



**City of Montrose  
Purchasing Division  
433 South First Street  
PO Box 790  
Montrose, CO 81402**

# **INVITATION FOR BID** **Historic Context Report & Survey - CLG**

**Issue Date: Wednesday April 21, 2021**  
**Bid Number: 21-017**  
**Agent/Contact: Kendall Cramer**  
**Submissions Must Be Received By: Tuesday May 11, 2021 at 2:00 p.m. Colorado Time**

## **Administrative Instructions:**

The City of Montrose is requesting formal bids through the Request for Proposal process for the Tortilla Flats/La Raza Park Neighborhood Historical Context & Survey Report. Proposals will be publicly registered via Zoom on May 11, 2021 at 2:00 p.m. Please register at: <https://us02web.zoom.us/join/register/tZUucuqvrT0uGNNb0VmUI9QCAM0u8p8Uc6a6>.

Bids must be received by 2:00 p.m. on May 11, 2021, at 433 S. 1st Street, Montrose, CO 81401. Bids shall be addressed to Kendall Cramer, Community Program Manager, at the above address. Questions will be accepted until 5:00 p.m. on May 4, 2021.

Complete bid packets can be downloaded from the City web page at [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, and Open Bids. Addenda will be posted to the website and it is the bidder's responsibility to download addenda.

The City reserves the right to accept or reject any or all bids, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The City of Montrose complies with all Equal Opportunity requirements. All qualified Offerors will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

## **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests For Proposals, Requests for Quotes, and Requests For Qualifications (hereafter "Solicitation" or Bid Solicitation.).

### **A. CONTENTS OF BID**

1) Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings, which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.

2) Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.

3) Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal Statutes governing purchasing activities.

4) Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

#### **B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION**

1) Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.

2) If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written (fax or e-mail) request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening.

3) Any official interpretation of the Bid Solicitation must be issued in writing by the agent/contact of the City who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4) If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

#### **C. PRICING, COLLUSION, AND TAXES**

1) Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.

2) Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.

3) Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.

4) It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.

5) Taxes. Bidders will neither include Federal, State nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

#### **D. PREPARATION AND SUBMISSION OF BID**

1) The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.

2) Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.

3) Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4) The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.

5) All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the city, in its sole discretion, may consider the Proposal non-responsive.

6) The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.

7) The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to the City. The envelope shall clearly identify the

Bid Number, Title and Due Date when submitted to the City. The Bidder shall also include its name and address on the outside of the envelope.

8) The City's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.

9) Offers in response to formal Bid Solicitations will not be accepted by facsimile transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid. If RFP contemplates sample contract, submit sample.

10) Bidders who qualify their Proposals by including alternate contractual provisions should be aware that the City does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.

11) Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.

12) Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be included in the Bidder's proposal cost.

13) Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

#### **E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST**

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting [www.cityofmontrose.org](http://www.cityofmontrose.org) - Department Services - Purchasing - Bidder's List.

#### **F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS**

1) Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable Solicitation Number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.

2) Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.

3) Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code, and the City's Procurement Manual.

#### **G. EVALUATION OF OFFERS**

1) Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.

2) The City may, in its sole and absolute discretion:

- a) Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
- b) Re-advertise this Solicitation;
- c) Postpone or cancel the Bid process for this Solicitation;
- d) Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
- e) Determine the criteria and process whereby Proposals are evaluated and awarded.

3) A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.

4) No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.

5) A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

#### **H. AWARD OF CONTRACT**

1) The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.

2) If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may

be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.

3) By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.

4) Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.

5) No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex, or be subjected to discrimination under any contractual award administered by the City.

**L. CONTRACTUAL OBLIGATIONS**

1) In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

**SPECIAL CONDITIONS**

**Company Name:** \_\_\_\_\_

**1. PRE-BID CONFERENCE IS NOT PROVIDED.**

**2. CONTACT PERSON**

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Kendall Cramer at 970.497.8531 or email: [kramer@ci.montrose.co.us](mailto:kramer@ci.montrose.co.us)

Failure to abide by this requirement may result in disqualification from further participation in this process.

