



**REQUEST FOR PROPOSAL**  
**PROFESSIONAL SERVICES FOR THE**  
**SOUTH PLATTE RENEW**  
**WEBSITE REDESIGN AND DEVELOPMENT SERVICES**  
**FOR**  
**THE CITY OF ENGLEWOOD, COLORADO**  
**RFP NO: 26-022**  
**RFP ISSUANCE DATE: May 19, 2026**

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## SECTION 1. Introduction

### 1.1. Statement of Purpose

The City of Englewood (“the City” or “City”) is seeking a qualified firm to perform services for the SOUTH PLATTE RENEW (SPR) WEBSITE REDESIGN AND DEVELOPMENT SERVICES (the “Project”).

The City invites firms (Consultants) to submit Proposals according to the requirements set forth in the Request for Proposals (RFP). Proposals in response to this Solicitation must be submitted to Bidnet before June 16, 2026 at 2:00 pm Mountain Time (MT). Proposals must be fully compliant with the requirements contained within this RFP in **Section 2**.

The Proposals will be reviewed and evaluated using a competitive, best-value selection process described in **Section 4**. The capitalized terms in this RFP have the meanings as first used in the text of this RFP and as defined in **Attachment A Definition of Terms**.

Maggie Gardner will serve as the City’s Project Manager (PM) and will administer the City’s contract with the selected firm for the City.

All questions during the procurement period should be directed in writing to:

**Alyssa Hoffman**  
**Procurement Administrator**  
**2900 South Platte River Drive**  
**Englewood, CO 80110**  
[procurement@englewoodco.gov](mailto:procurement@englewoodco.gov)

No interpretation of this RFP will be provided to any firm verbally. To be given consideration, such requests must be submitted prior to the due date identified in **1.5 Project Milestones**.

No communications from the City Project Manager or any other individual representing or purporting to represent City are binding. Firms are restricted from all contact with City staff (including City of Littleton, City of Englewood, and SPR) and any public official of this organization, other than the City Project Manager listed above, regarding the Project during the procurement process. A violation of this provision may result in the disqualification of the firm.

## 1.2. RFP Organization

This RFP consists of the following five (5) Sections and four (4) Attachments:

- **Section 1. Introduction**
- **Section 2. Project Overview/Statement of Work**
- **Section 3. Proposal Submittal Requirements**
- **Section 4. Proposal Evaluation and Selection**
- **Section 5. Conditions for Firms**
- **Attachment A Definition of Terms**
- **Attachment B Draft Agreement**
- **Attachment C Draft Statement of Work**
- **Attachment D Affidavit of Authenticity**

### 1.3. Background Information

South Platte Renew (SPR) is the third-largest water resource recovery facility (WRRF) in Colorado, treating approximately 20 million gallons per day (MGD) of residential and industrial wastewater from 300,000 residents in Littleton, Englewood, and 19 connecting communities. The facility consists of 21 buildings and 13 process areas encompassing liquid, solids, and gas treatment. SPR is jointly owned by the Cities of Littleton and Englewood and is overseen by a Supervisory Committee composed of representatives from both municipalities. This committee serves as the SPR's governing body.

Recent usability findings and internal assessments have identified significant limitations in the current website platform. Users have experienced difficulty locating information, navigating between microsites, and accessing key services. The current system also relies on multiple disconnected platforms for communication, events, and forms, resulting in inefficiencies for both staff and the public. SPR is seeking to transition to a more scalable, integrated, and user-centered website platform that enhances usability, improves accessibility, and supports long-term operational efficiency.

