



## **Town of Westcliffe General Engineering Services Request For Proposals**

The Town of Westcliffe is seeking proposals from qualified professional engineering individuals or firms who can support general engineering service needs for water, wastewater, infrastructure (i.e. streets, drainage systems, sidewalks), facility and land use development projects. The Town seeks to enter into an Exclusive Services Agreement with such individual or firm to support typical municipal engineering needs and services as referred by Town staff. All proposals shall be delivered to Westcliffe Town Hall by 4:00 p.m. on November 15, 2022. The Town will review all proposals and seeks to complete a contract with the individual or firm who best fulfills the Town needs.

### **BACKGROUND**

The Town of Westcliffe has typical municipal infrastructure, facilities and utilities, and strives to keep them in proper operating condition. The Town continues to prioritize capital improvements for all Town-owned infrastructure and facilities and has adopted development standards that are to be used by developers and are a critical tool needed for overseeing development.

The Town Board has prioritized a number of projects that will require engineering support, and several new developments are also in the planning phases and will soon be submitted to the Town for review and approval. The Town is seeking engineering service support which will assist with capital improvement planning and project oversight, and for general engineering support that can be utilized for review and approval of future development proposals. Engineering professionals will be working closely with staff and the Town Board on future projects and a dynamic and cohesive relationship is needed to ensure thorough and accurate information and communication becomes the norm.

### **PROPOSAL REQUIREMENTS**

The Town is seeking information from engineering professionals who have experience and qualifications to serve as the Town's Engineer, and who can become an effective and critical member of our team. The Town Board, Town Administrator, and Town Staff will all work closely with the successful engineering professional(s) on a multitude of projects and needs. Interested individuals and firms must provide a proposal with the information detailed below:

1. Introduction Letter: Please detail yourself or firm and include basic information about yourself or firm.
2. Professional Qualifications: Please list qualifications and related experience and include it for all individuals who are to be considered in this proposal. This should include different disciplines within the organization and areas of specialty.
3. Relevant Experience: Please provide a list of specific municipal work and projects and provide examples of deliverables. Please also list experience with project funding and grants.
4. Service Letter: Please detail the services you intend on providing and the relationship you would hope to achieve with the Town. Also, include what you would expect from the Town and any other demands or conditions you think are necessary.



5. Fee Schedule: Please provide a fee schedule for all proposed professional services (i.e. engineering, design, surveying, etc.). These fees will be reviewed closely and be a critical part of the decision process.
6. References: Please provide specific municipal references that we can call upon and ask questions about past services and experience.

The Town will review all proposals, and has the right to deny all proposals, modify proposals, or work with proposals to achieve a desired outcome and relationship. All proposal information will remain confidential. The Town will check references and may ask for interviews/presentations from selected proposals. The Town seeks to have a contract completed with the selected firm by November 31, 2022.

**PROPOSAL INSTRUCTIONS:**

All proposals must be delivered to Town Hall by 4:00 p.m. on November 15, 2022. A hard copy or digital submittal is allowed. All interested individuals or firms are encouraged to contact the Town Clerk with questions. All proposal questions or phone calls must be completed by November 11, 2022, and no additional questions will be taken after this date.

**CONTACT INFORMATION**

Town of Westcliffe  
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