**3. QUESTION DEADLINE:**

All questions regarding this Request For Proposal shall be directed in writing (mail, email or fax) to Kendall Cramer or email address: [kramer@ci.montrose.co.us](mailto:kramer@ci.montrose.co.us) or mailed to P.O. Box 790, 433 South First Street; Montrose, CO 81402. All inquiries shall clearly identify the name of the firm and the authorized representative, the RFP number and Title and a method or address to which the responses shall be made.

The deadline for receipt of questions from Bidders in regards to this RFP is Tuesday May 4, 2021.

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, Open bids, under this bid name. The responses in writing are the only official answers.

**4. SUBMITTAL INSTRUCTIONS:**

The City desires to receive a clear, concise, economical presentation of the vendors proposal. Bidders should include the following information in their Proposal and use the following format when compiling their responses.

- A. One (1) copy and one original of the bid packet beginning with "Special Conditions" section.
- B. Submit signed bid addendum(s).
- C. Submit a bid packet in a sealed envelope with the bid number and project name in the lower left hand corner of envelope, with the bidders name clearly written on the envelope.

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

**PROPOSAL FORM - PAGE 1**

**SUBMITTED BY:** Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CERTIFICATION:** (if a Submission is Offered):  
The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder,
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: \_\_\_\_\_ \_\_\_\_\_  
Manual Signature of Agent Date

\_\_\_\_\_  
Typed/Printed Name of Agent

\_\_\_\_\_  
Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.

**NO OFFER:**  
Indicate reason(s) why no offer is being submitted at this time.

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**PROPOSAL FORM - PAGE 2**

**Company Name:** \_\_\_\_\_

**PROMPT PAYMENT TERMS:**

Discount: \_\_\_\_\_ % \_\_\_\_\_ Days

Net: \_\_\_\_\_ Days

**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non- responsive and ineligible for award:

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

**STATEMENT OF WORK**

**Company Name:** \_\_\_\_\_

**ART 1 – GENERAL ITEMS**

**1.01 Project Purpose/Description**

The City of Montrose has been selected to receive a grant from History Colorado through the Certified Local Government (CLG) Subgrant Program to prepare a historical context report and to conduct reconnaissance and/or intensive level surveying for Montrose’s La Raza Park Neighborhood, historically known as Tortilla Flats, located on the city’s northwest side. The completed historical context report, in addition to reconnaissance and/or intensive surveying, will serve as a planning document that identifies historic resources and evaluates the eligibility of those resources for various types of historic designation. The final report shall make recommendations on future neighborhood preservation efforts. The project follows the completion of Montrose’s City-wide Historic Resources Survey Plan (2020) which recommended additional surveying of the neighborhood and is a top priority for the city’s Historic Preservation Commission (included as Exhibit A).

Tortilla Flats, is a traditionally Mexican-American and LatinX neighborhood with many multi-generational families who have resided in the neighborhood for decades. However, the neighborhood is experiencing changes as redevelopment pressures increase. The proposed historic context report will continue efforts to learn about the history of the Tortilla Flats Neighborhood, including the historical roots of its name - Tortilla Flats, and engage residents in a new way that is focused on historic preservation. In 2018, the city received a grant from the Colorado Health Foundation to engage residents to build relationships as well as to better understand the concerns of the neighborhood. Engagement efforts included a photovoice project consisting of photos taken or shared by community members. Participants were asked one question, “When you think of your neighborhood, what is important to you?” Many photos told stories about the rich history of the neighborhood, such as a photo of La Raza Park that recounted the community effort to build it. View the photovoice project at: <https://happgi.org/media/tortilla-flats-neighborhood-photovoice-project/>. The city seeks to complete this project now in order to continue previous engagement efforts and to gain insight into preservation goals for the neighborhood before additional redevelopment pressures increase.

The city is seeking proposals from qualified historic and/or cultural resources consultants that meet the U.S. Secretary of the Interior's Professional Qualification Standards and are knowledgeable of and have experience with the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties to complete the proposed project.

