



REQUEST FOR

PROPOSAL

RFP #F25-04-031

Department Assessment

for

Code Compliance Department

April 17th, 2025

**REQUEST FOR PROPOSAL
RFP #F25-04-031**

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

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

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

ONLY ELECTRONIC RFP RESPONSES WILL BE ACCEPTED.

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

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

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

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

Schedule of Events (subject to change)	All times are MST
RFP Issued	April 17 th 2025
Pre-Proposal Conference	N/A
Inquiry Deadline	Tuesday, April 29 th 2025, by 11 am (MTN) to purchasing@greeleygov.com
Final Addendum Issued	Tuesday, May 6 th 2025
Proposal Due Date	Wednesday, May 14 th 2025 by 1 pm (MTN) to purchasing@greeleygov.com
Interviews (tentative)	Thursday, May 29 th 2025
Notice of Award (tentative)	Wednesday, June 11 th 2025

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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 1,100 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

The City of Greeley, Colorado, is soliciting proposals from qualified firms to conduct a comprehensive assessment of its newly established Code Compliance Department. In November 2024, the City transitioned Code Compliance from a division within the Community Development Department to a stand-alone department in response to Greeley's continued population growth, urban development, and increasing demand for consistent and effective code enforcement services.

The department is tasked with enforcing municipal codes related to the condition of private properties—specifically the exterior areas within property boundaries. This includes regulations regarding trash and debris, weeds and overgrowth, inoperable vehicles, snow and ice on sidewalks, and other nuisances that impact neighborhood livability and community standards.

Currently, the department is composed of:

- 1 Interim Senior Manager
- 6 Code Compliance Inspectors
- 1 Administrative Assistant

This team is responsible for enforcement and education efforts across approximately 49 square miles (31,419 acres) within the City of Greeley.

As the City grows, there is a critical need to ensure that the department is structured, staffed, and equipped to deliver high-quality, equitable, and sustainable code compliance services. The City seeks a consultant to evaluate the department's current structure and performance, identify best practices and benchmarking insights from peer communities, and recommend a future-focused model that integrates critical compliance functions within local government.

This evaluation will inform a strategic redesign of the department to support operational efficiency, improved community outcomes, and long-term scalability. The findings will serve as a blueprint for aligning staffing, technology, policy, and community engagement within a high-performing municipal code compliance operation.

C. Goals/Deliverables

1. Organizational and Staffing Assessment with Benchmarking and Best Practices
 - a. Evaluate the current organizational structure, staff roles, reporting relationships, and workflow processes within the Code Compliance Office.
 - b. Assess whether existing staffing levels and competencies meet operational needs and service expectations.

- c. Project future staffing needs based on population growth, development trends, and anticipated service demands over the next five years.
 - d. Conduct a benchmarking analysis of at least 5–7 peer or aspirational municipalities, focusing on:
 - i. Departmental structures and staffing models
 - ii. Enforcement approaches (e.g., proactive vs. complaint-driven)
 - iii. Performance management strategies
 - iv. Identify best practices and innovative approaches used by high-performing code compliance programs, with attention to equity, efficiency, and community responsiveness.
 - v. Recommend an optimal department structure that integrates core compliance functions (e.g., nuisance abatement, property maintenance, zoning enforcement) and aligns with modern local government standards.
 - vi. Highlight emerging trends and technologies that could be adapted for Greeley's context.
 - vii. Provide sample job descriptions for three key recommended positions, reflecting appropriate levels of responsibility, qualifications, and performance expectations.
2. Scope of Work Review
- a. Assess the current scope of responsibilities within the Code Compliance Office.
 - b. Evaluate opportunities to expand or consolidate services, including potential additions such as:
 - i. Parking enforcement
 - ii. Minor building code violations
 - iii. Other relevant municipal code functions
 - c. Recommend a model that best serves the city's residents while maximizing efficiency and clarity of service delivery.
3. Compliance Model Evaluation
- a. Review and assess the City's current compliance and enforcement approach (e.g. complaint-driven, proactive).
 - b. Identify strengths, weaknesses, and opportunities for improved outcomes.
 - c. Explore alternative models, including administrative ticketing, citation systems, or restorative compliance models.
 - d. Provide recommendations that promote equitable and effective enforcement and reduce repeat violations.
4. Technology and Innovation
- a. Identify current technology use and gaps within the Code Compliance Office.
 - b. Research and recommend tools, platforms, or software used by peer cities to improve service delivery, streamline workflows, and expand capacity without significant cost increases.
 - c. Recommend best practices for integrating GIS, mobile inspections, digital case tracking, and public reporting tools.
5. Community Engagement and Feedback
- a. Design and implement a community survey to assess:
 - i. Public awareness of Code Compliance services
 - ii. Community expectations and perceptions
 - iii. Opportunities for improvement or education
 - b. Ensure a diverse and geographically representative sample through equitable outreach methods.
 - c. Summarize and integrate community feedback into recommendations.

