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FINANCIAL SERVICES DEPARTMENT
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**REQUEST FOR PROPOSALS
RFP NO. 22-021
PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN**

El Paso County (County) is accepting sealed proposals from qualified, experienced, licensed firms to complete a site inventory and analysis to develop actionable objectives to protect the natural formations at Paint Mines Interpretive Park for the Community Services Department, Parks Division. Sealed proposals shall be received by the El Paso County Contracts & Procurement Division, 15 E. Vermijo Avenue, Colorado Springs, CO 80903, **via Rocky Mountain E-Purchasing System by no later than 3:00 PM (MT), Wednesday, February 9, 2022**, at which time they shall be publicly opened and read aloud via teleconference.

There is no **Pre-Proposal Conference** scheduled for this project.

Any questions regarding this proposal should be directed to David Carey, CPPB, Procurement Specialist. **Questions should be submitted via Rocky Mountain E-Purchasing System.** Do not contact any other individual regarding this solicitation. Final questions are due no later than **3:00 PM (MT), Thursday, January 20, 2022**.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals (RFP).

PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO www.bidnetdirect.com TO DOWNLOAD DOCUMENTS.

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION SHALL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY
/cc/ TRACI GORMAN, CPPO, CPPB
DIVISION MANAGER

PUBLICATION DATES:
BidNet: January 6, 2022

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

RESPONSE CHECKLIST

PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN

***The following items must be submitted through Rocky Mountain E-Procurement Website.
See Proposal Submission section for details.***

The proposer's attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

	Response Checklist
	Addendum(s) Acknowledgement (if any)
	Qualifications and Experience
	References and Resumes
	Project Understanding and Approach
	Qualification Statement
	Specimen Copies of requested Insurance Certificate(s)
	Exceptions to contract documents (if any)
	Non-Collusion Affidavit
	Statement of Anticipated Subcontractors
	Fee Proposal Form

PLEASE READ THE **"INSTRUCTIONS FOR SUBMITTING PROPOSALS"** INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

GENERAL SPECIFICATIONS

PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN

I. GENERAL

El Paso County (County) is seeking proposals from qualified, experienced licensed firms to complete a site inventory and analysis to develop actionable objectives to protect the natural formations at Paint Mines Interpretive Park for the Community Services Department, Parks Division (County Parks). In recent years the number of visitors to the park has increased leading to several management challenges which includes vehicle congestion, user-created social trails, climbing on the formations, and overall site degradation. County Parks is looking to balance public access and preservation of the delicate formations.

This project includes the development and implementation of expedited achievable goals to protect the natural formations at Paint Mines Interpretive Park. A professional consultant will be tasked with completing a site inventory and analysis to develop actionable objectives. At a minimum, the Consultant will evaluate the current trail system, parking lot, drainage, fencing, signage, and circulation patterns to develop a list of recommended improvements which will protect the formations while still allowing for public access. Project deliverables include preliminary and final design, Project construction and specification documents, implementation plan construction cost estimate, and construction schedule.

Upon completion of the Site Improvement and Preservation Plan, the County will issue a separate task order to the Consultant to provide bid support and construction oversight services. Bid support will include the development of the bid document, specifications, and review of the construction bids. Construction support will include oversight of the construction activities to ensure that the work satisfies the goals and objectives of the Site Improvement and Preservation Plan.

County Parks will form a Project Team to work with the Consultant which will include the County Parks Project Manager, East District Maintenance Supervisor, Public Works Engineer, and other County Personnel as required. The County Parks Project Manager will serve as the primary point of contact.

Interested Consultants must demonstrate previous work experience with development of management plans in sensitive areas. Experience working with National Park Service or other agencies responsible for managing sensitive areas will be a key evaluation factor. Please provide previous work examples and resumes of key personnel.

The County will work to expedite this project to ensure it can be completed in a timely manner. This includes maintaining an accurate project schedule, providing prompt reviews at project milestones, and working with the Consultant and contractor during construction activities.

II. STATEMENT OF WORK

The Consultant shall prepare a site improvement and preservation plan which will include recommendations for managing visitors to the park and preservation of the site. This plan will be developed in conjunction with the Project Team with review of preliminary and final deliverables as outlined below.

