

TOWN OF FOXFIELD
Request for Proposals for Public Works Services
March 11, 2019

Purpose

The purpose of this request for proposal (RFP) is to engage the services of a qualified firm to provide public works services to the Town of Foxfield, Colorado (Town).

Description of Town

The Town is a statutory municipality created pursuant to Title 31 of Colorado Revised Statutes. It is governed by a Mayor and six-member Board of Trustees. The Town has approximately three (3) acres of open space, one (1) mile of trails and ten (10) miles of paved roads with adjacent rights-of-way on both sides of the pavement. The Town has a part-time Town Clerk and a part-time Town Administrator.

Services Required

The scope of the prospective engagement will be to perform routine open space and rights-of-way maintenance services for the Town beginning June 1, 2019. Services include:

1. Snow Removal

Snow and ice shall be removed from the following areas within the Town (as depicted in the map in **Exhibit A**):

a)

| | |
|-----------------------------|---|
| <u>Roadways:</u> | Approximately 10 miles and on average 24 feet wide with 2% crown. |
| <u>Cul-de-sacs:</u> | 17 cul-de-sacs. |
| <u>Highway Entrances:</u> | 1 off Parker Road with an island; 4 off Arapahoe Road, two with islands; |
| <u>Internal Entrances:</u> | 2 with Chaparral, each has an island; 1 with Chenango, with an island. |
| <u>Open Space Sidewalk:</u> | Sidewalk in the Town's open space, between the west side of South Lewiston Way (the Ring Road) around the loop, through the tunnel and east to South Norfolk Court. |

b) Services will include:

- i) Initial plowing should begin once the snow accumulation is four inches or more, unless conditions indicate that it will be better to plow prior to that amount of accumulation. For instance, if it snows less than that, but the forecast is for continued freezing conditions, the snow should be removed. The contractor shall use its best judgment to determine the timing for snow removal.
- ii) Snow in the cul-de-sacs and all residential roadways shall be plowed so that driveways and mailboxes are not blocked.
- iii) Snow that is plowed into entrances by state and county plows and not cleared by them will need to be removed to make entrances useable.
- iv) Areas of roadway shaded by trees along the south side of the road and at intersections require special attention to minimize snow pack and ice buildup. The contractor shall use its best judgment to determine the need and timing of the application of snow and ice control materials.
- v) Equipment must be available to remove large snow falls in excess of eighteen (18) inches.

2. ROW Maintenance

There are approximately twenty (20) miles of rights-of-way in the Town (as depicted on the map in **EXHIBIT A**) that shall:

- a) Be mowed, trimmed with a weed eater, and have trash removed once a month April through September.
- b) Have one (1) application of pre-emergent weed control and fertilizer applied at the beginning of the growing season.
- c) Have one (1) broad-leaf weed control application applied during the growing season. This application shall be done as spot-spraying of actual weeds only, and not as a broadcast application.

3. Monthly maintenance of Arapahoe Road and Ring Road (South Lewiston Way) rights-of-way

The Arapahoe Road and Ring Road (South Lewiston Way) rights-of-way in the Town (as depicted on the map in **EXHIBIT B**) shall:

- a) Be mowed, trimmed with a weed eater, and have trash removed monthly from April through November.
- b) Have one (1) application of pre-emergent weed control applied at the beginning of the growing season.
- c) Have weeds sprayed or pulled on an as-needed basis. Weeds that are sprayed and die need to be pulled by hand.

4. Bi-monthly maintenance of six traffic islands

The six traffic islands in Town (as depicted on the map in **EXHIBIT C**) shall:

- a) Be trimmed with a weed eater, watered, have trees and bushes trimmed, suckers clipped and have trash removed twice a month from April through November.
- b) Have one (1) application of pre-emergent weed control and fertilizer applied at the beginning of the growing season.
- c) Have weeds sprayed or pulled on an as-needed basis. Weeds that are sprayed and die need to be pulled by hand.

