



REQUEST FOR QUALIFICATIONS
for
Professional Engineering Services for Phase 1 of North 90
Attainable and Workforce Housing Development

Town of Center
294 S. Worth Street
Center, CO 81125

January 9, 2025

REQUEST FOR QUALIFICATIONS INVITATION

Overview

The Town of Center is soliciting statements of qualifications from qualified engineering firms that have experience and support capabilities to provide professional engineering and consulting services for Phase 1 of the North 90 site to be developed with attainable/workforce housing. The engineering services will focus on water, stormwater, sewer, electrical/gas, park and roadway design. The final engineering design for the site improvements will be coordinated with the final site plan prepared by the selected housing developer.

Selection and Performance Schedule: The following is the anticipated schedule of events for the RFQ process:

January 9, 2025	Issue Request for Qualifications
January 24, 2025	Deadline for Questions
January 30, 2025 at 5 pm MST	Proposal submittal deadline
Mid-February 2025 (tentative)	Consultant Interviews if needed
End of February 2025 (tentative)	Award contract

Submittal Date: All proposals must be submitted electronically by **5 pm MST on January 30, 2025** to:

David Starnes
CIVISTRUCT Strategy + Development
david@civistructsd.com
(202) 210-7965

CIVISTRUCT Strategy + Development LLC, along with Ranger Engineering LLC, are the Owner’s Representative for the Town of Center, in partnership with Downtown Colorado, Inc. (DCI), for Engineering Services as part of the North 90 project.

Proposals received after the date and time indicated will **not** be considered for evaluation.

Questions related to this Request for Qualifications should be e-mailed to David Starnes at david@civistructsd.com no later than January 24, 2025.

We look forward to receiving your submission and collaborating on a project that will significantly contribute to our community’s housing needs and overall growth.

Thank you for your interest!

Project Description

The Town of Center is seeking a qualified professional engineering firm to provide professional engineering and consulting services for Phase 1 of the North 90 site to be developed with attainable/workforce housing. The engineering services will focus on water, stormwater, sewer, electrical/gas, park and roadway design. The Town is currently in discussions with a housing developer who will develop approximately 30-40 workforce/attainable housing units for Phase 1 of the North 90 site.

The Town has received a \$2 million grant from the Colorado Department of Local Affairs (DOLA) through the Energy and Mineral Impacts Assistance Funds (EIAF), along with local contribution from the Town of Center, for the design and construction of site improvements for Phase 1 of the North 90 site.

A preliminary cost estimate for Phase 1 site improvements was prepared as part of the DOLA grant application, see Appendix A. This budget estimate is based on a preliminary site layout as part of the predevelopment planning for the site, see Appendix B. **The site conceptual plan, associated infrastructure improvements, and preliminary cost estimate of these improvements are conceptual and may not reflect the final site plan to be prepared by the housing developer.**

Scope of Work

The Engineering Firm will provide services to the Town that will include, at a minimum, the following:

- Engineering studies and report preparation pertaining to the Phase 1 of the North 90 site infrastructure improvements to include, but not limited to: water, stormwater, sewer, electrical/gas, park and roadway design.
- Preliminary and final engineering design work for Phase 1 of the North 90 site to include, but not limited to: water, stormwater, sewer, electrical/gas, park and roadway design.
- Preparing specifications, detailed construction drawings, contract documents, legal surveys as necessary for Phase 1 of the North 90 site development.
- Project budgeting and cost estimation for infrastructure improvements associated with Phase 1 of the North 90 site development.
- Coordination with housing developer on site improvements associated with final site plan and final plat (to be prepared by developer).
- Surveying, Geotech, transportation & land use planning assistance (as needed).
- Preparation and submission of required compliance reports and submission of same to Town, County and State agencies as required.
- Coordination with Town's Owner's Representative, DCI, and other engineering and design firms as required.

All services shall be performed in the best of the Town, in accordance with all applicable professional, statutory, and regulatory standards and codes, and in the most efficient and cost-effective manner practicable.

RFQ Submittal Requirements

The proposal submission must follow the outline described below and, at a minimum, contain the required information. Respondents are encouraged to include additional relevant information as necessary.

Cover Letter

1. Overview of company and interest in the project and why the company is well-suited to provide engineering services to the Town of Center.
2. Include signature page with company name, address, phone number, contact name, authorized signature, and date.

Experience

1. Understanding of the Town of Center and the North 90 project.
2. Ability to perform all aspects of the project, including staff workload and availability.
3. Relevant experience in comparable engineering projects completed, including design and construction management, for affordable and workforce housing projects, multifamily, and residential subdivisions.
4. Relevant experience providing surveying, geotechnical services, and land use planning services. If your firm does not provide these services, provide list of potential companies that you work with to provide these services either as a sub-consultant or to be contracted with the Town.
5. Relevant professional engineering services experience in the San Luis Valley (if applicable).

