



REQUEST FOR QUALIFICATIONS

RFQ-JN-17-31

**Submittal Due Date: Thursday, January 4, 2018
By 4:00 pm our clock**

**LAND SURVEYING SERVICES
For RIGHT-OF-WAY MAPPING ADJUSTMENT
within Sections 16 and 17**

SEALED SUBMITTALS MUST BE MAILED OR DELIVERED TO:

City of Wheat Ridge Municipal Building
Attention: Jennifer Nellis, CPPB
BID - Purchasing & Contracting Division
7500 West 29th Avenue
Wheat Ridge, CO 80033
Phone: 303-235-2811 Fax: 303-234-5924

DOCUMENTS PREPARED BY:
PUBLIC WORKS DEPARTMENT
Engineering Division
PURCHASING & CONTRACTING DIVISION

IMPORTANT: PLEASE READ ENTIRE DOCUMENT
Per the attached specifications, terms and conditions.

PLEASE DO NOT REMOVE ANY PAGES FROM THIS BID DOCUMENT

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For RIGHT-OF-WAY MAPPING ADJUSTMENT
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I. INTRODUCTION

A. General

The City of Wheat Ridge (the "City") is located in the northwest area of metropolitan Denver just west of downtown Denver. The City boundary encompasses about nine square miles of rolling land adjacent to the Interstate 70 transportation corridor between Denver and the Rocky Mountains. The topography is somewhat unique, with a natural ridge traversing the City. The City is a suburban community of approximately 31,000 residents. The City is a home-rule municipality with eight council members, city manager, and mayor form of government.

B. Background

The City of Wheat Ridge official Right-of-Way mapping is on a modified, ground-based form of the NAD82 HARN (NAD83/92) State Plane Coordinate System and NAVD88 vertical datum, hereafter referred to as the "*Current City Datum*". The City's official Right-of-Way mapping is defined by Section and is broken down into north and south halves, hereafter referred to as the City's "Half-Section Maps".

C. Objectives

The objective of this RFQ is to obtain qualifications for and to contract with one firm to provide professional land surveying consulting services to reconcile and/or adjust City Rights-of-Way within the southeast quarter of Section 17 and within both the north and south halves of Section 16, Township 3 South, Range 69 West of the 6th P.M. There are three (3) primary objectives and one (1) secondary objective associated with this project, as outlined in the Statement of Work Summary below. The project is expected to start in March 2018 and to be completed within 180 days following the notice to proceed.

II. STATEMENT OF WORK SUMMARY

This project contains three (3) primary objectives and one (1) secondary objective that will be cost dependent.

Primary Objectives:

1. Primary Objective #1 is to definitively establish the horizontal positioning of the portion of the Regional Transportation District Right-of-Way ("RTD") boundary recorded at JeffCo Reception #2010028793 that is located within the City of Wheat Ridge corporate boundary within Section 16 and the southeast ¼ of Section 17, Township 3 South, Range 69 West of the 6th P.M., roughly defined as being from Ward Road on the west to Miller Street on the east.
2. Primary Objective #2 will occur upon completion of or concurrently with Objective #1, and that is to adjust and/or reconcile any City street Rights-of-Way (ROW) within Section 16 and the southeast ¼ of Section 17, Township 3 South, Range 69 West of the 6th P.M. directly affected by the positioning of the RTD. The critical area of emphasis for Objective #2 is the ROW within the SE ¼, Section 17, from Ward Road on the west to Simms Street on the east. The area within Section 16 from Simms Street east to Miller Street, while highly desirable, will remain lower in priority and to be completed as budget allows.
3. Primary Objective #3 is to update the City's official Right-of-Way mapping and Half-Section maps within Section 16 and the SE ¼, Section 17. Additional ROW was obtained during recent subdivision activity, during the RTD Gold Line project, and also during the City's Tabor Street Improvement Project within the SE ¼, Section 17. As such, the South 17 Half-Section Map needs to be updated using previously those recorded ROW deeds, plats, and related survey information. As with Primary Objective #2, the critical area of emphasis for Objective #3 is the ROW within the SE ¼, Section 17, from Ward Road on the west to Simms Street on the east. The area within Section 16, from Simms Street east to Miller Street, again while highly desirable will be lower in priority and completed as budget allows.

