

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
REQUEST FOR PROPOSALS
FOR DISTRICT ENGINEERING SERVICES**

The Roxborough Village Metropolitan District (District) is located in Douglas County just past the south end of Wadsworth Boulevard situated between Roxborough State Park, Chatfield State Park, and Waterton Canyon. The District is approximately 959-acres and is primarily residential, with about 6,700 residents and 2,150 households. The Roxborough Park Foundation, Ravenna, and Sterling Ranch Prospect Village are neighbors to Roxborough Village and are separately funded entities, though their residents use the schools, commercial areas, and recreation facilities located within Roxborough Village. With close proximity to two state parks, the regional High Line Canal trail, Waterton Canyon, and the Rocky Mountains, the District is known for its community, nature, and wildlife.

The District was formed in 1985. The District is a Title 32 Special District that provides park and recreation, open space, mosquito control and streetscape improvements and maintenance services. Douglas County is responsible for street and drainage maintenance in the District. The District is governed by a Board of five Directors, elected by the residents of the District. The purpose of the District is to provide certain public improvements and services for the benefit of existing and future inhabitants and taxpayers of the District, either within or without its boundaries and as more fully specified in the District's Service Plan. The District finances and constructs various public improvements and provides ongoing operations and maintenance services as permitted by its Amended Service Plan.

The District has no outstanding debt service and assesses approximately 12 mills for the general operating fund. Primary District activities include parks, open space, and landscape maintenance and management. Maps, district documents, and additional information can be found on the District's website at www.roxboroughmetrodistrict.org.

Questions regarding the District or this RFP should be directed to: **Board President Mathew Hart at MathewHart@roxboroughmetrodistrict.org** and to **Peggy Ripko, Special District Management Services, District Manager, pripko@sdmsi.com**.

SCOPE OF ENGINEERING SERVICES REQUESTED TO BE PERFORMED FOR THE DISTRICT:

The Scope of Services includes on-going general engineering services, including meetings, operations, planning, maintenance and review of documents, projects, and plans.

1. Meetings - At the request of the District, Provider shall attend meetings and will also be available to meet as requested on general issues.
2. District Information - At the request of the District, Provider will be available to provide information regarding the District and its existing facilities to interested parties, such as District vendors, consultants, and others as directed.
3. Coordination and Meetings - At the request of the District, Provider will meet with appropriate agencies, vendors or entities regarding coordination of work and general rules and regulations involving the District.
4. Mapping - As requested by the District, Provider will prepare and maintain maintenance maps, irrigation maps, boundary maps and inclusion drawings, and others such maps or drawings as

assigned. Provider will also coordinate with vendors installing or changing District infrastructure, including irrigation lines, to ensure as-built changes are mapped.

5. Maintenance - Upon request of the District, Provider will provide consulting services related to maintenance issues, construction and/or repair projects, and other programs and areas as directed.
6. Emergencies - Provider will be available in case of emergencies. Engineering evaluation will be provided, as required, as well as coordination and consultation regarding appropriate action.
7. Budgets - At the request of the District, Provider will provide input regarding engineering issues and capital improvement plan budgets.
8. Rules, Regulations and Standards - At the request of the District, Provider will assist with the development of rules, regulations and standards that establish technical and procedural guidelines for the design, maintenance, and repair of facilities and general operations.
9. Reports, Studies, Evaluations and Analysis - Provider will prepare any reports, studies, evaluations or analysis including engineering opinions as requested.
10. Testing - Provider will observe any facility testing required by the District, in accordance with the District's Specifications and other requirements.
11. Utility Locator - Upon the request of the District, Provider will respond to utility location requests and mark the District's underground facilities as necessary.
12. Special Project Services - Special projects include engineering involvements outside of the general engineering, consulting, and administration services identified above, which are referred to as general engineering services. Examples of special projects include specific analysis reports, modeling, mapping, planning, opinion of cost estimating, design, bidding coordination, construction management, as well as infrastructure rehabilitation.
13. Communications and Confidentiality
 - a. Provider will hold the information supplied by the District in confidence and will not disclose it to any other person or party, unless the District authorizes it to do so, it is published or released by the District, or it becomes publicly known or available other than through disclosure by Provider, or disclosure is required by law. This confidentiality provision does not prohibit Provider from disclosing District information to one or more of its affiliated companies in order to provide services that the District has requested from Provider or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of District information as apply to Provider.
14. Termination of Services
 - a. The District may terminate the services agreement at any time by giving 30 days written notice. In that event, the provisions of the services agreement shall continue to apply to all services rendered prior to termination.
15. Timeline for Proposers:
 - a. RFP issued February 17, 2023
 - b. Responses due by March 22, 2023
 - c. Interviews conducted March 29, 2023 via Zoom
 - d. Candidate/Provider Selection NLT March 29, 2023
 - e. Selected candidate/provider begin services April 15, 2023

PROPOSAL SUBMITTAL INSTRUCTIONS:

Responding firms shall submit One (1) electronic copy of their proposal via email to Peggy Ripko, Special District Management Services, District Manager, pripko@sdmis.com.

Responses to this RFP should address how the firm would provide the services outlined.

Responders are encouraged to be creative in their proposed approach and manner or style of management.

All proposals should include, at a minimum:

- A cover letter that includes a statement of understanding of the services being requested and any other information that would assist the District in making a selection;
- An organizational overview of the firm, including years in existence, practice areas and experience in areas related to Special Districts, with emphasis on Metropolitan Districts and engineering (including construction and maintenance) of irrigation systems;
- Identification of the members of the team who will be working on the engagement as well as their relevant experience and qualifications and primary role(s), along with their primary location;
- Client references;
- Disclosure of any potential conflict of interest by individuals or the firm; and,
- Timing of ability to begin work.

Cost Proposal: please provide standard fees the firm charges for requested services by relevant members of the Provider's team, as well as any out-of-pocket expenses to be reimbursed by the District.

Proposals must be received no later than 4:30 p.m. on **Wednesday, March 22, 2023**. It is the responsibility of the submitting firm to ensure the proposal is received by the District by the date and time specified in this RFP. A proposal that is not received by the submission deadline will not be considered.

All costs incurred in the preparation and presentation of a proposal in any way whatsoever shall be wholly absorbed by the firm submitting the proposal.

Each firm, by submitting its proposal, represents that it has read and understands this RFP and the requirements set forth herein, and is qualified, willing and capable of performing the required services. The proposal and all supporting materials and documentation shall become the property of the District and shall constitute public records within the meaning of the Colorado Open Records Act. If a firm considers any portion(s) of its proposal to constitute confidential, proprietary information, the firm must clearly mark such portion(s) as confidential and separate it from the rest of the proposal in such a manner that the District can withhold it from production of the proposal in accordance with applicable law.

The District has the right, in its sole discretion, to terminate, suspend or modify this selection process at any time; reject any and all proposals at any time; and, waive any informalities, irregularities or omissions in a proposal at any time.