### 1.4. Objectives

The goal of the Project is to create a modern digital experience that better serves residents, businesses, and stakeholders by improving access to information, streamlining online services, and consolidating existing communication platforms into a cohesive system. The selected Consultant will support SPR in achieving the following objectives:

- **Quality:** Deliver the work products to be consistent with project specifications and in full compliance with federal, state, and local regulations.
  - Deliver a modern, intuitive, and user-centered website experience.
  - Deliver a visually compelling design that reflects South Platte Renew's brand identity, builds public trust, and enhances overall user engagement.
  - Ensure full compliance with accessibility standards (WCAG 2.2 Levels A and AA) and Colorado accessibility law (C.R.S. Sections 24-85-101 et seq.).
  - Consolidate multiple platforms into a single, centralized content management system (CMS), specifically WordPress, to reduce staff workload and improve content consistency.
  - Improve search functionality and navigation across all content areas, including full-text search of agendas, events, job postings, and other key content.
  - Support seamless, responsive performance across all device types, including desktop, tablet, and mobile.
  - Deliver comprehensive training and documentation to SPR staff to ensure long-term sustainability of the new platform.
- **Cost:** Deliver the Project in a cost-effective manner within the SPR budget.
- **Schedule:** Meet or exceed the Project schedule.
- **Risk:** Achieve an optimal balance of risk allocation between the City and the firm.
- **Safety:** Incorporate best industry practices for the protection of SPR and Consultant staff.

## 1.5. Project Milestones

SPR reserves the exclusive right to select a firm for award of the Professional Services Agreement. SPR also reserves the exclusive right to reject any or all Proposals or firms at its sole discretion, with or without cause, at any time throughout the selection process, and it may waive formalities in the selection process as it deems appropriate.

Following are the project milestones to be met by the firm for the remainder of the selection process and completion of the Project:

Request for Proposal Posted	May 19, 2026
Deadline for Questions	May 26, 2026 4:00 PM MT
Issue Final Addendum	June 2, 2026
<b>Proposal Submission Due Date</b>	<b>June 16, 2026 2:00 PM MT</b>

## 1.6. Scope of Work

SPR is seeking a comprehensive website design and development solution that prioritizes accessibility, usability, and system integration. The selected Consultant will be responsible for guiding the Project from initial discovery through final implementation and launch, working closely with SPR staff throughout.

Task 1: Project Management

### 1.1.1.Task 1: Discovery and Strategy

- Analyze existing website analytics (e.g., traffic patterns, user behavior, high- and low-performing pages) to inform content strategy and site structure.
- Conduct stakeholder interviews and collaborative workshops with SPR staff.
- Perform a comprehensive audit of existing website content and systems.
- Evaluate current user experience and identify key pain points.
- Develop user personas and user journey maps.
- Provide recommendations for site structure, navigation, and content strategy.

### 1.1.2.Task 2: Design and User Experience

- Develop a modern, accessible, and mobile-first website design.
- Create wireframes and prototypes for key page templates.
- Design intuitive navigation systems to improve user flow and reduce click depth.
- Ensure visual design reflects South Platte Renew’s brand identity and builds public trust.

### 1.1.3.Task 3: Website Development and CMS Implementation

- Develop the website using WordPress as the required open-source CMS, ensuring long-term flexibility, scalability, and full ownership by SPR. Proprietary or closed platforms will not be considered.
- Enable easy content updates and internal management by SPR staff.
- Build customizable page templates for various departments and uses.

### 1.1.4.Task 4: Functional Requirements

The proposed solution must include, at a minimum, the following capabilities:

#### *1.1.4.1.PARC Webpage Enhancements*

The Consultant shall enhance the PARC (Pilot and Research Center) section of the website to improve user engagement and accessibility of information. At a minimum, this shall include:

- Development of an interactive PARC (Pilot and Research Center) map displaying all ongoing PARC projects with associated descriptions, locations, and status updates.
- Enhancements to the PARC Innovation Flow Podcast experience, including improved navigation, embedded audio/video integration, and streamlined access to episodes.
- Exploration and implementation of additional creative, interactive elements that enhance storytelling, user engagement, and public understanding of PARC initiatives.

#### *1.1.4.2.Search Functionality*

- Provide advanced search functionality, including autocorrect, suggested content, event and meeting calendar search, job posting search, and contextual “how-to” search.