Secondary Objective:

1. A Secondary Objective is to reconcile issues/discrepancies in the south half of Section 16 that were discovered during the State Plane translation Project of 2008. While desirable, the reconciliation of previous discovered discrepancies within the south half of Section 16 will be of lowest priority and only completed as budget allows.

The Consultant will make available the necessary resources to support the City and provide consulting and professional services through its own forces. The Consultant will, under the general direction of the Project Supervisor, or his designated representative, furnish experienced, professional personnel who shall function as if they were an extension of City staff, while nonetheless remaining exclusively the employees of the consultant, an independent contractor, or supply the necessary Services to supplement City staff as needed.

1. Consultant Services – The following activities may be issued to the Consultant as part of this Agreement:
 - a. Research information including subdivision plats, deeds, easements, monumentation, surveys, and other documents of record to substantiate lot dimensions, ownership, and other parcel information as necessary to accurately locate the boundary of the RTD and any public ROW affected by the establishment of the RTD position within Section 16 and SE ¼, Section 17, Township 3 South, Range 69 West of the 6th P.M.
 - b. Perform title research and boundary surveys for street ROW and RTD as needed to reconcile the configuration and position of the ROW and RTD within Section 16 and SE ¼, Section 17, Township 3 South, Range 69 West of the 6th P.M. including field recovery and location of local monumentation as necessary, to establish correct the ROW positioning within these sections as a direct result of recent ROW dedications and the repositioning of the RTD. The reconciliation shall include adjustment of the existing “centerline” ROW points and centerlines within each Half-Section Map as needed.
 - c. All surveyed ROW information shall be performed on the *Current City Datum*, maintaining current survey-grade accuracy of all field data.
 - d. All researched ROW information shall be converted to the *Current City Datum*, maintaining the highest level of accuracy possible from those documents.
 - e. Prepare a set of the adjusted Half-Section ROW Maps on the *Current City Datum*, signed and sealed by a Professional Land Surveyor licensed in the State of Colorado. Once prepared, the Half-Section mapping shall be delivered to the City in the following formats:
 - i. Digital:
 1. CAD file(s) in AutoCAD 2015 (2013 DWG file format) or earlier on the *Current City Datum*, using the current AutoCAD layering and title block conventions as specified by the Public Works Engineering Division. All external reference and SHX or other associated files shall be included. AutoCAD files shall be provided for the following:
 - a. The overall mapping area completed, including the section lines and monument information.
 - b. Each revised Half-Section map.
 2. PDF files of the signed and sealed Half-Section Maps that have been completed.
 - ii. Hardcopy: One (1) paper copy and one (1) set of Mylar® drawings (3 mil min.) of the Half-Section ROW Maps printed in a format acceptable for direct filing with the Jefferson County Clerk & Recorder.
 - f. Identify and rectify any reasonable problems encountered that are outside the Scope of this project associated with the existing City half-section maps on the *Current City Datum*. Depending on the magnitude of any discrepancies, inconsistencies, and errors discovered, the rectification of unreasonable problems (i.e., by creation of special subdivision districts) may become cost prohibitive and shall not be considered a part of the Project. All discrepancies found will need to be immediately discussed with the City and any corrective measures approved prior to proceeding with further action.
 - g. Create a complete tabulation of all ROW “centerline” intersection points in the *Current City Datum*, adhering to the existing City numbering format. The ROW intersection points are to be delivered in digital spreadsheet format adhering to the City’s existing numbering convention.
 - h. Provide a written summary report in MS Word or PDF format of the Project defining:
 - i. The reconciliation process with explicit details of the adjustment process from the current ROW positioning to the revised ROW positioning, including all field evidence, documentation, and standard practices utilized in the decisions made.
 - ii. Include specific details of any discrepancies or inconsistencies encountered during this project. If the magnitude of the discrepancy will cause the work to go beyond the scope of the Project, include recommendations to rectify the discrepancies or inconsistencies encountered.