6. Performance Metrics and Success Measures
 - a. Recommend 3-5 critical success indicators for ongoing performance monitoring
 - b. Recommend strategies to integrate these measures into department reporting and continuous improvement efforts.
7. Budget and Resource Planning
 - a. Assess current budget allocations and alignment with operational needs.
 - b. Recommend a five-year budget strategy that supports staffing, technology, equipment, and space needs.
 - c. Identify revenue or cost-recovery opportunities, such as administrative fees or fine structures, to sustain operations and minimize general fund dependency.
8. Implementation Roadmap
 - a. Develop a clear and actionable implementation plan organized by short-, medium-, and long-term recommendations.
 - b. Include resource needs, policy changes, organizational changes, and community engagement strategies.
 - c. Prepare materials suitable for presentation to City leadership and/or Council.

SECTION II. STATEMENT OF WORK

A. Scope of Services

In addition to completing the deliverables outlined in the Goals section, the selected firm will be expected to maintain regular, clear communication and demonstrate a structured, resource-aligned approach throughout the duration of the engagement.

The City expects the following as part of the consultant's project management and support structure:

1. Project Management and Communication
 - a. Submit an initial work plan, an interim progress summary, a final report, and a formal presentation of findings and recommendations to City Council.
 - b. Organize regular project check-ins (e.g., biweekly or monthly calls) with City staff to ensure alignment, track progress, and address any barriers to implementation.
 - c. Maintain open and responsive communication with the City's project manager and designated team members, using agreed-upon methods and timelines.
2. Staffing and Resourcing
 - a. Provide a staffing plan that includes:
 - i. The number of staff assigned to the project and estimated time commitments per team member.
 - ii. Identification of the project manager and other key personnel, along with current resumes for each.
 - iii. A list of any subcontractors who will support the work, their respective roles, and the time they will dedicate to the project.
 - iv. Resumes for key subcontractor personnel.
3. Workload Estimates and Workflow
 - a. Include a clear breakdown of anticipated hours per task type (e.g., discovery sessions, community engagement, analysis) and overall estimated level of effort.
 - b. Provide a detailed workflow that outlines key project phases, internal benchmarks, and deliverable timelines.
4. Qualifications and References

- a. Submit portfolio examples of at least three comparable projects demonstrating experience with municipal code compliance or organizational assessments (excluding any work previously done for the City of Greeley).
- b. Provide information on relevant awards or industry recognitions your firm has received.
- c. Include three professional references with the following:
 - i. Organization name
 - ii. Contact person
 - iii. Phone and email
 - iv. Brief description of the project scope and value
 - v. Project status or outcome

B. Period of Award

The completion date of providing the required products and services shall be Wednesday, October 1st, 2025.

If the City desires to extend the contract, 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 proposal 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

To be considered for award, Offerors must clearly demonstrate in their proposal that they meet all of the following minimum mandatory qualifications. Failure to meet any of these qualifications may result in disqualification from further consideration.

1. **Relevant Project Experience**
Offeror must have completed at least three (3) comparable projects within the past five (5) years involving municipal or governmental organizational assessments, code compliance evaluations, or department restructuring. These projects must include analysis of organizational structure, staffing, operational models, or enforcement strategies within a local government context.
2. **Expertise in Code Compliance or Similar Functions**
Offeror must demonstrate substantial knowledge of municipal code enforcement, compliance operations, or related local government service areas (e.g., community development, zoning, housing code enforcement, or neighborhood services). Experience with integrated compliance models and administrative citation systems is preferred.
3. **Benchmarking and Best Practices Research Capability**
Offeror must have a proven ability to conduct peer benchmarking studies and identify best practices, trends, and innovations in local government operations. At least one prior project must have included a benchmarking component with a defined methodology.
4. **Qualified Team and Key Personnel**
The proposed project team must include a designated project manager and a team of professionals with relevant experience in:
 - a. Public sector organizational assessment
 - b. Strategic planning or operations improvement
 - c. Community engagement and stakeholder input
 Resumes of all key personnel must be provided in the proposal submission.