A. Project Management / Coordination

1. Project Manager

The Consultant shall identify a Project Manager for this project who will work directly with and support the County Project Manager in the management and administration of the project. The Consultant's Project Manager shall be available Monday through Friday to respond to the County Project Manager throughout the project. The Consultant shall also identify an Assistant Project

Manager capable of filling in for the Project Manager in the event that the Project Manager is not available due to travel, illness, or other event that will be longer than one week in length. The Consultant will coordinate with the County Parks Project Manager and Team to complete project tasks. Except for procurement and contract issues for which an assigned Procurement Specialist will serve as the primary contact, the County Project Manager will serve as the main point of contact with the Consultant. County team members will include but are not limited to the County Project Manager, Central District Park Supervisor, and Facilities Management Representative.

2. Project Schedule

The Consultant shall provide, track, and update the project schedule and milestones. The schedule shall be developed in sufficient detail to track all project tasking reflected in the statement of work submitted in the approved proposal. Additional tasks and sub-tasks shall also be included in the schedule where appropriate. An updated schedule along with a narrative report detailing progress, key issues, as well as a one-month "look-ahead" of upcoming work efforts, shall be provided to the County Project Manager with the monthly invoice at the end of each month for the project duration.

Preliminary Project Schedule

Secure Consultant:	February 2022
Complete inventory and document review:	April 2022
Site analysis and recommendations:	June 2022
Preliminary design development:	August 2022
Final design development:	November 2022
Bid construction:	January 2023
Construction:	February 2023 – June 2023

3. Coordination

The Consultant shall work closely with the County Project Manager, obtaining information, and coordinating utility issues as required for advancing the project. The Consultant shall take the lead in scheduling and coordinating all meetings necessary to coordinate with the stakeholders, other affected parties, agencies, and utilities with respect to the project schedule.

The Consultant shall facilitate all meetings, prepare meeting materials, provide meeting agendas, and track discussion and action items generated by the meeting attendees. A Project kickoff meeting shall be held with the County team and awarded Consultant at a location specified by the County prior to the Consultant beginning work on the Project. It is anticipated that at least bi-weekly teleconferences or progress meetings at County Parks offices will be held, as needed.

Unless otherwise specified in writing, all deliverables shall be submitted to the County Project Manager for distribution. Following review by County staff and other team members, requested changes, modifications or additions to plans shall be made by the Consultant.

B. Inventory and Document Review

The Consultant shall complete a site inventory and analysis of the park as outlined in the sections below. The Consultant shall also complete a review of certain archeological & paleontological documents and provide a summary of key findings. The Consultant shall provide these materials to the County for review and incorporate feedback into the documents. The Consultant should allow for one (1) calendar week for review depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule.

1. Physical Attributes: Topography, Geology, Soils, Hydrography
2. Biological Attributes: Native and Invasive Vegetation, Wildlife
3. Cultural Attributes: Land Use, Visitor Experience, Public Infrastructure, e.g., parking, trails, fencing, culverts, and signage.

4. Archeological & Paleontological Attributes: The Consultant shall complete a review of previously completed projects and County Parks documents pertaining to the park location. Documents include but are not limited to: State Office of Historic Preservation (SHPO) documents; National Register of Historic Places documents; Conservation Easement; Archeological Survey; GIS Park attributes. These files will be provided to the Consultant.

C. Site Analysis and Recommendations

The Consultant shall complete an analysis of the park and provide actionable recommendations which will address, at a minimum, ongoing capacity issues, recommendations to protect the formations, and site degradation from drainage or use-created social trails. The Consultant shall also provide recommendations on policy, management, and programming of the site to better educate and inform park visitors. The Consultant shall provide these materials to the County for review and incorporate feedback into the documents. The Consultant should allow for one (1) calendar week for review depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule.

1. Concept Plans
 - a. Plans showing proposed site improvements. Some potential project components may include boardwalks, parking lot, trails, signage, fencing, shade structure, restroom, storage facility.
2. Concept Evaluations
 - a. Evaluation and recommendation of proposed site improvements.
 - b. Recommendation on site maintenance operations, site management, and policies.
3. Permitting / Regulatory Approvals
 - a. SHPO, Colorado Department of Public Health and Environment, El Paso County Stormwater.
4. Preliminary project schedule and construction cost estimate

D. Design Development

The Consultant shall refine the concept plan and develop preliminary and final design documents with sufficient detail for review and may include conceptual site plans, design details, and preliminary cost estimate and schedule. The Consultant should allow for one (1) calendar week for review depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule.