2. City Staff – The following activities and/or supplies are expected to be furnished by City staff:
 - a. The City of Wheat Ridge Department of Public Works staff shall supply all *Current City Datum* coordinates and existing Right-of-Way map information on file at the City.
 - b. Monumentation Hardware - Any Section Corner, Quarter Corner, or ROW monumentation hardware that may be required to complete this project will be supplied by the City of Wheat Ridge Public Works staff upon request.
 - c. Half-Section ROW Maps – City staff shall review all Half-Section ROW Map drawings prior to creation of the final Mylar® set.
 - d. Centerline Points File - City staff shall review the centerline point file prior to finalization of the project.

General Requirements

This Section contains general requirements that will be necessary to provide the Services required in a City Public Works Project. Other requirements may be included in a specific Public Works Project.

1. Document Format Requirements and Document Control

All documentation prepared by the Consultant shall be in written text to include, but not be limited to, manuals, plans, correspondence, drawings, graphs, spreadsheets, charts, illustrations, etc. The deliverable media shall be standard 8.5 x 11 inch bound text documents, standard 22 x 34-inch drawings and half size 11 x 17-inch drawings. All documentation shall be written to industry standards, indexed, complete, accurate, legible and subject to review and approval by the City.

All digital format deliverables shall be furnished on CD-ROM or DVD-ROM unless otherwise stated or agreed upon.

The Consultant shall be required to provide complete security and confidentiality for all data and information. Data and information shall not be released without specific City authorization. Requests for release of any public information shall be referred to the City.

All information and documentation prepared by the Consultant shall be owned by the City for full City use and shall be surrendered to the City when requested.

2. Standard Computer Applications

All documents submitted by the Consultant shall also be provided in an electronic format acceptable to the City. The Consultant shall maintain compatibility with City applications and operating systems, logical electronic filing system and electronic files of all documents produced and provide such files to the City, when requested.

Currently the City has recognized the following applications as standard for City work and submissions:

Operating Environment	Microsoft Windows 10
Word Processing - WORD	Microsoft Office 2013/2016
Spreadsheet - EXCEL	Microsoft Office 2013/2016
Database - ACCESS	Microsoft Office 2013/2016
Project Management -PROJECT	Microsoft Office 2013/2016
GIS	ArcGIS v10.3.1
Drafting	AutoCAD 2015 (Civil 3D 2015)

The City may upgrade these applications throughout the term of the Agreement and the Consultant will be required to be compatible with City applications at all times at no additional charge to the City. The City will provide the Consultant with sufficient prior notice of upgrades to allow the Consultant to become compatible when required. Reformatting of documents previously delivered to the City will not be required unless Consultant is paid for such reformatting.

3. Office Space

The Consultant will not be provided office space at City Facilities for Services under this Agreement.

III. SELECTION PROCESS AND EVALUATION CRITERIA

The selection committee may make a selection based on the proposals received or may choose to “short list” prospective firms for further negotiations. The selection process may involve two stages:

- 1) Written submittals will be evaluated and scored,
- 2) Oral interviews with the highest-ranking firms, if requested, and consideration of proposed fee schedules.

Elements that will be considered by the panel when scoring your submittal:

A. Submittal Requirements

Submittal Due Date: January 4, 2018 by 4:00 PM (Local Time)

Firms are scored on their past experience for the type of work involved. Submittals should be formatted to correspond exactly to the following information requirements. Clear and concise responses are appreciated. The total all-inclusive page limit is 75 (letter-size).

If you would like to incorporate the City marketing logo or City seal on your information, please contact Jayme McRimmon via email: jmcrimmo@ci.wheatridge.co.us.

The awarded firm will be issued a notice to proceed and a purchase order.

Submit the following information in your proposal in this order, and follow the evaluation criteria listed below:

Signature Page, Forms, Insurance Requirements

- a. Complete and sign, “Proposer Information and Addendum Acknowledgement” aka Signature Page
- b. Illegal Alien Form
- c. Non-Discrimination Assurance Form
- d. Provide a statement agreeing to provide and maintain insurance per the agreement requirements

B. Selection Process

1. Firm Capabilities and Past Performance (30% of Total Score)

- a. Qualifications and capabilities of firm.
- b. Experience in working with government agencies.
- c. Experience overseeing and coordinating multiple concurrent projects.
- d. List any special knowledge of or familiarity with the area(s) of concern.
- e. List a minimum of five similar projects, completed by the qualifying firm or team, which have been completed within the past (5) five years. Include information regarding any sub-consultants that will be used for this project. Include: project name, owner, fees earned, projected completion date, actual completion date, over/under budget %, and summary of work.