5. **Demonstrated Ability to Deliver Comprehensive Reports and Presentations**
Offeror must have experience preparing and delivering final reports and executive-level presentations to public agency leadership or governing bodies (e.g., city council, board of commissioners). At least one team member must have served as the primary presenter on a comparable engagement.
6. **Capacity and Availability**
Offeror must have sufficient staff resources to initiate work within 30 calendar days of contract execution and complete the project within the proposed schedule. The firm must identify any potential conflicts or limitations in capacity.
7. **References and Reputation**
Offeror must provide three (3) professional references from previous clients for similar work. The City reserves the right to verify references and consider feedback in its evaluation process.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to 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, proposal document, 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 e-mail before the written inquiry deadline concerning this RFP to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFP (be sure to reference RFP number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFP F25-04-031

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 RFP.

Should any interested offeror, sales representative, or manufacturer find any part of the listed 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 Proposals

Proposals 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 vendors. The City reserves the right to assess offeror responsibility at any time in this RFP process and may not make a responsibility determination for every offeror.

H. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer and acknowledges acceptance by the offeror of all terms and conditions as set forth herein. 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 attached as Exhibit 1.

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 proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, 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 proposals.

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 proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the 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 a variance with this procedure. The offeror may not be given an opportunity to cure any variances after proposal opening. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

K. Acceptance of Proposal Content

The contents of the proposal (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. RFP Cancellation

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

M. Negotiation of Award

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

N. Contract

A copy of the awarded contract the City will use for the services specified in this RFP is attached as Exhibit 2. The attached contract is not to be completed at this time.

O. RFP Response/Material Ownership

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

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 RFP 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 Public Information Office.

T. Certification of Independent Price Determination

1. By submission of this proposal each offeror certifies, and in the case of a joint proposal each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The prices in this proposal 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 prices which have been quoted in this proposal 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 proposal for the purpose of restricting competition.
2. Each person signing the Request for Proposal form of this proposal certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the 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 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 proposal 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 proposal will not be considered for award unless the offeror furnishes with the proposal 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, contractor 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 Contractor or Consultant working in City facilities shall present a clean and neat appearance. Prior to performing any work for the City, the Contractor or Consultant shall require each of their employees to wear ID badges or uniforms identifying: the Contractor or Consultant by name, the first name of their employee and a photograph of their employee if using an ID badge. Their employee shall wear or attach the ID badge to the outer garments at all times.

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.
3. 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.
4. Accessibility and ADA Website Compliance:
 - a. Compliance: The Contractor shall comply with, and the Work and Work Product provided under this Agreement shall be in compliance with, all applicable provisions of §§ 24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established pursuant to Section § 24-85-103 (2.5), C.R.S (collectively, the "Guidelines"). The Contractor shall also comply with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
 - b. Testing: The City may require the Contractor's compliance to be determined by a third party selected by the City to attest that the Contractor's has performed all obligations under this Agreement in compliance with §§ 24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability as established pursuant to Section § 24-85-103 (2.5), C.R.S.
 - c. Validation and Remediation: The Contractor agrees to promptly respond to and resolve any instance of noncompliance regarding accessibility in a timely manner and shall remedy any noncompliant Work Product, Service, or Deliverable at no additional cost to the City. If the City reasonably determines accessibility issues exist, the Contractor shall provide a "roadmap" for remedying those deficiencies on a reasonable timeline to be approved by the City. Resolution of reported accessibility issue(s) that may arise shall be addressed as high priority, and failure to make satisfactory progress towards compliance with the Guidelines, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of this Agreement.

AA. 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 Proposal 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.

SECTION IV. PROPOSAL SUBMISSION

Following are the response requirements for this RFP. 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 proposal non-responsive.

RFP responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. Do not submit your proposal to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

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

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

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

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

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

SECTION V. RESPONSE FORMAT

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

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications, and detailing any exceptions to this RFP (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFP, 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 proposal 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. 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.

