



1100 37th Street
Evans, CO 80634

September 24, 2014

The City of Evans seeks Owner's Representation/Project Management services during the design and construction of the Evans combined wastewater treatment facility in Evans, CO. We invite you to offer us a bid for your services.

Services will include the performance of all tasks leading to the planning and completion of the project. We estimate this project will cost around \$26 million.

A Scope of Services is enclosed.

The Owner's Representative/Project Manager will work with the Evans City Council, Evans Water and Sewer Board, design engineer, construction manager, and staff to develop the plant design focused on an affordable cost to construct and operate.

If you are interested in being considered for this project, please submit a bid by October 8, 2014. We wish to award a contract to an Owners Rep by mid-October so that the Owners Rep can participate in the selection of the design and construction management firm so work can begin in December.

We appreciate your potential interest in this project. If you have any questions, please contact me at (970) 475-1106 or jgonifas@evanscolorado.gov. We look forward to your response.

Sincerely,

Jessica Gonifas, CPA
Deputy City Manager

Enclosures

SCOPE OF SERVICES

1. Assist in engineer, construction manager, and any other contractor selection; and in developing and reviewing those contracts.
2. Prepare a comprehensive project budget.
3. Serve as main contact with contractors and subcontractors.
4. Assist in preparing bid documents for all phases of design and construction. Evaluate proposals received, and prepare contracts.
5. Work with the City of Evans to manage site preparation, including surveys, soil testing, grading, traffic planning and building permits.
6. Incorporate “green” building concepts wherever possible, including selecting vendors based in part on their “green” practices.
7. During the schematic design phase, review design documents for conformance to building program, the Americans with Disabilities Act, and City requirements.
8. Interpret blueprints and specifications.
9. Estimate and monitor construction costs.
10. Review and approve preliminary and final construction schedules.
11. Supervise design and construction activities.
12. Manage the construction technical support activities of the design and engineering firm(s), including the following:
 - a) Review and approval of drawings
 - b) Technical review and approval of material submittals and samples
 - c) Resolution of technical questions that may arise during construction.
 - d) Review and approve change orders, subject to City’s approval.
13. Inspect construction work to determine compliance with the drawings and specifications.
14. Ensure compliance with regulations.
15. Meet regularly with the Waste Water Project Team.
16. Resolve questions that may arise during construction.
17. Maintain construction and inspection log.
18. Maintain permanent project files. Record construction progress on photographs.
19. Ensure that the builder maintains a set of as-built drawings and specifications.
20. Advise City on resolution of claims and disputes.
21. Coordinate the bid process for acquisition of furniture, fixtures, and other services.
22. Provide guidance to the Waste Water Project Team in preparing and maintaining equipment, furniture, and fixtures purchase and delivery schedules, and monitors the performance of vendors against that schedule and in managing the installation of the equipment, furniture, and fixtures.
23. Perform the punch list inspection in conjunction with the design and engineering firms, and recommend to the City the approval of the issuance of the Certificate of Substantial Completion.
24. Ensure that the corrective work described on the punch list is completed, recommend to the City the approval of the issuance of the Certificate of Final Acceptance and approve the final payment to the builder.
25. Review the progress payment requests of the builder and recommend their dispositions to the City.
26. Be available to give presentations to the City Council, Water and Sewer Board, and other interested groups as requested.
27. Assure that the facility conforms to the original intent of the City.
28. Assist the City in coordinating moving equipment and staff into the new facility.

29. Prepare final report on budget and schedule performance.
30. Obtain all operating and maintenance manuals and related close-out materials.
31. Conduct post-occupancy evaluation 10 months after the construction.

Request for Proposal must include:

1. Name, address, phone, fax and email of the firm.
2. Type of organization (individual, partnership, corporation or other).
3. Principles of firm, length of association and a concise statement of general background.
4. The professional resume of the individual(s) who will be the Owner's Representative/Project Manager.
5. Current and anticipated work load of team member(s).
6. Describe the firm's experience in cost estimating and the management of project budgets. Provide a complete list of completed projects from the past five years, showing final construction cost estimate, bid accepted and % bid was over or under estimate and % related to change orders.
7. Anticipated fees and reimbursable expenses with a "not to exceed" estimate of the total cost.

The deadline for the receipt of six (6) presentations of the completed proposal signed by an officer authorized to make a commitment for the firm, and one (1) electronic copy to be emailed to jgonifas@evanscolorado.gov by 5:00 p.m. October 8, 2014.

Please submit to: Jessica Gonifas, CPA, Deputy City Manager
City of Evans
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Evans, CO 80620
(970) 475-1106
jgonifas@evanscolorado.gov