2. Personnel (30% of Total Score)

- a. Experience of the project manager, key staff with projects requiring boundary surveying and monumentation. Include resumes and qualifications of staff that are to be assigned to work on these Wheat Ridge projects if awarded.
- b. Experience with projects for public clients including familiarity with governmental decision-making and review process.
- c. Provide project references specific to the project manager: Include the name and current telephone number of the Owner’s project manager for every project listed, total dollar amount and brief summary of work performed including completion dates.

3. Project Approach (30% of Total Score)

- a. Identify any foreseeable problems in the implementation of the program.
- b. Describe how the objectives identified will be achieved.
- c. Demonstrate your understanding of the technical requirements.
- d. Discuss the effect that any special knowledge of or familiarity with the area(s) of concern may have on the project approach.

- e. Discuss quality control methodology, including adherence to State and local procedures, surveying documentation coordination and completion, and assurance of surveying quality.
- f. Discuss cost control methodology, including estimates of probable cost within the owner's established budget and coordination of value engineering activities.

4. Schedule (10% of Total Score)

- a. Demonstrate the ability of the Consultant's personnel to manage the schedule.
- b. Provide information on the current and projected workload for the next six (6) months for assigned personnel.

Short-listed firms may be invited to an interview, and/or requested to provide a (sealed) fee proposal. The City reserves the option to enter negotiations with the top-ranked firm/team following the qualifications submittal review, without conducting interviews, if in the best interest of the City.

V. ANTICIPATED SCHEDULE OF EVENTS

All times are local and by our clock.

RFQ Issued	December 11, 2017
Questions due	December 22, 2017 by noon
Final Addendum	December 27, 2017
Submittal Due Date and Time	Thursday, January 4, 2018 by 4:00 pm
Short List	Week of January 15, 2018
Interviews, if needed	Week of January 22, 2018
Negotiations	By end of February, 2018

VI. ADMINISTRATIVE AND OFFEROR INFORMATION

1. SUBMITTAL OPENING, EVALUATION AND AWARD

Submittals will be examined after opening. Submittals will be evaluated on the basis of the evaluation criteria. The firm selected for the award will be chosen on the basis of qualifications and the apparent greatest benefit to the City and not necessarily on the basis of lowest price. The City reserves the right to make multiple awards if deemed in the best interest of the City. No submittal may be withdrawn for a period of ninety (90) calendar days of the RFQ opening date.

2. SALES & USE TAXES

Do not include sales or use taxes in your bid. Please contact the Sales Tax Division for current status related to sales and use taxes for City projects.

3. PROPOSER QUALIFICATIONS

No submittal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the City of Wheat Ridge, upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the City or that is deemed irresponsible or unreliable by the City. If requested, Proposers shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply/service bid upon and that they have the necessary financial resources to provide the proposed supply/service called for as described in the attached Section II, Statement of Work.

4. RIGHT TO INVESTIGATE

The City reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of the submittal.

5. **NO COMMITMENT BY CITY OF WHEAT RIDGE**

This Request for Qualifications does not commit the City of Wheat Ridge to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a submittal to this Request, or to procure or contract for services or supplies. In acceptance of submittals, the City of Wheat Ridge reserves the right to negotiate further with one or more of the proposers as to any features of their submittals and to accept modifications of the work and price when such action will be in the best interest of the City. This includes solicitation of a best and final offer from one or more of the qualified proposers.

6. **PROPOSAL REPRESENTATION**

Each Proposer must sign the submittal with their usual signature and shall give their full business address on the form provided in this RFQ. Submittals by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Submittals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto.

7. **ANTI COLLUSION CLAUSE**

No officer or employee of the City of Wheat Ridge, and no other public official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all City of Wheat Ridge contracts for this Service.