5. Monthly maintenance of the Open Spaces

There are approximately three (3) acres of Open Spaces (as depicted on the map in **EXHIBIT D**) that shall:

- a) Be mowed, trimmed with a weed eater, and have trash removed monthly from April through November.
- b) Have one (1) application of pre-emergent weed control applied at the beginning of the growing season.
- c) Have three (3) broad-leaf weed control and fertilizer applications applied during the growing season. Weeds that are sprayed and die need to be pulled by hand.

6. Irrigation system maintenance

The Town has a drip system sprinkler system that covers three zones. Contractor will provide the following services:

- a) Spring startup
- b) Periodic inspections
- c) Winterization
- d) During dry periods in the winter season, the sprinkler system may need to be started, the trees in the open space watered and the system re-winterized.

7. Drainage improvements

Drainage ways will be kept free of debris. Check dams or culverts will be inspected as needed and identified for replacement, repair or cleaning.

8. Landscape improvements

Landscape improvements will be identified during semi-annual meetings with the Town. Cost estimates will be provided to the Town prior to work commencing.

9. Trash removal

The Contractor shall check and empty the containers in the Town's open space or rights-of-way every other week. Containers will be emptied, and kept clean and presentable by using plastic trash liners. In addition, the Town anticipates adding three doggie waste stations that will need to be checked and emptied on a bi-weekly basis.

10. Traffic sign maintenance

Traffic signs occasionally need to be ordered, installed, repaired or replaced.

11. Other related services

The Contractor will cooperate with any and all requests for support in the maintenance and repair of the Town's properties.

The successful firm should be prepared to meet with representatives of the Town at least twice a year, in the spring and the fall, to determine a list of projects that will be completed during the season.

Inquiries

This request for proposal (RFP) is issued by the Town. All proposals should be delivered to:

Town of Foxfield
PO Box 461450
Foxfield, CO 80046
Attention: Randi Gallivan, Town Clerk

Proposals may be delivered electronically to clerk@townoffoxfield.com.

Qualifications Required

In order to be considered, the firm presenting the proposal must have the personnel, equipment and tools to do routine road, rights-of-way and open space maintenance, mowing, tree trimming, landscape improvements, weed control, trash removal, trail surface maintenance, fence maintenance, snow removal and other related services.

Proposal Content

Firms are requested to present the following information:

- Name of the business owner.

- Location of the place of business.
- Experience and qualifications of the business and personnel assigned to perform the services. The business should propose one primary contact responsible for managing the work under the contract with the Town. Specific experience and background of this contact person should be included in the proposal.
- Description of the equipment available to perform the required services.
- Description of weed control practices, certifications and experience of personnel who will be applying herbicides and pre-emergent weed control measures.
- Other information the firm believes would assist the Town in its evaluation process.
- Proposed fee schedule, including hourly labor rates, equipment rates, incidental supplies costs (i.e. pesticides, snow and ice removal materials, etc).

The proposal can include rates for:

All requested services

Snow removal services only

All other services (not including snow removal)

Time Requirements

The following deadlines must be met:

RFP posted and mailed to prospective bidders – March 11, 2019

Proposal deadline – April 12, 2019 4:00 p.m.

Proposed Award of bid –May 1, 2019

Proposed Commencement of Services – June 1, 2019

Evaluation Process

The Town will judge the merits of proposals received in accordance with the criteria discussed below.

The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the Town may request firms to complete an oral presentation or answer further questions about their proposal.

Criteria:

1. Professional business with the appropriate state licenses and insurance coverages necessary to complete the work required in the proposal.
2. The adequacy and completeness of the proposal.
3. The experience of the business.
4. The experience and qualifications of staff to be assigned to the Town.
5. The proposed hourly rates of the services.

Right to Reject Proposals

The Town reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation.

