

**REQUEST FOR PROPOSAL  
PROFESSIONAL ENGINEERING SERVICES  
FOR THE LAKE COUNTY INDUSTRIAL PARK**

**Introduction**

Lake County, Colorado is seeking proposals from professional engineering firms capable of creating the design and engineering services for the Lake County Industrial Park to prepare for the subdivision process.

Interested Professional Engineering Consultants are requested to submit statements of experience, qualifications and a cost breakdown of services to Lake County regarding providing professional engineering services for the creation of an industrial park to house commercial tenants near the Leadville Airport, on land owned by Lake County.

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**

Commercial/Industrial-zoned land is severely lacking in Leadville and Lake County, Colorado. To attract new businesses and allow existing businesses requiring that type of zoning to remain and expand, Lake County recognizes the need to set aside such land in a suitable location for development. To sell County-owned land parcels on their property, Lake County desires to have the Industrial Park development ready for the subdivision process in the fall of 2018.

The subject parcel is approximately 60 acres and has a water line running through it that serves the Leadville airport, next door. Plans are in process to bring natural gas and three-phase power to the site by Xcel Energy in summer of 2019. Sewer will be brought to the area as funding becomes available through grants and County funds saved over time. Lake County needs to have a developed plan to initiate the subdivision process showing roads, drainage, utilities, and lots.

Currently, three anchor tenants have expressed interest in purchasing parcels ranging from 1-10 acres each. Although not fully developed, the county desires to be able to begin selling and/or leasing parcels in the spring of 2019, once the property has been legally subdivided. The subject parcel is adjacent to the county-owned airport gravel pit, which is intended to run for 8-10 more years, at which time, the park could expand to the north, toward Highway 24.

**Scope of work**

**PHASE I – Survey Preparation/Verification Task:**

1. Existing Conditions Map- prepare with provided data, to be used for design. \*Office work only, no field work included. Assumes adequate aerial topography info is provided by others.
2. Survey Data Preparation and Establish Site Control. \*Assumes adequate existing boundary monuments are found.
3. Site Survey Cost (in the case that adequate boundary monuments cannot be located)- requested as a potential additional task outside of the scope of this RFP
4. Verification of Existing Road and Utility Locations. \*Utility locates to be provided by others.

### **PHASE II – Major Subdivision Plat (Per Lake County Development Code)**

Tasks:

Title Research and Boundary Survey

Sketch Plan

Preliminary Plat

Final Plat

Set Monumentation \*Title commitment not requested by contractor. Assumes adequate existing boundary monuments consistent with legal description are found.

### **PHASE III – Civil Plan Set (Per Lake County Development Code)**

Tasks:

1. Project Meetings and Coordination (Assumes at least one team meeting/site visit)

2. Civil Plan Set, including:

- Site Plan
- Road Plan and Profile
- Grading and Drainage Plan
- Drainage Calculations and Detention Design
- Water Line Plan and Profile
- Sanitary Sewer Plan and Profile
- Shallow Utilities Proposed Layout Plan
- Erosion Control Plan
- Construction Details & Specifications

\*All items listed above include on-site design only.

Conceptual level layout of off-site items to include:

- Proposed Sanitary Sewer Extension from Highway 24
- Proposed Secondary/Emergency Access
- Proposed Electric & Gas Extensions Deliverables Schematic Design (~50% plans for County Review/Approval) Permit Plans (~90% for Permitting and Bidding)

Proposals may not include the following services:

1. Offsite utilities except as noted "conceptual level"

2. Coordination w/ shallow utility providers
3. Water system modeling for fire flow
4. Geotechnical/soils engineering, including retaining wall design
5. Structural engineering
6. Wetlands locating/mitigation
7. Irrigation design
8. Traffic Control Plan
9. Landscape plans
10. Submittal/Permit Fees
11. Construction phase services
12. Any other service not specifically mentioned

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.

**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 along with an estimate of the time involved in completing the various tasks.

**SCHEDULE**

*Date and time*

September 6, 2018	.....Release RFP for Engineering Service
September 25, 2018	.....Site Visit – Recommended
October 1, 2018	.....Deadline for RFP questions
October 12, 2018, 5pm	.....Proposal Due Date
October 23, 2018	.....Selection of Consultant
October 24, 2018	.....Notice-to-Proceed
December 7, 2018	.....Project Completion

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

- Experience
- Qualifications, including but not limited to experience with similar designs
- Key personnel qualifications
- Familiarity with the project and ability to respond to its needs wherever possible
- Cost (**not to exceed \$40,000**) with the exception of possible site survey (Phase 1)

### **SUBMITTAL INSTRUCTIONS**

Qualifications Based Selection – *The Lake County Industrial Park*

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.

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 (1) electronic version of the proposal shall be submitted in a sealed envelope and clearly marked with the following information: (a) the phrase "Industrial Park 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 12, 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 5pm, October 1, 2018.

Questions about the RFP or this process can be directed to: Mike Bordogna, 719/293-5572,  
[director@lakecountyedc.com](mailto: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.

### **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

Professional Liability Insurance for the life of the contract with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions, during and following the completion of the project for a minimum of three years.

### **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.