8. **INSURANCE**

The successful Proposer shall, during the term of this Agreement and until completion thereof, provide and maintain the following types and minimum insurance coverage as follows:

<u>Type of Insurance</u>	<u>Minimum Limits of Liability</u>
Standard Workers' Compensation Including Occupational Disease Coverage	Statutory in conformance with the compensation laws of the State of Colorado
Employer's Liability	\$500,000 each person; \$500,000 each accident; \$500,000 each disease
Comprehensive General Liability Insurance	\$250,000 each person; \$1,000,000 each occurrence
Professional Liability, Errors and Omissions	\$1,000,000 each occurrence

The successful Proposer shall affect the insurance policies in a company or companies and in a form satisfactory to the Owner. Before commencing any performance under this Agreement, successful Proposer shall deliver, to the City, Certificates of Insurance issued by the insurance company, and/or its duly authorized agents pertaining to the aforementioned insurance, and certifying that the policies stipulated above are in full force and effect.

All policies and/or Certificates of Insurance shall include the City of Wheat Ridge as an additional named insured, except for Workers Compensation and Professional Liability, Errors and Omissions.

Nothing herein shall be deemed or construed as a waiver of any of the protections to which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

Workers' Compensation Insurance - The contractor shall provide workers' compensation insurance coverage for all persons employed to perform the work to be done under the contract and assure that all

workers will receive the compensation for compensable injuries. A copy of the workers compensation policy is required to be submitted to the City as part of this Proposal.

Professional Liability Insurance - Evidence of Professional Liability Insurance will be required upon award of the project.

9. **LAWS AND REGULATIONS**

All applicable State of Colorado and Federal laws, City and County ordinances, licenses and regulations shall apply to the award throughout and herein incorporated here by reference.

10. **SUBCONTRACTING**

No portion of this Work may be subcontracted without the prior written approval by the City.

11. **SALES PROHIBITED / CONFLICT OF INTEREST**

No officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Wheat Ridge is prohibited.

12. **MODIFICATION OF AGREEMENT**

No modification of award shall be binding upon the City unless made in writing and signed by authorized agents of both parties.

13. **CANCELLATION**

Either party may cancel the award in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

14. **TERMINATION OF AWARD FOR CAUSE**

If, through any cause, the successful Proposer shall fail to fulfill in a timely and proper manner its obligations or if the successful Proposer shall violate any of the covenants, agreements or stipulations of the award, the City shall thereupon have the right to terminate the award by giving written notice to the successful Proposer of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Proposer shall, at the option of the Agency, become its property, and the successful Proposer shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished.

Notwithstanding the above, the successful Proposer shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the award by the successful Proposer and the City may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due the City from the successful Proposer is determined.

15. **TERMINATION OF AWARD FOR CONVENIENCE**

The City may terminate the award at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Proposer under the award shall, at the option of the City, become its property. If the award is terminated by the City as provided herein, the successful vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed or material

furnished bear to the total services/materials the successful Proposer covered by the award, less payments of compensation previously made. If the award is terminated due to the fault of the successful Proposer, termination of award for cause, relative to termination shall apply.

16. **EQUAL OPPORTUNITY**

The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.

It shall be a condition that any company, firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans With Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation. A signed, written certificate stating compliance with the Americans With Disabilities Act may be required, upon request, by the City.

17. **DISADVANTAGED BUSINESS ENTERPRISES**

Disadvantaged business enterprises are afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. As a recipient of Federal funds, subject to United States Department of Transportation Title VI Regulations at 49 CFR Part 21 the Civil Rights Act of 1964, the City of Wheat Ridge and its responsible agents, contractors and consultants assure that no person shall on the grounds of race, color or national origin be excluded from participation in the opportunity to bid, or be discriminated against in consideration of award of this project. The United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, 49 CFR Part 21.

18. **COMMON LANGUAGE**

Unless otherwise specified in this document, all words shall have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words in the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender. The word "firm/bidder/proposer" means any person, partnership, corporation or other entity.

19. **PROPRIETARY INFORMATION**

The evaluation committee will hold information provided by proposers during the RFP process in confidence until the date of an award. After that date, submittals will become public record. Proposers may request parts of their submittals to remain confidential and shall indicate in the submittal and on the appropriate proprietary or financial pages. All information included in any submittal that is of a proprietary nature must be **clearly** marked as such. The City shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the submitting firm.

