



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
RFQ #F24-01-009**

Poudre River Restoration Initiative Master Plan

for

DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR Microsoft Word or QUALIFICATIONS (RFQ)
RFQ #F24-01-009**

Procurement Contact: Sarah Adkins
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9794

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED.

Email your RFQ Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	1/25/24
Mandatory or Optional Pre-Qualification Conference include date/time and location	Not anticipated at this time
Inquiry Deadline	2/5/24 by 2:00 p.m. MST
Final Addendum Issued	2/9/24
Qualifications Due Date	2/20/24 - by 2:00 p.m. MST via email to purchasing@greeleygov.com
Interviews (tentative)	2/26/24 - 2/27/24 - Tentative
Notice of Award (tentative)	3/4/24

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“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employees over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

B. Overview

Historically, the Cache la Poudre River has been straightened, narrowed, and channelized by human activity for various reasons including commercial and outdated design philosophies. Within the City of Greeley limits, the length of the river has decreased by 15% (about 2 miles) from 1950 to 2019. This has caused unintended consequences such as increase in flow speed leading to flooding, severe bank erosion, loss of aquatic life, reductions in wetland areas and increase in contaminants and sediment flow. The overall result being that the Poudre River is now contaminated and largely inaccessible to the residents of the City. The Poudre River Restoration Initiative (PRRI) will develop a masterplan for restoring the health of the Poudre River within the City of Greeley's Long Range Expected Growth Area (LREGA) by:

- Restoration for ecological balance, increasing biodiversity, improving river ecosystem, water quality, resiliency and heritage
- Poudre River Restoration is an economic growth and prosperity strategy for the City of Greeley

The initiative includes generating a series of implementation projects that include:

- Relocating/removing dikes and reconnecting the river to its historic floodplains.
- Re-establishing river meanders, lengthening the river channel and re-creating pool/riffle sequences.
- Creating habitat features, such as spawning beds, rock riffles, side channels, wetland ponds, boulder clusters and gravel bars.
- Develop the Poudre River as an economic driver for the City by providing enhanced access to the Poudre River through hiking and biking trails, fishing areas and river-based recreational opportunities on the river itself.

The PRRI will build upon and enhance, specifically for the City of Greeley, previous master plans and studies performed by other City Departments and external stakeholders such as the Coalition for the Poudre River Watershed (CPRW). The main objective of this initiative is to improve the health of the river, reduce negative flooding impacts and develop the river corridor as an economic driver for the City of Greeley with easy access to the river for residents and visitors.

C. Goals

The CPRW has completed a Lower Poudre Watershed Resilience Plan. The City of Greeley Water and Sewer Department has completed a mini master plan for the Poudre Ponds location. The City of Greeley Culture, Parks and Recreation Department (CPRD) has completed a Greeley Riverbanks Poudre River Trail Study and a USACE Final Feasibility Report and Environmental Assessment dated August 2014. These reports are attached to the RFQ for information.

The PRRI will build on these plans and will provide several measurable outcomes comprising an actionable Poudre River Restoration Master plan that will include at a minimum:

- (1) A plan to pass a 100-year flood event through the river and protect the City infrastructure including the Poudre Ponds' Pond A and Pond B slurry walls that are used to separate stored water from surrounding groundwater,

- (2) A Poudre Ponds reclamation plan to close out the Colorado Division of Reclamation, Mining and Safety (DRMS) permit after mining operations of Pond B and construction of the natural areas is completed,
- (3) Enhanced multimodal access to the Poudre River through hiking and biking trails, fishing areas, connections to the Poudre River Trail in alignment with the nearly completed City of Greeley Trails Master Plan,
- (4) Creating wetlands, connecting meanders, slowing the river down and allowing the river to flood within restored wetlands and other non-vulnerable sites,
- (5) Increasing the number of fish habitat features, such as large woody debris,
- (6) Meet or exceed the MS4 goals for sediment and contamination reduction,
- (7) Reduction in total coverage of all macrophyte species, reduction in proportion of introduced invasive macrophyte and increase of native macrophyte species diversity.

Additional components to this master plan should consider:

- Coordinating with ditch companies to replace aging diversion structures in the river that provides improved flow accuracy and diversion of their water rights, while also providing for fish and people passage in the new infrastructure.
- Assess gateway and entry locations as residents and visitors enter and exit the community, using the Poudre River as one gateway.
- Focus on the downtown area for the likelihood for highest economic development potential as it relates to river access, river health, flood resiliency, etc.
- Assessment of existing infrastructure as it crosses the river (bridges, etc.) and opportunities for improvements that have multi-category benefits.
-

Other resources that may help in better informing the project needs are:

- [Get Outdoors Greeley](#), A 5-Year Strategic Plan for Natural Areas, Open Lands, and Trails (2021)
- [Greeley Parks, Trails and Open Lands Master Plan \(2016\)](#)
- [Greeley-on-the-Go Transportation Master Plan](#) (2023)
- [Greeley Non-Potable Water Master Plan](#)

SECTION II. STATEMENT OF WORK

A. Scope of Services

The Public Works Department will create a partnership with the City of Greeley departments such as, Culture, Parks & Recreation Department, Water and Sewer Department and Communication and Engagement Department in addition to external stakeholders such as the CPRW, PRT Board, Colorado Parks and Wildlife (CPW) and USACE in developing the Poudre River Restoration Initiative. The selected consultant team will be responsible for coordinating the work with the stakeholders. The initiative will complement and expand the various studies and master plans mentioned previously by focusing on the entire length of the Poudre River within the City of Greeley LREGA.