Specifically, the city seeks proposals on an approach/methodology to complete the following tasks:

- A. Prepare Historic Context
  - a. Fieldwork
  - b. Research
  - c. Community Member Interviews
- B. Conduct Survey on Properties
  - a. Fieldwork
  - b. Research
  - c. Documentation
  - d. Property Owner Interviews
- C. Complete Site Forms and Survey Report
  - a. Intensive Level Survey Forms (SHPO Form 1403)
  - b. Reconnaissance Level Survey Forms (SHPO 1417)
- D. Conduct Public Outreach

### 1.02 Project Area

The Tortilla Flats Neighborhood is located west of North Townsend Avenue between North 3rd Street and the terminus of North Selig Avenue near the Montrose County Justice Center (see Exhibit B). The city's GIS department has identified 211 residential or commercial structures in the neighborhood built between 1880 and 1979, as shown on the table below.

From	To	Count
1880	1889	7
1890	1899	6
1900	1909	22
1910	1919	31
1920	1929	16
1930	1939	30
1940	1949	21

1950	1959	8
1960	1969	2
1970	1979	68

A map identifying buildings in the neighborhood, color coded by decade for the year built, is included as Exhibit C. Please refer to Exhibit D for a glimpse of structures in the neighborhood that are potential candidates for reconnaissance and/or intensive level surveying.

The consultant should explain the criteria that will be used to select properties for surveying and the criteria for determining the level of surveying that will be warranted (reconnaissance or intensive level).

### **1.03 Required Standards**

The selected consultant will be tied to the terms, conditions, and requirements of the grant contract with History Colorado (an example contract is attached as Exhibit E) through a contract agreement with the City of Montrose. An example of the city's standard Independent Contractor and Professional Services Contract is included as Exhibit F.

Interested historic preservation consultants must conduct work in accordance with the guidelines of History Colorado and the Certified Local Government Program and must have the experience and education required by the Secretary of the Interior's Professional Qualifications Standards and Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archaeology. Compensation will not be provided for work not meeting these standards, as deemed in the judgement of History Colorado.

Consultants shall meet professional qualifications described in 36 CFR 61, "Procedures for Approved State and Local Government Historic Preservation Programs," April 13, 1984, or otherwise approved by History Colorado.

The project will conform to OMB's Uniform Guidance. When selecting a consultant for the project, the city will follow the requirements of Title 2 Part 200.318 of the Code of Federal Regulations.

All work must be completed to the standards provided by History Colorado and detailed in the Colorado Survey Manual (<https://www.historycolorado.org/sites/default/files/media/document/2017/1527.pdf>). Survey forms are provided by History Colorado.

All photographs must be properly labeled in accordance with the Colorado Survey Manual.

Survey work must meet the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation published September 29, 1983 in the Federal Register.

### **1.04 Additional Consultant Considerations**

Notably, while an architectural inventory will assist with determining the neighborhood's potential for designation, it will be equally important to identify other independent elements that may collectively contribute to historic designation. For example, division of space with walls, adobe sheds, gardens, and possibly shrines in yards that are representative of cultural heritage/traditions may not be independently significant, but when considered collectively they shed light on the cultural and historical development of the neighborhood. It is strongly preferred that the consultant have knowledge of Hispanic cultures and can identify independent elements and put them into historical context. The consultant may choose to utilize ethnographic methods as a research approach to form conclusions. Bilingual (English/Spanish) speaking staff is preferred to improve project outcomes.



Establishing connections and building relationships with residents will be important for the project to succeed. Public outreach is a required project deliverable. The city's community engagement specialist will assist with communication of such efforts, but the consultant shall identify specific outreach opportunities that will be conducted as part of the project.

As part of the historical context report, the city seeks a consultant that will research the neighborhood's name, Tortilla Flats. As the community changes, discussions on whether the neighborhood should maintain the Tortilla Flats name have arisen. Some residents have expressed that the name is a part of the neighborhood's heritage and should not be changed, while some residents have expressed concerns that it is a negative connotation for a predominantly Mexican-American/Hispanic community. The city seeks a historical account of how the name was derived, if possible.

#### **1.05 Products Specific to Survey Projects**

The consultant shall prepare a draft and final survey report that follows the format outlined in the Colorado Survey Manual. Included in the final survey report shall be a map which clearly delineates the project boundaries. The map shall also identify individual properties or districts that appear to meet the National, State, and/or Local Register criteria. The survey report shall also include a listing of all the properties surveyed with their official state site numbers (Smithsonian Trinomial number) and an evaluation of their significance.