#### *1.1.4.3.Content Migration*

- Migrate existing website content, documents, and media.
- Identify and remove outdated or redundant content.
- Develop a URL redirect strategy to preserve SEO and avoid broken links.
- Ensure all migrated content meets applicable accessibility standards (WCAG 2.2 Levels A and AA), including proper tagging, alt text, and formatting.

#### *1.1.4.4.Event Management*

- Integrated calendar with advanced filtering, RSVP, and event registration capabilities.

#### *1.1.4.5.Forms and Applications*

- Ability to create, manage, and track forms with user-friendly submission process and administrative tracking and reporting tools.

#### *1.1.4.6.Microsite Functionality*

- Ability to create and manage multiple microsites with seamless navigation between the main site and microsites.

#### *1.1.4.7.Interactive Features*

- Interactive maps embedded within site pages.
- Creative and engaging interactive elements beyond mapping, such as dynamic data displays, storytelling features, or user-driven tools.

#### *1.1.4.8.Customization*

- Customizable menus, navigation structures, and page templates.
- Ability to modify style sheets, design elements, and embed media natively within page content.



#### *1.1.4.9. Language Accessibility*

- Support for multilingual accessibility through integration with translation tools (e.g., Google Translate or comparable services) and/or real-time translation functionality.

#### **1.1.5.Task 5: Accessibility Compliance**

The website must fully comply with: (a) WCAG 2.2 Level A and AA standards; and (b) Colorado accessibility requirements (Sections 24-85-101, et seq., C.R.S.). The Consultant must provide one of the following upon City request:

- A completed Voluntary Product Accessibility Template (VPAT) WCAG Edition using the most current template published by the Web Accessibility Initiative; or
- A signed written certificate attesting to compliance with applicable WCAG Levels A and AA requirements and Colorado accessibility law.

SPR reserves the right to conduct independent accessibility audits and require remediation if deficiencies are identified. Failure to provide the required documentation within thirty (30) days of a written City request shall result in the suspension of payment obligations. Failure within ninety (90) days shall entitle the City to terminate the Agreement without penalty.

Consultant agrees to indemnify, defend, and hold harmless the City and its officers, employees, elected officials, agents, and successors from any claims, damages, costs, or expenses arising from Consultant's failure to comply with applicable accessibility standards.

#### **1.1.6.Task 6: Integration and Platform Consolidation**

- Consolidate existing tools and platforms into a centralized system.
- Replace fragmented systems with unified solutions where possible.
- Ensure compatibility with existing technologies used by SPR.

#### **1.1.7.Task 7: Testing and Quality Assurance**

- Conduct usability testing across devices and user types.
- Provide a formal accessibility audit prior to launch and remediate all identified deficiencies.
- Ensure all features function as intended prior to launch.
- Address bugs, accessibility issues, and performance concerns.

#### **1.1.8.Task 8: Training and Support**

- Provide WordPress training sessions for SPR staff prior to website launch, covering content management, user administration, and common workflows.
- Deliver documentation and user guides.
- Offer ongoing support and maintenance options.

### 1.1.9.Task 9: Optional Ongoing Support and Maintenance

At the completion of the website redesign and upon mutual agreement, the selected Consultant may provide ongoing monthly support services including, but not limited to, website maintenance, content updates, performance monitoring, accessibility compliance updates, and technical support.

## 1.2.Consultant Responsibilities

In addition to the Scope of Work described above, the Consultant shall:

- Designate a dedicated Project Manager as the single point of contact for SPR throughout the Project.
- Conduct recurring weekly or bi-weekly status meetings with the City's designated project team from kickoff through launch.
- Provide prompt written notice to the City of any factor, circumstance, or event that may affect the Consultant's ability to meet project requirements or timelines.
- Ensure all sub-consultants, if any, are disclosed to and approved by the City in advance and are bound by all obligations of the Agreement.
- Comply with all applicable federal, state, and local laws and regulations, including the City of Englewood Municipal Code.
- Submit all deliverables in electronic PDF format, unless otherwise noted, to SPR.
- Requests for additional work or change orders must be submitted in writing and approved by SPR in advance of commencing work.