1. Preliminary Design Documents
 - a. Preliminary design documents with sufficient detail for review and may include conceptual site plans, design and engineering details, and preliminary cost estimate and construction schedule.
2. Permitting and Regulatory Approvals
 - a. The Consultant shall work with the County to identify and will complete any necessary permits that may be required for work within the Park. Applicable permits include SHPO, Colorado Department of Public Health and Environment, and El Paso County Public Works.

E. Final Design and Construction Documents

The Consultant shall provide final construction documents for project team review. Prior to commencing final plan production, all salient features of the preliminary documents shall be determined for the project and approved by the County. A final cost estimate and project schedule shall also be provided. The construction documents will be finalized following the plan format provided by the County. Standard plan sheet size shall be 11x17 or 8½x11 as appropriate. Construction drawings for the final design shall be signed and sealed by an Engineer licensed in the state of Colorado as applicable.

1. Construction documents and specifications
2. Staging, phasing and traffic control plan

3. Grading and Erosion Control Plan and/or SWMP
4. Summary of approximate quantities and Bid Form
5. Final Construction Cost Estimate
6. Final Construction Schedule
7. Outline of acquired and necessary construction permits

III. OPTIONAL CONSTRUCTION SUPPORT SERVICES

Note: this task will only commence through County authorization and only if the project budget allows. If authorized, the Consultant shall provide construction support services during the construction phase, and services shall include the following:

- A. **Attend Pre-Bid Conference:** The Consultant shall attend the construction pre-bid conference with the County Project Manager, County Procurement and Contracts, and prospective bidders, and provide support as required.
- B. **Respond to Requests for Assistance:** Upon advertisement of the project for construction, the Consultant shall make available services as requested to assist in the evaluation of construction and the resolution of construction problems that may arise throughout the entirety of the construction phase of the Project. The Consultant shall respond in a timely fashion to questions and requests for clarification related to the design. All responses are to be coordinated through the County Construction Project Manager.
- C. **Shop Drawing and Submittal Reviews:** The Consultant shall provide a list of all submittals required by the contract documents, track the submittal and approval process, and provide timely comment/approval based on the review of submittals and shop drawings for conformance with the contract documents, in connection with this work.
- D. **Meetings:** The Consultant will be requested to attend job meetings with the Consultant and County Construction Project Manager and shall support the County in providing clarification and design input to questions about the design or in addressing field related problems that require design input.
- E. **As-Built Drawings:** Upon completion of project construction, the Consultant shall utilize redlines provided by the Construction Manager to create electronic as-built plans. An electronic pdf copy on CD and two (2) original sealed and signed as-built plan sets shall be provided to the County – one (1) 8.5x14 set and one (1) 11x17 set. As-built construction plans shall be digitally produced in AutoCAD. All files shall be submitted to the County on CD. They shall be indexed and include a table of contents for the files. All AutoCAD files with cross-referenced files (xrefs) shall have those xrefs identified in the index for each drawing file applicable. All drawing “.DWG files”, “.TIN” files, and other files pursuant to designing the work produced shall be included and properly indexed.

IV. INVOICING AND PAYMENT

An itemized invoice with backup shall be submitted to the EPC Project Manager and approved by County staff prior to payment. County staff shall process all payment requests for approval through El Paso County administrative personnel. To be eligible for payment, billings must be received within thirty (30) days after the period for which payment is being requested and final billings on this contract must be received by the County within thirty (30) days after the end of the contract work.

V. PROPOSAL PROCESS AND SELECTION

A. RFP TIMETABLE

RFP POSTED	January 6, 2022
PRE-PROPOSAL CONFERENCE	None Scheduled.
FINAL RFP QUESTIONS DUE	3:00 PM (MT), Thursday, January 20, 2022
PROPOSAL DUE DATE	3:00 PM (MT), Wednesday, February 9, 2022

<i>PROPOSAL REVIEW</i>	<i>Week of February 14th</i>
<i>INTERVIEWS (IF APPLICABLE)</i>	<i>TBD</i>
<i>RECOMMENDATION OF AWARD TO BOCC</i>	<i>TBD</i>

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.