EXHIBIT A

3 MILES OF ROADWAY
Legend



Town boundary
Potential Streets
Vacant Lots
Ward Boundaries

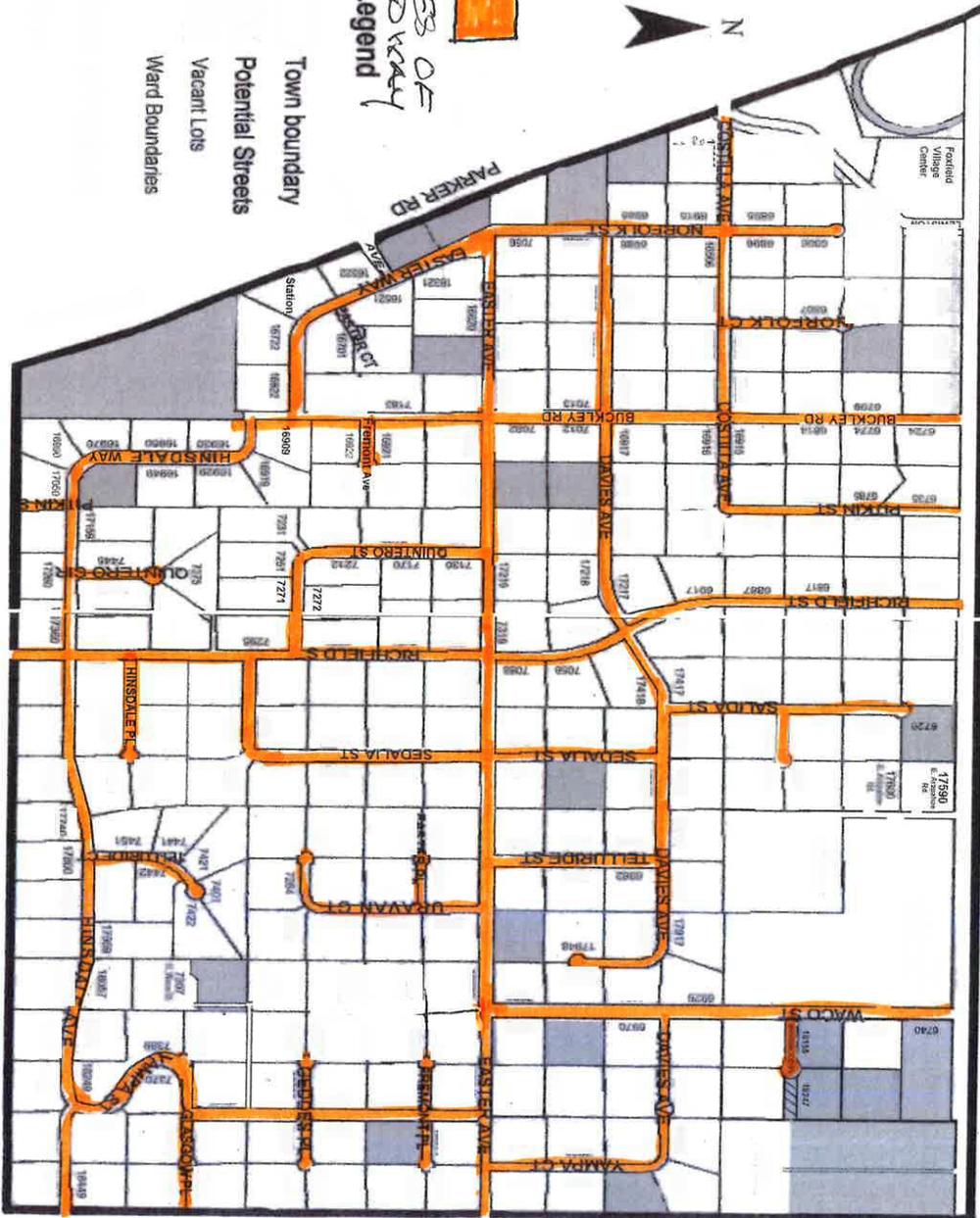


EXHIBIT C

ISLAND
of FRENCHT SPRING
Legend