## SECTION 2. Proposal Submittal Requirements

### 2.1. Submittal Directions

Proposals must be submitted electronically via **BidNet/Rocky Mountain E-Purchasing System (RMEPS)** at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). Submissions must be received by the City Project Manager no later than the date and time specified in **Section 1.1 Statement of Purpose**.

- **Format:** Proposals must be in a searchable PDF format with bookmarks.
- **No Hard Copies:** Physical submittals will not be accepted.
- **Responsibility:** The firm assumes full responsibility for ensuring the timely and successful upload of its digital files; proposals cannot be submitted after the deadline.
- **Technical Support:** For technical difficulties or questions regarding the BidNet platform, contact the Vendor Support Team at **(800) 835-4603, option 2**.

Electronic submissions will be accepted online via Rocky Mountain E-Purchasing Systems (RMEPS), [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). **Questions or technical difficulties should be directed to the website's Vendor Support Team, (800) 835-4603, option 2.**

The City of Englewood utilizes the Rocky Mountain E-Purchasing (Bidnet) SYSTEM for all electronic solicitation submittals. It is the Consultants' responsibility to ensure the submittal process is started with enough time to meet the 2:00 pm deadline; for example: do not start the upload and submittal process at 1:50 pm with the expectation that your submittal will be received by the City prior to the 2:00 pm deadline. If the Consultant experiences any problems, has questions or technical difficulties, PLEASE contact the Bidnet Vendor Support Team, (800) 835-4603, option 2. If Bidnet is unable to resolve the problem, contact the procurement agent (contact information in Introduction) by 1:45 pm for a submittal resolution.

Proposals may be amended or withdrawn only by written notice prior to the Proposal opening. Amendments or withdrawals received after the Proposal opening will not be effective, and the original Proposal submitted will be considered. The Firm agrees that its Proposal will not be withdrawn within ninety (90) calendar days following opening of the Proposals, and that during such time its Proposal will remain firm and irrevocable. The City reserves the right to reject any or all Proposals, and to waive any technical defects in Proposals.

The City reserves the right to request clarification of information submitted and to request additional information of one or more Firms after the Proposal Submission Due Date.

## 2.2. Submittal Format

The proposal format shall include:

- **Page Limit:** The Proposal shall not exceed **10 total pages**.
- **Excluded Pages:** The transmittal letter, table of contents, cover sheets, section dividers, and appendices (Resumes, Insurance, Forms, and the Price Proposal (PDF)) do not count toward the 10-page limit.
- **Large Format:** Up to two (2) pages of the total 10-page count may be submitted in 11 x 17 – inch tri-fold format for fold-out charts or schedules.
- **Dimensions & Margins:** Use standard 8½ × 11-inch pages with minimum 1-inch margins.
- **Font:** A font size of 11-point or larger (e.g., Time New Roman 11-pt) must be used for all narrative sections, including Executive Summary, Experience, and Project Understanding and Management Approach.
- **Price Proposal:** The Price Proposal and its supporting material must be submitted as a separate PDF file and will not count toward the 10-page narrative limit.

## 2.3. Submittal Content

The content requirements set forth in this RFP represent the minimum content requirements for the Proposal. It is the firm's responsibility to include information in its Proposal that clearly presents the information requested in this RFP. The Proposal, however, should **not** contain standard marketing or other general materials. It is the firm's responsibility to modify such materials so that only directly relevant information is included.

Any firm who submits information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

The Proposal must include the following information in the order listed below:

- Transmittal Letter
- Part 1 – Experience and Technical Capability
- Part 2 – Project Understanding and Management Approach
- Part 3 – Proposed Timeline
- Part 4 – Price Proposal (submitted as a separate PDF file)
- Part 5 – Agreement Review
- Part 6 – Statement of Work Review and Completion
- Appendix A – Forms for Affirmation of Compliance
- Appendix B – Key Personnel Resumes
- Appendix C – Evidence of Ability to Obtain Insurance

The Price Proposal with all supporting material shall be submitted as a separate PDF file via Bidnet.

