

**CITY OF DELTA, COLORADO**  
**REQUEST FOR PROPOSALS TO EVALUATE AND DESIGN**  
**A NEW GRIT REMOVAL SYSTEM AT THE WASTEWATER TREATMENT PLANT**

**Purpose of Request for Proposal:** The City of Delta is requesting proposals from qualified firms to evaluate and design a new grit removal system for the City of Delta wastewater treatment plant.

The Director of Utilities and Chief Plant Operator will be the lead contacts on this project. As part of the design, the consultant will be required to provide contract documents and construction drawings for the purpose of contracting out the various components of the project.

**Project Scope:** The City intends to either remodel the existing system or install a new system to meet our needs. Design will require assisting the City in obtaining all necessary approvals and permits as may be required from local, State and Federal departments. The finished product will result in construction drawings, specifications, and permits that will enable a bid process for construction to take place.

**Submittal Information:** Consulting firms interested in being considered for this project should send the following information to the City of Delta, 360 Main Street, Delta, Colorado, 81416, attention Steve Glammeyer, Utilities Director. Please include in the RFP the following:

1. Scope of work with description and breakdown of tasks, deliverables, and timeline.
2. Contact information: Name of contact person, address, and phone number of the consulting firm.
3. Form of organization: Whether the firm is a partnership, corporation, or sole proprietorship, where the firm is organized, and the names of principles, officers, and directors of the firm.
4. Key personnel: Names of key personnel, their respective titles, experience, and qualifications.
5. Statement of Qualifications: Proposals should include a concise statement of philosophy and approach to the project. The consultant should summarize his/her ability to provide the requested services.
6. Availability: A brief statement of the availability of key personnel of the firm to undertake the proposed project.
7. Project list: List of similar projects completed by firm.
8. An estimate of costs and a breakdown of hourly rates. The City requires a contract based upon time and expenses with a stated maximum for proper completion of the work. Please submit cost proposals in separate envelopes, only one copy of the cost proposal is needed.
9. References: Names and telephone numbers of persons whom the City can call for references regarding the firm's past performance, preferably on similar projects.

The main body of the proposal shall not exceed 12 pages of text that will address the minimum requirements as outlined in the RFP. The cover letter and dividers within the document are not considered part of the page count. Respondent may provide additional information supporting

the requirements in an appendix that will also not be counted as part of the page count.

**Selection:** The following criteria will be used in the selection of a Consultant. These are guidelines and are not meant to be all inclusive. Demonstrated insight, practical experience, technical knowledge, and the ability to perform in a timely manner are the basis for selection. Interviews may be performed if needed to better assess each firm's ability to perform the tasks as written. Cost proposals should accompany the two copies, however only one copy is necessary and should be provided in a separate envelope. Cost will be a factor in the decision but will not be the main decision component. Qualifications will be the major decision component.

This Request for Proposal does not commit the City of Delta to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Delta reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified firms, and to cancel or change the Request for Proposal. **A copy of the City of Delta's standard contract for professional services is available, should be reviewed prior to submittal of proposal, and will be required. Any changes requested to the form should be specified in the proposal and will be a factor in the selection.**

**Deadline:** Two copies of all material must be received by 3 p.m., July 22<sup>nd</sup>, 2016, by Steve Glammeyer, Utilities Director, 360 Main Street, Delta, Colorado, 81416

**Schedule of Events:**

Issuance of Addendum (if any)	July 15 <sup>th</sup> , 2016
Deadline for written questions	3:00 p.m., July 13 <sup>th</sup> , 2016
Proposals due at City of Delta	3:00 p.m., July 22 <sup>nd</sup> , 2016
Proposal Screening Complete	July 29 <sup>th</sup> , 2016
Contract Approval (projected)	August 2 <sup>nd</sup> , 2016
Issuance of Notice-to-Proceed (est. date)	August 3 <sup>rd</sup> , 2016

**Inquiries:** Any questions regarding this request for proposal please contact:

Steve Glammeyer, Utilities Director  
City of Delta, 360 Main Street, Delta, CO 81416  
E-mail, [steve@cityofdelta.net](mailto:steve@cityofdelta.net)

For tours of the project site or copies of as-built drawings please contact:

Andy Mitchell, Chief Plant Operator  
City of Delta, 360 Main Street, Delta, CO 81416  
E-mail, [andy@cityofdelta.net](mailto:andy@cityofdelta.net)