Qualifications

1. Resumes of key project staff, including Project Manager, who would be assigned to the project.
2. Company resources, including overview of the firm, location, number of employees, licenses, and technical expertise
3. List of client references (2-5) for whom similar work has been done. Include contact name, e-mail, and phone number.

Fees

1. Fee schedule or schedule of hourly rates of key personal who would work on the project.
2. Schedule of reimbursable costs.
3. Non-binding estimate of final engineering cost based on conceptual design as shown in Exhibit A and preliminary cost estimate as described in Exhibit B.

Please note that the fee proposal to be prepared by the applicant is based on a conceptual design and preliminary cost for the site as shown in Appendix A and B and may not reflect the final site plan to be prepared by the housing developer. It is anticipated that the selected engineer will work with the developer and the Town to prepare a final cost proposal once the final site plan is prepared.

Insurance

1. Proof of liability insurance and limits.

Selection Process

The Town's Evaluation Committee will evaluate all proposals received based on the evaluation criteria described below. After review of the submissions, it is anticipated that the Evaluation Committee will short list up to up to 4 submissions for interviews to be conducted in mid-February 2025. The Town is anticipated to award the contract by the end of February 2025.

The Town reserves the right to issue amendment(s) to the agreement to solicit final pricing for the engineering services upon final design of the improvements.

Evaluation Criteria

Proposals shall be evaluated on the following criteria:

- Responsiveness to the needs of the Town in the scope of services offered.
- Experience of the proposed Engineering Firm on similar projects as described in the scope of services.
- Qualifications of the proposed Engineering Firm, including Project Manager and key staff who will work on the project.
- Proposed cost for professional services.

Other Provisions

- A. Indemnification:** The Engineering Firm agrees to indemnify and hold harmless the Town of Center, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the Engineering Firm, or any officer, employee, or agent of the Engineering Firm.
- B. Right to Refuse Proposals:** The Town of Center reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.
- C. Conflict of Interest:** No public official and/or Town employee shall have interest in any contract resulting from this RFQ.
- D. Ethics:** The Engineering Firm shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official, or agent of the Town of Center.
- E. Expenses:** Expenses incurred in preparation, submission and presentation of this RFQ are the responsibility of the company and cannot be charged to the Town of Center.
- F. Final Engineering Design Pricing:** The Town reserves the right to solicit additional pricing for the final engineering of the site improvements based on the final site plan prepared by the housing developer.