### **2.3.1. Transmittal Letter**

Include a transmittal letter signed by an authorized representative of the firm who can commit the firm to the obligations required in the Agreement. Place the transmittal letter on the firm's letterhead and include the name, address, phone number and e-mail address for the firm contact person. Specify who would be the firm's signatory to any contract documents executed with the City. Include other information deemed relevant by the firm.

Proposals must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with a signature in full. Firms who are nonresident corporations shall furnish to the City a duly certified copy of their Articles of Incorporation from the State of Colorado Secretary of State Office along with the Proposal. Failure to promptly submit this evidence or qualification to do business in the State of Colorado may be basis for rejection of the Proposal.

The transmittal letter shall be limited to two (2) 8½ x 11-inch pages.

### **2.3.2. Part 1- Experience and Technical Capability**

Provide the following:

- Company name, address, and description of the firm (local, regional, national, or international).
- Size of the firm and size of the local office from which this work would be performed (if applicable).
- Names, titles, and contact information for the person submitting the Proposal and the person authorized to execute contracts on behalf of the firm.
- A brief executive summary (no more than one page) describing the firm's qualifications, its understanding of the City's needs, and what distinguishes the firm for this engagement.
- Demonstrate experience developing and maintaining websites using WordPress or comparable open-source CMS platforms.

- Description of the firm's relevant experience designing and developing municipal government websites or comparable public-sector digital platforms.
- Provide 2 to 5 project examples completed within the past five (5) years that are similar in scope to this Project, including: client name and contact information, project description, total contract value, timeline (planned vs. actual), and platform used.
- Describe the firm's specific experience and approach to: accessibility compliance (WCAG 2.2 AA), CMS platform(s) proposed, SEO, content migration, and multi-site or microsite management.
- Identify the specific CMS platform(s) being proposed and explain why this platform is recommended for the City's needs.
- Provide an organizational chart identifying all Key Personnel and the reporting hierarchy, including sub-consultants.

### **2.3.3. Part 2- Project Understanding and Management Approach**

Provide the following:

- A clear description of the firm's understanding of the City's needs as outlined in Section 2 and the specific challenges identified in Section 2.1.
- The firm's proposed methodology and approach to managing and delivering the Project, including how the firm will handle feedback cycles, revisions, and City approvals.
- The proposed project team structure, including names and roles of all Key Personnel who will be assigned to this engagement, and the percentage of time each will dedicate to the Project.
- Identification of any proposed sub-consultants, their roles, and relevant qualifications.
- Description of the firm's approach to post-launch support and ongoing maintenance.
- The firm shall identify the number of revision cycles included for key deliverables and describe how feedback will be incorporated at each stage.

### **2.3.4. Part 3 – Proposed Timeline**

Provide a detailed, realistic project timeline from contract execution through post-launch support. The timeline should clearly identify all major milestones, deliverables, City review and approval periods, and interdependencies. The following milestones are expected:

- Discovery kickoff and document submission
- Sitemap submission and approval
- Homepage design concepts submitted and approved
- Interior page template designs submitted and approved
- Website development completion
- QA/testing and accessibility audit
- Client acceptance and final approvals
- Website launch
- Staff training completion

### 2.3.5.Part 4 – Price Proposal

Provide a comprehensive, itemized price proposal submitted as a separate PDF file via BidNet. The Price Proposal shall include:

- Fixed-fee pricing for all Scope of Work tasks described in Section 2.4, organized by phase or task area.
- Hourly rates for Creative Services and Development Services for any out-of-scope or additional work requests.
- Clearly identified assumptions and exclusions.
- Description of the proposed payment schedule (e.g., milestones, training, hosting).
- Any optional service offerings and associated pricing (e.g., post-launch maintenance, training, hosting).

Note: The City is not subject to taxation. No federal or state taxes shall be included in quoted prices. Payments will be made within thirty (30) days of acceptance of work and City's written confirmation that deliverables and milestones have been satisfied.