B. PRE-PROPOSAL TELECONFERENCE

There is no **Pre-Proposal Conference** scheduled for this project.

C. INQUIRIES

Questions related to this Request for Proposals (RFP) must be directed to David Carey, CPPB, Procurement Specialist, Contracts & Procurement Division at davidcarey@elpasoco.com. All questions shall be submitted in writing via www.rockymountainbidsystem.com. All final questions are due **no later than 3:00 PM (MT), Thursday, January 20, 2022**. If needed, written responses to those questions shall be published as an addendum after the final questions are due. Do not contact any other individual regarding this RFP other than the Procurement Specialist listed above.

D. PROPOSAL REQUIREMENTS

The following items must be included in the proposal in the order listed herein:

1. The Response Checklist (form included in this RFP package).
2. Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
3. Qualifications and Experience. The following information must be included, *in the order listed*:
 - a. Cover Letter. Include the following elements of information in the letter as a minimum:
 - RFP number and project name.
 - Statement that the firm is qualified to perform the work.
 - Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - State any reservations, conditions, constraints or exceptions to El Paso County's standard Services Contract and/or exception to the any items addressed in this document. If none, please state none. A separate page may be included as required.
 - Name, telephone number, and e-mail address of the individual to contact regarding the submittal.
 - The signature of an authorized principal, partner, or officer of the firm.
 - *Maximum of one page in length (excluding the reservations, conditions, constraints or exceptions)*
 - b. Ability of the Company to meet or exceed the requirements defined in the RFP (requested information may be combined as applicable):
 - Provide a brief description of your firm including location(s), office locations, and size of firm.
 - Summarize/list the Company's applicable qualifications and/or certifications
 - *Maximum of one page in length.*
 - c. Describe/summarize the Company's relevant experience. Include a maximum of three (3) relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - Generally, describe project scope and services provided.

- Specifically identify key personnel and/or subconsultants involved in the similar projects and their roles and responsibilities.
- *Maximum of two pages in length.*

4. References and Resumes.

a. References:

- Provide three (3) minimum references, other than El Paso County, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
- Provide: Firm names, contact names and titles, phone numbers, and email addresses
- Summarize type of service(s) provided and past performance.
- *Maximum of two pages in length*

b. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an attachment and referenced in the proposal as applicable. *Maximum one (1) page per resume.*

c. Ability of the Company's Key Personnel to meet or exceed the requirements defined in the RFP:

- Describe number and nature of professional staff available for this project.
- Provide an organization chart with anticipated staff and Key Personnel that will be assigned to the project.
- Provide current and projected workload of Key Personnel
- Describe/summarize Key Personnel's relevant experience. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company.)
- Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County may request proof of the listed training, certifications, and/or licenses prior to performing work.
- *Excluding the brief resumes and organization chart, the information provided in response to this item shall not exceed four (4) pages.*

Requested information may be combined as applicable

5. Project Understanding and Approach:

- a. Acknowledge that proposer will provide all services described in the RFP. Elaborate and/or clarify as applicable.**
- b. Provide a summary narrative describing the Company's understanding and approach for completing the proposed work as described in this RFP:**
- Describe available services and associated support/resources
 - Clearly identify the Company's and Key Personnel's responsibilities for this project
 - Describe your unique approach to management of the project (i.e., budget, schedule, other)
 - Provide an overall estimated schedule to include key tasks and milestones
 - Address any other responses requested by this RFP.
- c. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the required plan components.**