20. **COMPETITIVENESS AND INTEGRITY**

The Purchasing Office maintains control of its internal and third party communications during the procurement process to prevent biased evaluations and compromises of confidential information and to preserve the competitiveness and integrity of such procurement efforts. Proposers should not disclose their pricing to any employees of the City other than the contact representative. Attempts by proposers to establish informal communication channels regarding this procurement will be viewed negatively and shall result in rejection of the offending firm's offer.

21. **SUBMITTAL FORMAT**

All responses to this Request For Qualifications shall use the proposer's format except for those pages, which have blanks to be filled in by the proposer or those pages marked for return with the submittal. A submittal can be rejected by the City if the firm fails to completely fill in all blanks for evaluation of the submittal or fails to answer all questions. Submittal should be prepared initially on the most favorable terms. All submittals shall be prepared in a comprehensive manner as to content; however, no necessity

exists for expensive binders or promotional material. All costs, including travel and expenses incurred in the preparation of this submittal, shall be borne solely by the proposer.

22. **SUBMITTAL REJECTION AND/OR PARTIAL ACCEPTANCE**

The City reserves the right to:

- reject any and all submittals
- waive minor defects or technicalities, formalities and informalities
- accept in whole or in part such submittal where it is deemed advisable
- make an award on the basis of the apparent greatest benefit to the City
- alter the scope of work reasonably and RFQ documents until a contract is executed

23. **GOVERNING LAW**

The laws of the State of Colorado shall govern any contract executed between the successful respondent and the City. Further, the place of performance and transaction of business shall be deemed to be in the County of Jefferson, State of Colorado. In the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Jefferson County, Colorado.

24. **TAXES AND LICENSES BY THE AWARDED CONTRACTOR/CONSULTANT**

Contractor/Consultant shall promptly pay, when they are due, all taxes, excises, license fees, and permit fees of whatever nature applicable to work which it performs under this agreement and shall take out and keep current all required municipal, county, state or federal licenses required to perform this work. Contractor/Consultant shall furnish the City upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and taxes. Contractor/Consultant shall promptly pay, when due, all bills, debts and obligations it incurs performing work under this agreement and to allow no lien, mortgage, judgment, or execution to be filed against land, facilities, or improvements owned by the City.

25. **PROMPT PAYMENT DISCOUNTS**

In determining the most responsive priced fee proposal(s), the City will consider all acceptable proposals on a basis of the net price to be paid after deduction of the discount specified in the respective proposals. Prompt payment discounts allowing less than 10 days for the discount to apply shall not be considered as a cost factor in the evaluation of proposals. In connection with any prompt payment discount offered, time will be computed from date of receipt of a correct invoice to include the receipt and acceptance of performance.

26. **OWNERSHIP OF CONTRACT PRODUCTS**

All products produced from the awarded contract shall be the sole property of the City.

27. **FUNDING**

There is in effect within the City of Wheat Ridge, Colorado, Section 2-4 of the City's Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid award. The Contractor/Consultant is specifically advised of this Section 2-4 of the Code of Laws. This Contract is specifically subject to the provisions of said Code Section. Funding of this contract for any time period after January 1 of the year succeeding the date of entry of this contract is expressly contingent upon appropriations being made by the City Council of the City of Wheat Ridge, Colorado. No promise, expressed or implied, is made that such funding will be approved by the City Council, acting in its legislative discretion.

28. **INDEMNIFICATION**

The Contractor/Consultant agrees to indemnify and to hold the City and its agents harmless for, from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any

person or persons as a result of the negligent performance or failure of the Contractor/Consultant to provide services pursuant to the terms of this Agreement.

29. **INDEPENDENT CONTRACTOR**

The firm is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the firm to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the firm for all purposes. The firm shall make no representation that it is the employee of the City for any purpose.

30. **DUE DILIGENCE**

Due care and diligence has been used in the preparation of this information and it is believed to be substantially correct. However, the responsibility for determining the full extent to the exposure and the verification of all information shall rest solely with the respondent. The City is not responsible for any errors or omissions in the specification or for the failure on the part of the respondent in determining the full extent of exposure.

31. **DEBRIEFING**

Respondents not selected or placed on a short list may request a debriefing on the selection process as well as discussion of the strengths and weaknesses of their firm's submittal, as well as firms that were on the short list but not selected, may request a debriefing after they have been notified that an award has been made. A debriefing may be scheduled with the Purchasing Agent.