### 2.3.6. Part 5 - Draft Agreement Review

The firm understands that neither this RFP nor the Proposal shall constitute a contract with the City. No contract is binding or official until Proposals are reviewed and accepted by appointed City staff; approved through the appropriate levels of authority within the City; and an official contract is duly executed by the City.

RFP **Attachment B Draft Agreement** contains the proposed Professional Services Agreement for the Project in a Microsoft Word document format. Proposers shall review this draft document and state acknowledgement of their review in the Transmittal Letter. The selected proposer may submit comments on the Draft Agreement for consideration by the City during contract negotiations. The **Attachment B Draft Agreement** is the form upon which Respondent shall base its Proposal.

### 2.3.7. Part 6 – Statement of Work Review and Completion

**Attachment C Draft Statement of Work** contains the template for the Statement of Work for the Project. The Statement of Work is a document attached to the Professional Services Agreement describing the scope of work, deliverables, pricing, and other contractual aspects of the Project. *Proposers shall review this template and complete the sections as labeled in a Microsoft Word utilizing "Track Changes".* The City will review the completed draft Statement of Work from the proposers and, if the City deems appropriate and in its sole discretion, may modify such document. The template Statement of Work is the form upon which Respondent shall base its Proposal. The pages submitted on the Draft Statement of Work will not be counted in the total page count specified above.

### 2.3.8. Appendix A – Forms for Affirmation of Compliance

Complete and submit the form provided in **Attachment D Affidavit of Authenticity** of the RFP. Submit all forms and documentation required in the RFP.

### 2.3.9. Appendix B – Resumes

Provide Key Personnel resumes as described in **2.3.2 Part 1- Experience and Technical Capability**, including subcontractor personnel, if applicable. Resumes should highlight relevant qualifications, technical expertise, municipal or public-sector experience, accessibility compliance experience, and experience with WordPress or comparable CMS platforms relevant to the Project.

### 2.3.10. Appendix C – Evidence of Ability to Obtain Insurance

Provide a letter or Certificate of Insurance from firm's insurance company stating its ability to acquire and provide insurance coverages and limits as identified in **Attachment B Draft Agreement**. The insurance company/ies must meet the requirements set forth in the Draft Agreement.

### 2.3.11. Appendix D –Termination for Default, Criminal Convictions, and Debarment

Provide the following information with respect to the firm Key Personnel and subcontractors:

- a. Identification of any contract that has been terminated for default within the last five (5) years.
- b. Identification of any criminal conviction, and any violation of any federal, state, or local statute or regulation, or of any court order addressing or governing antitrust, public contracting, employment discrimination, false claims, or prevailing wages within the last five (5) years.
- c. Identification of any debarment, or any consideration for debarment, on public contracts by the federal, state, or local government, or by any agency of such government within the last five (5) years.

Provide a position and response on the matters identified and how such matters could impact the successful completion of this Project.

The City will evaluate the facts and may, at its sole discretion, reject the Proposal if the facts discovered indicate that completion of this Project may be impacted.

### 2.3.12. Price Proposal

Having examined the RFP and supporting documentation including the **Attachment B Draft Agreement**, the *Consultant shall submit one (1) copy of the proposed fee in a separate PDF file labeled "Proposed Fee."* The Price Proposal will be used as a basis for firm selection as described in **3.4 Evaluation Criteria**. The Consultant's price proposal shall include a detailed cost breakdown for each of the project tasks defined in this RFP, resource assignments/titles, estimated hours for each title for completion of each task, total labor hours per tasks, billing rates for each title, total task completion cost, services by others, and any additional supporting documentation.

A font similar in size to or larger than Times New Roman font eleven-point (11-pt) must be used for the Price Proposal. **Any additional proposed Work or Services must be included as separate line item(s) in the price proposal and shall be detailed in the same manner.**



## **SECTION 3. Proposal Evaluation and Selection**

### **3.1. General**

The Proposals will be reviewed and evaluated by the SPR Selection Committee (with assistance provided by other outside advisors, if desired by SPR) according to the requirements and criteria outlined herein. During the Proposal evaluation process, written questions or requests for clarification may be submitted to one or more firms regarding its Proposal or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of the firm from further consideration. In addition, the City may require that all or a limited number of firms participate in interviews.