The main activities include, but are not limited to:

- (1) reviewing all available literature and previous studies,
- (2) Assist the city in establishing a stakeholder committee comprising of City staff, CPRW, CPW, USACE, Poudre River Trail Board, members of the public,
- (3) clearly establishing a charter of common goals,
- (4) conducting an intensive public engagement campaign and,
- (5) developing a comprehensive master plan comprising of actionable implementation plan with a schedule and cost estimates to meet the Project Goals.

The Consultant team will work closely with the Communications and Engagement Department to prepare a public outreach program comprising of social media, print and Speak Up Greeley in addition to in-person community meetings, regular council updates and a dedicated website. Furthermore, proactive public engagement efforts

such as site visits and targeted multi-lingual engagement will be conducted in historically under-represented areas such as in eastern Greeley.

The Master plan will detail the data sources and methods that will be used to collect and assess outcomes.

B. Period of Award

The completion date of providing the required qualifications and services shall be **August 31, 2025**.

If the City desires to extend the contract to no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

C. Minimum Mandatory Qualifications of Offeror

The consultant team proposing these qualifications shall meet the following minimum qualifications for their submittals to be considered for evaluation. Any firm (including any sub-consultant firms) NOT meeting a minimum qualification will be disqualified and the qualifications will not be considered.

- A clean record on SAM.gov or provide evidence of a clean record within 30 days of notice of selection and,
- Required licenses and permits necessary to provide the services in State of Colorado.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification documents, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be an opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFQ #F24-01-009

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the

responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

Awarded offeror must present the City with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible offerors. The City reserves the right to assess the offeror's responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein.

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

1. Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **A qualification in its entirety will not be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time.

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the City of Greeley's Department of Communications and Engagement.

T. Certification of Independent Price Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, the selected consultant will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of contractors or consultants working in City facilities shall present a clean and neat appearance.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
2. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed **25** total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-

point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late qualifications will not be accepted. It is the responsibility of the offeror to ensure that the qualifications are received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications. This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Include an itemized description of how your team meets each of the minimum mandatory qualifications outlined in Section II, C. Failure to meet or exceed these requirements will disqualify your response.

D. Company Information

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

E. Evaluation Criterion #1 - Team and Personnel Qualifications

1. Name of the Project Manager and his qualifications to lead this effort. The Project Manager will be a required key person with commitment over the duration of the project. The Project Manager shall not be changed without prior notification and approval of the City.
2. Describe your customer service philosophy.
3. Provide information from at least three accounts of similar scope. Include, at a minimum, the following information:

1) company name, 2) contact name, 3) phone number, 4) fax number, 5) email address, 6) brief description of project scope and value, 7) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

4. List the number of people that you can commit to working on this project and the amount of time each is expected to spend on the project.
5. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager.
6. List the names of the sub-consultants you expect to use, the services to be provided by the sub-consultants and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key sub-consultant personnel who will be working on the project.
7. Provide a specific timeline or schedule for the work. Show milestones and completion dates on the schedule.
8. Describe the methods and timeline of communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

Evaluation Criterion #2 – Project Approach

1. Describe any project approaches or ideas that you would apply to this project and that you feel would enhance the quality of your services and project outcomes.
2. Describe how the team will handle multiple stakeholders, create partnerships, and align multiple parties to achieve the goals of the project. Provide specific examples of successful projects that key personnel have worked on.

Evaluation Criterion #3 – Public Engagement and Outreach

1. This project will require extensive public outreach and involvement. Describe your approach to public outreach and involvement in projects with diverse population and stakeholders. Describe tools and techniques you propose and/or have used in past projects that have been successful in increasing public outreach and involvement.

F. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a selection committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria that will be used. Criteria will be assigned a points value.

List Evaluation Criteria here:

1.	Team and Personnel Qualifications:	40 Points
2.	Project Approach:	35 Points
3.	Public Engagement and Outreach:	25 Points

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Billing Rates and Direct Expenses

The offeror shall submit a billing rate schedule listing the professional classifications of staff and their hourly billing rates. This includes any sub-consultants being proposed as part of the offerors' team. Any other pricing information will not be considered. Billing rates shall be valid through at least **December 31, 2024**. A cost escalation not to exceed 4% or actual, whichever is less will be allowed for subsequent years. Direct expenses, whether by prime or sub-consultant will be direct pass through to the City and no markup will be allowed on subconsultant fees and direct expenses.

C. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

EXHIBIT 2
SAMPLE CONTRACT

(Incorporated by Reference)

[F24-01-009 Professional Services Contract Sample.pdf](#)

EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

EXHIBIT 5
LINKS TO FINAL REPORT AND RESTORATION

(Incorporated by Reference)

[F24-01-009_Poudre Ponds Improvements and Restoration FINALRev1.pdf](#)

[F24-01-009_Final Report Greeley ENR 15Aug14 Final version.pdf](#)

[F24-01-009_Greeley Riverbanks Poudre Trail Tech Memo Draft Final 20191202 fnl\(1\).pdf](#)