Consultant shall provide a USGS 7.5' quad map plus a city plat or planning map outlining the boundaries of the survey area with a key that identifies the boundaries of eligible districts, contributing and non-contributing properties and individually eligible properties. Each resource recorded during the project should be clearly identified on the map by state site number.

Consultant shall provide a plan to keep the public involved/updated throughout the project. Consultant shall present the results of the completed survey at a public meeting. Minutes of the meeting shall be provided.

All inventory forms completed for the survey should be completed in accordance with the established instructions and must include appropriate location data and state site numbers.

#### **1.06 Project Deliverables & Timeline**

The city and consultant will coordinate on the timely submission of project deliverables. The following deliverables are required by History Colorado.

1. Documentation of three bids (City)
2. Consultant resume(s) (Consultant)
3. Subcontract Certification Form (City)
4. Initial consultation with OAHP staff and selected consultant (City & Consultant)
5. List of properties to be surveyed (Consultant)
6. Three draft survey forms (or 10% of overall project) (Consultant)
7. All draft survey forms and survey reports, including draft of historical context report (Consultant)
8. Final survey forms and survey reports, including final historical context report (Consultant)

9. Documentation of public outreach (City and Consultant)
10. Final project report (City and Consultant)

### **1.07 Project Budget**

This project is contingent upon funding from History Colorado and the National Park Service in the amount of \$25,000. Therefore, there is a project ceiling of \$25,000 for this project. Budget proposals must not exceed this amount. No contingencies are included for this project. All work/deliverables must be approved by History Colorado. The city maintains the right to withhold payment from the consultant in the event that the city or History Colorado requests revisions to any deliverables or materials produced with the grant. Payment will be made upon approval of such revisions.

## **PART 2 – PROPOSAL FORMAT AND SELECTION**

### **2.01 PROPOSAL FORMAT**

The following information shall be included in the proposal package submitted by the deadline date.

#### Title Page

- Name of Consultant(s), Address(es), Telephone and Fax Number(s)
- Name of Project Director/Principal Contact including direct phone number(s) and email address(es)
- Names of Professional Staff Assigned to the Project
- Date of Proposal
- Signature of Person having proper authority to make formal commitments on behalf of the firm

#### Project Proposal

- Problem Statement, Description of Project Proposal, Consultant's Interest
- List of major tasks required for the project and specific personnel assigned to each task
- Project schedule – define anticipated time schedule for each of the defined tasks. Identify, if any, all data, facilities and equipment the city is required to provide for Consultant to perform the services described herein.
- The project schedule must reflect a completion date of June 30, 2022.

### Qualifications

- Resumes of professional staff assigned to the project
- Describe similar projects completed by the principal staff and any innovative techniques incorporated into the projects
- Describe other relevant experience of the consultant or principal staff, including but not limited to, knowledge of Hispanic cultures and ability to communicate in Spanish.
- Identify subcontractors or subconsultants that will be used and describe their experience/qualifications.
- Provide two (2) professional references. Include the name of the organization, a brief summary of the work, and the name and telephone number of a responsible contact person.
- Provide a statement on your organization's current workload and ability to complete the project on time.

### Finances/Budget

- List hourly rates for key staff working on the project.
- Provide a proposed breakdown of fees for each milestone, including all personnel time, equipment, supplies, overhead expense and profit.
- Describe any other pertinent information that will give the evaluation team general information to determine the overall efficiency and effectiveness with which the firm does business.

### Optional Additional Data

- Provide any additional information that will aid in evaluation of the consultant's qualifications with respect to this project.

## **2.02 SELECTION CRITERIA**

Proposals will be reviewed and scored independently by an evaluation committee. The committee will score each proposal on a scale of 0 to 4 based on the weighted evaluation criteria listed below.

- Overall Presentation/Level of Detail (40%)
- Bidder's Qualifications/Experience (40%)
- Financial Viability of Proposal (10%)
- Timeline/Schedule for Proposal (10%)