### **3.2. Selection Process Overview**

For the purpose of selecting the most qualified firm, SPR will use a competitive selection process as set forth in pertinent City and State procurement requirements. The procedure will involve the following steps:

- a. The City will advertise the RFP Invitations on Bidnet.
- b. Responsiveness and minimum qualifications will be checked.
- c. The City's Selection Committee will review, rank, and shortlist all Proposals that meet responsiveness and minimum qualification requirements. If necessary, the committee may decide that interviews are required to provide clarification on the proposals and determine selection.
- d. The City's Selection Committee will then rank each Proposal and prepare a recommendation for approval. Upon authorization, the City's Project Manager shall negotiate a contract with the selected firm. Should the Project Manager be unable to negotiate a satisfactory contract with the firm considered to be most qualified, the Project Manager, or designee, shall terminate such negotiations with that firm and begin negotiations with the next most qualified firm and so on until negotiations are successful.
- e. The SPR Director and/or Supervisory Committee reserves the right to modify or reject any contract for the acquisition of goods and/or services submitted to it for consideration.

### **3.3. Responsiveness**

Each Proposal will be reviewed to determine whether it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in a Proposal being rejected as non-responsive. At its sole discretion, however, the City may waive any such failure to meet the requirement of this RFP and may request clarification or additional information to remedy a deficiency.



### 3.4. Evaluation Criteria

The Selection Committee will evaluate and rank the Proposals that satisfy the minimum qualification requirements identified in this section by applying scores to each Proposal Part, as set forth in Table 3.4.1, to information provided in Proposals.

#### 3.4.1. Proposal Evaluation

Proposal Part	Points	Criteria
Experience and Technical Capability	up to 40	Demonstrated experience with planning, design, or feasibility/pre-feasibility studies for Central Utility Plants, district energy systems, or large-scale HVAC, hot water or steam loops, chilled water, or combined heat and power (CHP) projects. Examples of projects that evaluated options for energy efficiency, resiliency, decarbonization, or integration of renewable/alternative energy resources. Experience working with municipalities, specifically with Water Resource Recovery Facilities (WRRF).
Project Understanding and Management Approach	up to 40	Must demonstrate complete and specific understanding of the scope of work, overall project approach, proposed schedule, and the ability to meet deadlines, and remain within budget.
Price Proposal	up to 20	Priced components- maximum points for proven best value of cost

## SECTION 4. Conditions for Firms

### 4.1. Pre-selected Firms and Individuals

None.

### 4.2. Conflict of Interest

The firm must disclose with the Proposal, the name of any officer, director, partner, associate, or agent, who is also an officer or employee of SPR, the Cities of Englewood and/or Littleton.

### 4.3. Rights of the City

In connection with this procurement process, including the receipt and evaluation of Proposals and award of the Agreement, City reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFP, in whole or in part, at any time prior to the execution of the Agreement, without incurring any obligations or liabilities.
- Modify the procurement schedule.

- Waive deficiencies, informalities and irregularities in a Proposal and accept and review a non-conforming Proposal.
- Suspend and terminate the procurement process or terminate evaluations of Proposals received.
- Permit corrections to data submitted with any Proposal.
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the firms to seek an improved understanding of any information contained in a Proposal.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the Proposals.
- Seek clarification from any firm to fully understand information provided in the Proposal and to help evaluate and rank the firms.
- Accept or reject any or all Proposals that it may in its sole discretion deem non-responsive, to waive technicalities, or to accept the Proposal that, in its sole judgment, is most advantageous and best serves the over-all interest of the City.
- Reject a Proposal containing exceptions, additions, qualifications or conditions not called for in the RFP or otherwise not acceptable to the City.
- Conduct an independent investigation of any information, including prior experience, included in a Proposal by contacting project references, accessing public information, contacting independent parties, or any other means.
- Request additional information from a firm during the evaluation of its Proposal.