6. Qualification Statement: Form included in this RFP package.

7. Specimen Copies of requested Insurance Certificate(s): Proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist, as stated in Appendix C. Insurance Checklist.
8. Exceptions: Any exceptions to the requirements in this document or a standard contract attached. Please clearly indicate your exceptions with a requirement number or a contract paragraph number. If none, state "none".
9. Non-Collusion Affidavit: Form included in this RFP package.
10. Statement of Anticipated Subcontractors (Subconsultants): Form included in this RFP package. Provide a list of subconsultants that will be used for the proposed work, describe the scope of work that will be provided by each subconsultant, and anticipated subcontracted dollar amount.
11. Fee Proposal: The Consultant shall identify specific individuals to be assigned to the project by name, position/title, and office location (including sub consultants). Any change to the project team during the course of the project must be approved in writing by the County. A fee schedule and estimated project cost formatted per unit and per task must be submitted with the proposal including, at a minimum:
 - Personnel name, labor classification/title, man hours and hourly billing rates for each of the key personnel listed in the proposal, in a format tied to the tasks and/or milestones of the quote.
 - All direct and indirect costs associated with the Project including, but not limited to: costs for expenses, deliverables, etc. identified as separate line items or subtotals in the fee schedule.
 - Any additional costs associated with providing the services required, identified as separate line items or subtotals in the fee schedule.
 - Anticipated profit as a percentage of the total direct and indirect costs.
 - Attach subconsultant fee estimates.
 - Total (not-to-exceed) project cost. Use the Fee Proposal Form included in this RFP package.

E. PROPOSAL SUBMISSION

Proposals must be submitted through Rocky Mountain E-Procurement System by no later than **3:00 PM (MT), Wednesday, February 9, 2022** via www.rockymountainbidsystem.com.

Contractor(s) shall submit three .pdf files: The County prefers the .pdf files to be searchable. Contractors must follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 22-001 Tech)

Public Copy: Company Name RFP # Public. Example (ABC Cleaning 22-001 Public)

Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 22-001 Fee)

The Proposal Opening for RFP No. 22-021 shall take place VIA TELECONFERENCE utilizing the call-in information below:

Participate-guest login:

1. Dial access number: 1-720-279-0026
2. Enter the participant-guest pass code: 514880#

Proposers are **NOT** required to participate. No in person entry to our building shall be permitted.

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals which are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County's objectives.

If proposer does not agree with any terms or conditions of the County's standard Contract or any items in this document, the proposer must present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract, Supplemental Contract Provisions and/or terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e., as a prime Consultant and as a sub-consultant to another prime Consultant). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred or suspended from submitting bids or proposals for federal contracts on the System for Award Management (SAM) Exclusions) database and/or any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by Federal, El Paso County, Colorado or the State of Colorado.

F. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist and as stated in **Appendix C. Insurance Checklist**. The successful Consultant shall be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **naming El Paso County and its Board of County Commissioners as additional insureds**, along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

G. EVALUATION AND AWARD PROCESS

An Evaluation Committee will evaluate all proposals received for completeness and the proposer's ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the "INSTRUCTIONS FOR SUBMITTING PROPOSALS".

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer(s) should negotiations with the highest ranked proposer(s) be terminated, or to cancel all or part of this RFP.

H. ORAL PRESENTATIONS/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical information may be requested from any firm by the Evaluation committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

I. EVALUATION CRITERIA

Responses will be evaluated for completeness, quality and assessment of the proposer's ability to meet all specifications as outlined in this RFP. The Evaluation Committee will evaluate responses based on the following criteria (not listed in order of priority):

1. Completeness and clarity of the response and compliance to the RFP as outlined in the "Proposal Requirements" section above.
2. Ability of the Company to meet or exceed the requirements defined in the RFP.
3. The firm's relevant experience and qualifications
4. Project understanding and Approach
5. The experience, abilities and qualifications of key personnel and available equipment.
6. Past performance and references.
7. Fee proposal.
8. Exceptions to solicitation terms, conditions, documents and/or any conditional terms

J. TERM OF CONTRACT

The estimated contract period will be from March 21, 2022 through June 30, 2023.

Any contract awarded between El Paso County and the successful firm will consist of the County's standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting purchase order and original certificates of insurance.