32. **SECURITY ACCESS CARDS**

The City may issue security access cards to assigned workers. It will be the discretion of the City if the access cards are issued specifically for each worker or a guest card may be issued.

THANK YOU FOR YOUR INTEREST IN DOING BUSINESS WITH THE CITY OF WHEAT RIDGE

**CITY OF WHEAT RIDGE
RFP-JN-17-31
LAND SURVEYING SERVICES
For RIGHT-OF-WAY MAPPING ADJUSTMENT**

PROPOSER INFORMATION AND ADDENDUM ACKNOWLEDGMENT

FEIN/SSN (Required) _____
Federal I.D. Number

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____
This is required. Must be in ink.

TYPED/PRINTED NAME _____

TITLE _____ EMAIL _____

PROPOSER IS RESPONSIBLE FOR FOLLOWING UP ON ALL ADDENDUMS

ACKNOWLEDGE ADDENDUM: Bidder is responsible for confirming receipt of each addendum, please initial.

#1 _____ #2 _____ #3 _____ #4 _____

INITIAL YOU REVIEWED EACH ADDENDUM FOR THIS PROJECT _____

VISA IS THE PREFERRED PAYMENT METHOD.

DO YOU ACCEPT VISA WITHOUT EXTRA FEES? _____

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924.

DO NOT CONTACT THE REQUESTING DEPARTMENT OR MEMBERS OF THE EVALUATION COMMITTEE.

Signature acknowledges that Proposer: 1) has read the bid documents thoroughly before submitting a proposal 2) will fulfill the obligations in accordance to the scope of work or specifications, terms, and conditions 3) is capable of performing quality work to achieve the City objectives and 4) is submitting without collusion with any other firm. You must submit a proposal with an authorized signature.

Bidder must complete and SUBMIT this form with your bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

**CITY OF WHEAT RIDGE, CO
CERTIFICATION STATEMENT FOR
ILLEGAL ALIENS, COMPLIANCE TO HB 1343**

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq.
2. The Vendor shall not knowingly employ or contract with an illegal alien to perform work under this purchase order or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.
3. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b)(I).
4. The Vendor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate the above referenced purchase order for breach and the Vendor shall be liable for actual and consequential damages to the City of Wheat Ridge.

CERTIFIED and AGREED to this _____ day of _____, 20_____

BID NUMBER: _____

FIRM: _____
(Print Full Legal Name)

AUTHORIZED SIGNATURE: _____

Print Name: _____

Print Title: _____ Date: _____

Attestation: (A corporate attestation is required.)

BY: _____
Corporate Secretary or Equivalent

Place corporate seal here, if applicable

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
NON-DISCRIMINATION ASSURANCE FORM
TITLE VI REGULATIONS AT 49 CFR PART 21

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity receiving Federal financial assistance.

The City of Wheat Ridge is a recipient of Federal financial assistance and as such, it—as well as all of its responsible agents, contractors and consultants—is required by the United States Department of Transportation Title VI Regulations at 49 CFR Part 21 (the Regulations) to assure nondiscrimination. The City of Wheat Ridge assures that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin under any program or activity conducted by the City.

All bidders are hereby notified that the City of Wheat Ridge will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. This applies to all solicitations for bids for work or material subject to the Regulations, and for all proposals for negotiated agreements.

The bidder, whose name and signature appear below, certifies and agrees as follows:

1. The bidder shall comply with the provisions of Title VI of the Civil Rights Act of 1964.
2. The bidder assures the City of Wheat Ridge that disadvantaged business enterprises are afforded full opportunity to submit bids as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color or national origin in consideration for award.
3. The bidder shall comply with all reasonable requests made in the course of an investigation of Title VI, the Regulations and this assurance by the Colorado Department of Transportation, the US Department of Transportation or the City of Wheat Ridge, as a sub-recipient of Federal financial assistance.
4. The bidder agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, the Regulations and this assurance.

FIRM: _____
(Print full legal name of company)

AUTHORIZED SIGNATURE: _____

Printed Name and Title: _____

Date Certified and Agreed: _____

Attestation: (A corporate attestation is required)

Place corporate seal below:

BY: _____
Corporate Secretary or Equivalent

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.