as needed services along with an estimate of the time involved in creating the requested forms, spreadsheets, and other documents, as requested.

SCHEDULE

Date and time

September 6, 2018Release RFP for Engineering Service
October 16, 2018Deadline for RFP questions
October 30, 2018Bid Due Date
November 5, 2018 Selection of Consultant/Notice-to-Proceed
February 28, 2019Project Completion (deemed complete upon acceptance by the Colorado Division of Water Resources)

Ranking and selection: Firms will be ranked on the following:

- Experience
- Qualifications, including but not limited to, experience with similar projects
- Key personnel proposed to work on the project

- Familiarity with the project and ability to respond to its needs wherever possible
- Cost

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection – The *Lake County Water Administration Plan*.

This subsection contains detailed instructions to which proposers must adhere in the preparation and submittal of proposals to the Lake County Board of County Commissioners (BOCC) and the Lake County Water Advisory Committee (LC WAC).

Proposers are advised that proposal content and completeness are most important, and that clear and effective presentations are preferred, with unnecessarily elaborate, decorative or extraneous materials discouraged.

Proposal: Four (4) original copies and one electronic version of the proposal shall be submitted in a sealed envelope and clearly marked with the following information: (a) the phrase "Professional Engineering Services" and (b) the name and address of the proposer. The proposal package must be received by the Lake County Office of Clerk and Recorder at the address listed below by 5 p.m., October 30, 2018.

Proposal packages must be mailed or delivered to the following address:

Lake County Clerk and Recorder
505 Harrison Avenue
P.O. Box 917
Leadville, Colorado 80461

Any packages received after this date and time will be deemed unresponsive. Lake County reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of Lake County. Issuance of this RFP does not obligate Lake County to award a contract nor is Lake County liable for any costs incurred by the proponent in the preparation and submittal of the proposal.

Important Information regarding questions about this RFP

Any questions relative to the scope of services must be submitted by e-mail by 5 pm on October 16, 2018. Questions about the RFP or this process can be directed to: Mike Bordogna, 719/293-5572, director@lakecountyedc.com

Any questions received will be shared with answers via a google doc for all applicants and the Board of Lake County Commissioners.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the County and the successful firm cannot agree on cost, Lake County will solicit a fee from the next highest scored firm. Billing will be on a monthly basis for any services provided.

Insurance Requirements

The engineering firm shall not begin any work under any contract until it has obtained the required insurance, and Lake County has approved such insurance. The successful firm shall not allow any sub consultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved.

Insurance requirements include:

Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Colorado.

Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

Auto Insurance- at state minimum requirements or more

Indemnification

To the fullest extent permitted by law, the successful respondent, its subcontractors, agents, officers or employees shall indemnify and hold harmless Lake County, Colorado, including, but not limited to, its respective elected and appointed officials, officers, employees and agents (including the LC WAC), from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the respondent's performance. The respondent shall also indemnify and defend Lake County, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the respondent, its subcontractors, agents, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of an agreement relating to insurance requirements.