K. ATTACHMENTS

1. Paint Mines Interpretive Park Map (GIS data provided after award)
2. Paint Mines Interpretive Park Photos
3. Previously Completed Projects
 - a. Previously Completed Projects-2020
 - b. Previously Completed Projects-2021
4. Paint Mines Historical Documents (Additional provided after award)
 - a. Conservation Easement
 - b. State Historic Preservation Office 2020-2021 Project Consultation
 - c. National Register of Historic Places
5. Instructions for Submitting Proposals
6. Fee Proposal Form
7. Services Contract
8. Appendix C – Insurance Checklist

David Carey

David Carey, CPPB
Procurement Specialist

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

**PROPOSER'S QUALIFICATION STATEMENT
FOR
PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN**

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

(PRINT or TYPE):

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

AUTHORIZED REP. SIGNATURE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

1. TYPE OF BUSINESS:

CORPORATION ☐INDIVIDUAL ☐PARTNERSHIP ☐JOINT VENTURE ☐

OTHER: _____

2. TYPE OF LICENSE & LOCATION:

3. TYPE OF SERVICE TO BE PROVIDED FOR RFP:

4. NUMBER OF YEARS IN BUSINESS: _____

5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? NO ☐ YES ☐ IF "YES", EXPLAIN:

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS? NO ☐ YES ☐

IF "YES", EXPLAIN:

9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? NO ☐ YES ☐ IF "YES", EXPLAIN:

10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? NO ☐ YES ☐ IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

11. BANK REFERENCE: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

14. LIST OF SUBCONSULTANTS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK):

1. _____
2. _____
3. _____
4. _____
5. _____

15. BONDING COMPANY AND AGENT (IF EVER BONDED):

NAME: _____
PHONE: _____
(A) CURRENT BONDING RATE: _____
(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: _____

16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: _____

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ABOVE ITEMS, CLEARLY SPECIFY ON THIS FORM WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.

RFP NO. 22-021

DUE DATE: FEBRUARY 9, 2022

EL PASO COUNTY
CONTRACTS AND PROCUREMENT DIVISION

NON-COLLUSION AFFIDAVIT
FOR
PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN

STATE OF _____)
COUNTY OF _____) SS

A. _____, being first duly sworn, deposes and says that:

1. Representative is the _____ (Owner, partner, officer, representative or agent) of (name of firm) _____ who is submitting the attached bid.
2. Representative is fully informed respecting the preparation and contents of the bid and of all pertinent circumstance respecting such bid;
3. Such information provided as a response to **RFP No. 22-021** is genuine and not collusive;
4. No representative(s) or any of the officer(s), partner(s), owner(s), agent(s), employee(s) or party(s) in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other company, firm or person replying to this IFB to submit information that is collusive or a sham in connection with such contract or has any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other company, firm or person to fix any overhead, profit or cost element of the submitted proposed price or the proposed price of any other company/firm submitting a bid, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against El Paso County or any person interested in the proposed contract; and
5. The price(s) quoted in the attached bid is fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the company or firm submitting a bid or any of its agent(s), owner(s), representative(s), employee(s), or party(s) in interest, including this affiant.
6. Signed: _____

B. Subscribed and sworn to before me this _____ day of _____, 2022.

(NOTARY PUBLIC)

My commission expires: _____

RFP NO. 22-021

DUE DATE: FEBRUARY 9, 2022

EL PASO COUNTY
CONTRACTS AND PROCUREMENT DIVISION

STATEMENT OF ANTICIPATED SUBCONTRACTORS
FOR
PAINT MINES INTERPRETIVE PARK SITE IMPROVEMENT AND PRESERVATION PLAN

1. SUBCONTRACTOR'S NAME: _____
Street Address: _____
City, State, Zip _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____
2. SUBCONTRACTOR'S NAME _____
Street Address: _____
City, State, Zip _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____
3. SUBCONTRACTOR'S NAME: _____
Street Address: _____
City, State, Zip _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____

IF ADDITIONAL SUBCONTRACTORS ARE ANTICIPATED, LIST ON A SEPARATE PIECE OF PAPER AND ATTACH TO THIS DOCUMENT.

UPON REVIEW OF SUBCONTRACTOR LIST, EL PASO COUNTY RETAINS THE RIGHT TO APPROVE OR DISAPPROVE ANY SUBCONTRACTOR ON THIS LIST.

NOTE: SUBCONTRACTORS SHALL ABIDE BY THE SAME GENERAL CONDITIONS AND CONTRACT TERMS AS CONTRACTOR.

CONTRACTOR NAME

AUTHORIZED REPRESENTATIVE (PRINT)

TITLE

AUTHORIZED SIGNATURE

DATE