#### 4.4. Obligation to Keep Project Team Intact

Firms are advised that all Key Personnel identified in their Proposals remain on the team for the duration of the procurement process and execution of the Project. If extraordinary circumstances require a change, it must be submitted in writing to the City, who shall have sole discretion to determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the firm's control. Unauthorized changes to the Project team at any time during the procurement process may result in penalties or termination.

#### 4.5. Additional Conditions

**NON-COLLUSION:** By submitting a Proposal in response to the RFP, the firm represents that, should the Proposal be accepted, the resulting contract(s) would not violate any provisions of federal law or regulations, or any ordinances or regulations established by the City.

**ANTI-DISCRIMINATION:** During the performance of the Contract, the firm agrees as follows:

- a. The firm will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, or national origin.
- b. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirement of this section.

**PROPOSAL PREPARATION COSTS:** By submittal of a Proposal, the firm agrees that all costs associated with the preparation of his/her Proposal and interview preparation/materials (if applicable) will be the sole responsibility of the firm. The firm also agrees that the City bears no responsibility for any

costs associated with the preparation of the Proposal and/or any administrative or judicial proceedings resulting from the solicitation process.

**DRUG FREE WORKPLACE:** The selected firm must provide a Drug Free Workplace in accordance with Colorado State law.

**OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA):** In instances where such is applicable due to the nature of the matter with which this Proposal is concerned, all material, equipment, etc., as proposed and offered by firms must meet and conform to all OSHA requirements; the firm's signature upon the Proposal being by this reference considered a certification of such fact.

**PATENT INFRINGEMENT, ETC:** By submission of a Proposal the firm certifies that the services to be furnished will not infringe any valid patent, copyright, or trademark and the successful firm shall, at his/her own expense, defend any and all actions or suits charging such infringement and hold the City harmless in case of any such infringements.

#### **4.6. Addenda**

If any revisions or clarifications to the RFP or procurement process become necessary or desirable (at the City's sole discretion), the City may issue written addenda.

Failure of any firm to obtain any such addendum shall not relieve said firm from any obligation under the RFP as submitted. All addenda so issued shall become part of the Contract Documents and firm shall acknowledge receipt on the **Affidavit of Authenticity** provided in **Attachment D**.

## Attachment A Definition of Terms

The definitions of some of the capitalized terms used in this RFP are presented below:

**Firm** – The firm or other any other firm (such as a subcontractor or joint-venture partner) that will provide services and have responsible charge of the Project. Also, the entity responding to this RFP by submitting the Proposal.

**Draft Agreement**– The draft Professional Services Agreement, including the agreement and all its attachments, presented as RFP **Attachment B** (Draft Agreement).

**Key Personnel** – The individuals, employed by firm or other firms included on the Project Team and identified in Proposal Part 2, who would fill certain key roles in delivering the Project and related services by the firm, including at least the following positions: project manager, safety manager, quality manager, and procurement manager.

**City** – South Platte Renew, the City of Englewood, Colorado, and the City of Littleton Colorado.

**Project** – South Platte Renew Central Utility Plant Pre-Feasibility Study.

**Project Team** – The firm’s key personnel and any additional firms (such as subcontractors and sub-consultants) included in the Proposal.

**Work** – Work comprises all services required by the Contract Documents, including procuring and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

## **Attachment B Draft Agreement**

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## **Attachment C Draft Statement of Work**

## **Attachment D Affidavit of Authenticity**

By signing below, I agree to the terms and conditions of this RFP, except where expressly described. All information pertaining to and provided in the attached proposal is to the best of my knowledge, true and correct and if called upon to testify, I could testify competently thereto.

Falsification is cause to deem my proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of information is cause to cancel a contract awarded based on one or both of the above preferences.

I acknowledge receipt of the Addenda to this RFP by identifying the following Addenda numbers and dates of receipt (if any):\_\_\_\_\_.