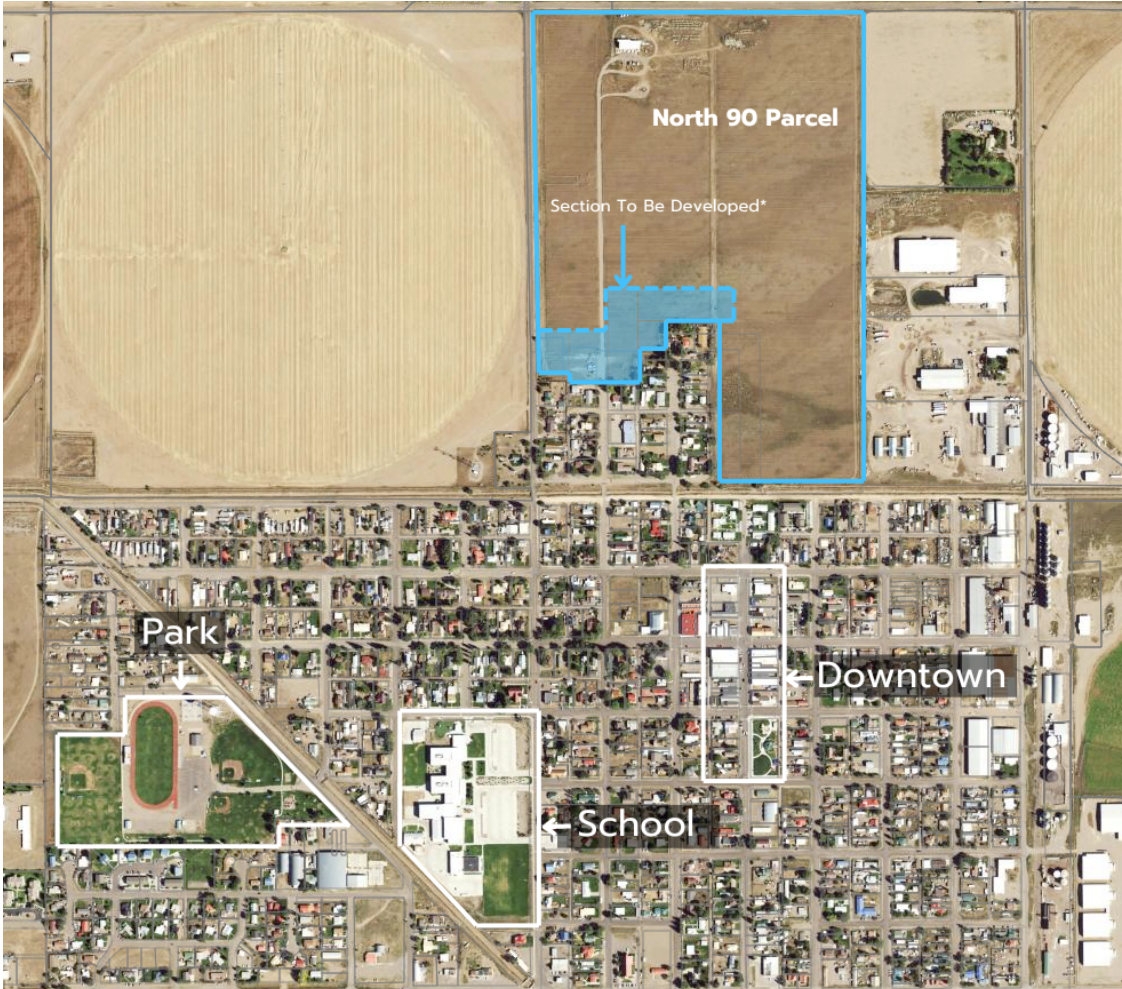
SITE INFORMATION

The subject parcel is a portion of a site locally referred to as the North 90, an 88-acre acquisition immediately north of the Town of Center. The site is located at 49076 County Road B, Center, CO 81125, or Saguache County Parcel Number 485733200086, with the section adjacent to town being the subject portion to be developed.

The focus of the engineering services requested with this RFQ is the Phase 1 area to be developed with housing, as shown in the blue area highlighted in the exhibit below labeled “Section To be Developed”.

The North 90 Parcel is within walking distance of the downtown (0.3 miles), school district (0.5 miles), and major parks (0.5 and 0.8 miles). It has more than sufficient water rights to support a build out of the entire property, has previously been used for agricultural uses, and has been formally annexed into the Town.