D. Evaluation Criteria

Evaluation Criterion #1 - Company and Personnel Qualifications

The proposer must demonstrate the qualifications, experience, and capabilities of both the company and key personnel who will be assigned to this project.

Company Background and Experience

1. Provide a summary of your company's history, years in business, and relevant experience with projects of similar scope, scale, and complexity. Highlight your firm's core competencies, industry certifications, and any distinguishing qualifications.
2. Submit details for at least three comparable projects. Be sure to include the following information for each: 1) Company Name, 2) Contact Name, 3) Phone Number, 4) Email Address, 5) Brief description of project scope and value, 6) Status of project.

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

Key Personnel

1. Identify the primary team members who will be involved in this project, including their names, titles, roles, and responsibilities. Specifically identify the primary project lead and

include brief biographies and résumés that showcase relevant education, licenses, and professional experience. Emphasize any experience with similar projects.

2. List the names of any subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project.

Timeline and Work Structure

1. Provide a specific timeline or schedule for the work. Your timeline should identify key milestones for the project including regular reporting to the project sponsor along the way, and completion dates on the schedule.
2. 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 - Approach to Scope of Work

1. Describe any project approaches, methodologies, or innovative ideas your team would apply to enhance the quality, efficiency, or effectiveness of the services provided.
2. Explain your approach to quality control throughout the project lifecycle. Specifically, describe how issues will be monitored and resolved; how plans and specifications will be checked, cross-referenced, and updated.
3. Outline your proposed timeline and major milestones for project delivery. Include key phases, dependencies, and any scheduling tools or strategies your team will use to stay on track.
4. Identify potential project risks and describe how your team will mitigate those risks. Include examples from previous projects, if applicable.
5. Describe your communication plan with City staff, stakeholders, and other project partners. Include how you will manage updates, feedback, and decision-making throughout the project.

Evaluation Criterion #3 – Value/Cost of Efforts

1. Provide a comprehensive cost for the consulting services and products broken down per task listed under the **Goals and Deliverable**, above. Show a breakdown of all reimbursable expenses required to complete the work. If applicable, the subcontractors' costs must be shown as separate items. Also, provide hourly rates for your firm and all subcontractors. These rates will be considered valid throughout the project.

E. Proposal Acknowledgement

Include this form as provided in Exhibit 1.

F. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

G. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Proposal Evaluation

All proposals submitted in response to this RFP will be evaluated by a 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 RFP. 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 great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the City in selecting the most qualified offeror for this contract. Following is the evaluation criteria that will be used. Criteria will be assigned a points value.

Evaluation Criteria Scoring:

- | | | |
|----|--|-----------|
| 1. | Company and Personnel Qualifications _____ | 20 Points |
| 2. | Approach to Scope of Work _____ | 50 Points |
| 3. | Value/Cost of Efforts _____ | 30 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 proposal.

B. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible vendors only. The City reserves the right to make its offeror responsibility determination at any time in this RFP 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.

EXHIBIT 1
PROPOSAL ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers _____ through _____. ☐ N/A

Falsifying this information is cause to deem your proposal 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 RFP.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Website Address

City, State, Zip

Proposal Valid Until (at least for 90 days)

E-Mail Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

EXHIBIT 2
CONTRACT

(Incorporated by Reference)

EXHIBIT 3 – SAMPLE CERTIFICATE OF INSURANCE

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/14/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Company P. O. Box 1234 Anywhere, USA	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Sample Certificate	INSURER A : Financial Rating of A		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$1,000,000 \$100,000 \$5,000 \$1,000,000 \$2,000,000 \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$1,000,000 \$ \$ \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$						OCCUR CLAIMS-MADE	EACH OCCURRENCE AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$100,000 \$100,000 \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Greeley is named as Additional Insured on General Liability and Automobile Liability. Waiver of subrogation is included on Workers Compensation. This insurance is primary and noncontributory to insurance policies held by the City.

CERTIFICATE HOLDER

CANCELLATION

City of Greeley
 1000 10th St
 Greeley, CO 80631-3808

No material change or cancellation of this policy shall be effective without thirty (30) days prior written notice to the City of Greeley or ten (10) days for non-payment.

AUTHORIZED REPRESENTATIVE

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.

DUNS # (Optional): _____

Name of Organization: _____

Address: _____

Name: _____

Signature: _____

Title: _____

Date: _____