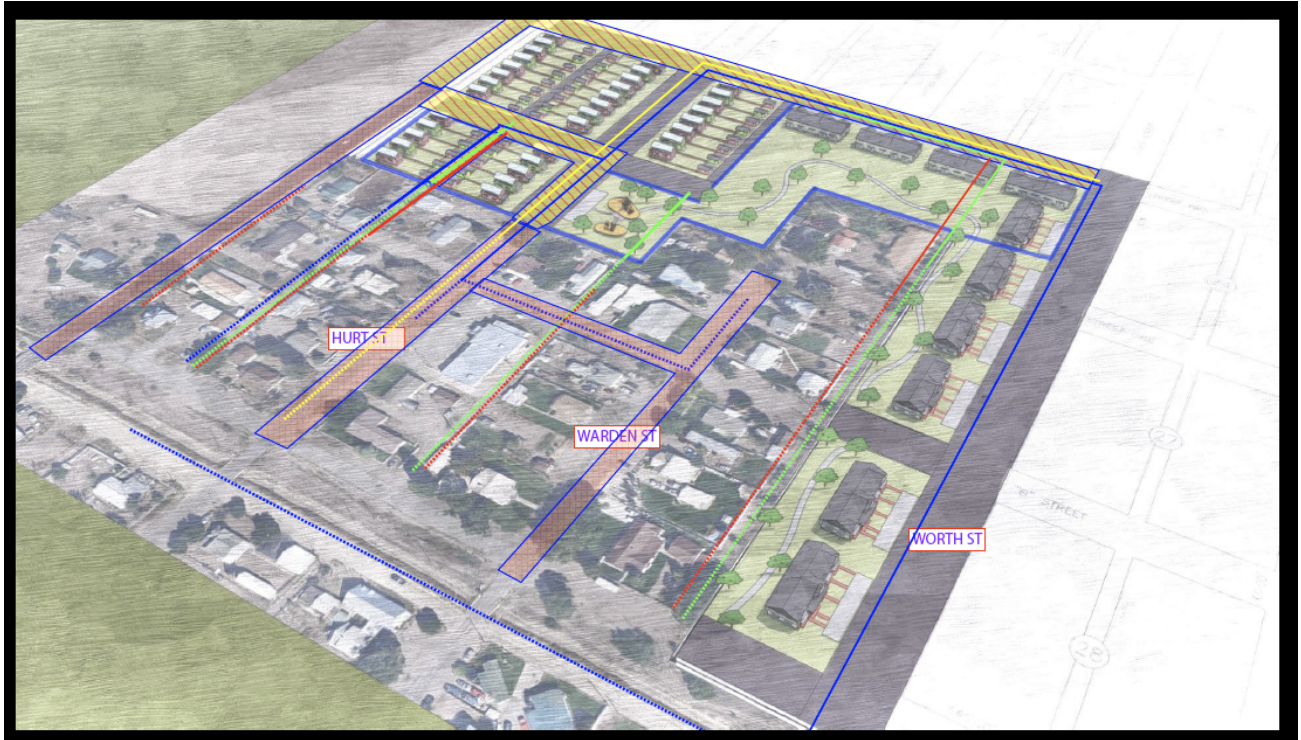
North 90 Parcel



APPENDIX A

Conceptual Design for Phase 1 Site Development

*****Please note this conceptual site design may not reflect the final site plan to be prepared by the housing developer*****



Legend	
Blue – new water	Water = 2,520 LF
Green – new sanitary	Sanitary = 730 LF
Yellow – new gas	Gas = 1,440 LF
Red – new electric	Electric = 730 LF 2 lights
Purple - sidewalk	Asphalt = 1,920 LF road, 200 LF alley
	Sidewalk = 1,270 LF, 6 handicapped ramps
	Park Area = 133,139 SF (3.05 acres)
	Park Trail = 600 LF
	Park Parking = 10 spaces

APPENDIX B

Preliminary Cost Estimate for Phase 1 Site Improvements Based on Concept Plan as shown in Exhibit A

Center North 90 Project						
Asset Type	Material	Size	Amount	Unit	Unit Price	Installation Cost
Roadway System						
	Asphalt Roadway		4700	SY	\$ 115.00	\$ 540,500.00
	Gravel Roadway		0	SY	\$ 15.00	\$ -
	Based Course		4700	SY	\$ 25.00	\$ 117,500.00
	5' sidewalk		6400	SF	\$ 15.00	\$ 96,000.00
	handicapped ramps		6	EA	\$ 2,500.00	\$ 15,000.00
	crosspans		2	EA	\$ 7,500.00	\$ 15,000.00
	signage		18	EA	\$ 500.00	\$ 9,000.00
					Proposed Roadway Sub-Total	\$ 793,000.00
Water System						
	Water Main	12"	1100	LF	\$ 150.00	\$ 165,000.00
	Water Main	8"	1500	LF	\$ 125.00	\$ 187,500.00
	Fire Hydrants	6"	7	EA	\$ 15,000.00	\$ 105,000.00
	Valves	12"	4	EA	\$ 5,000.00	\$ 20,000.00
	Valves	8"	6	EA	\$ 2,500.00	\$ 15,000.00
	Services	3/4"	14	EA	\$ 2,500.00	\$ 35,000.00
					Proposed Water Sub-Total	\$ 527,500.00
Sewer System						
	Sewer Main	8"	750	LF	\$ 100.00	\$ 75,000.00
	Sewer Manholes	4'	6	EA	\$ 10,000.00	\$ 60,000.00
	Sewer Services	4"	14	EA	\$ 2,500.00	\$ 35,000.00
					Proposed Sewer Sub-Total	\$ 170,000.00
Electrical System						
	Underground main line		1000	LF	\$ 100.00	\$ 100,000.00
	Service		14	EA	\$ 2,500.00	\$ 35,000.00
	Street lights		3	EA	\$ 10,000.00	\$ 30,000.00
					Proposed Electrical Sub-Total	\$ 165,000.00
Gas System						
	Underground main line		1500	LF	\$ 100.00	\$ 150,000.00
	Service		14	EA	\$ 2,500.00	\$ 35,000.00
					Proposed Gas Sub-Total	\$ 185,000.00
Park System						
	Park Seeding		10000	SY	\$ 15.00	\$ 150,000.00
	Park Pathway	8'	4800	SF	\$ 15.00	\$ 72,000.00
	Park Amenities		1	LS	\$ 50,000.00	\$ 50,000.00
	Park Parking Spaces		10	EA	\$ 3,000.00	\$ 30,000.00
					Proposed Park Sub-Total	\$ 302,000.00
General Overall						
	Clearing and Grubbing		4.7	AC	\$ 5,000.00	\$ 23,500.00
	Site Grading		5000	CY	\$ 20.00	\$ 100,000.00
	Erosion Control		1	LS	\$ 10,000.00	\$ 10,000.00
					Proposed General Sub-Total	\$ 133,500.00
Total						\$ 2,276,000.00