

REQUEST FOR PROPOSAL

**PROFESSIONAL ENGINEERING DESIGN SERVICES
FOR THE SOUTH HOLLY STREET SANITARY SEWER
REPLACEMENT PROJECT**

**SUBMITTAL DUE DATE
OCTOBER 16, 2025
10:00 A.M.**

**HOLLY HILLS WATER AND SANITATION DISTRICT
7555 EAST HAMPDEN AVENUE, SUITE 501
DENVER, COLORADO 80231**

REQUEST FOR PROPOSALS (Public Notice Text)

Holly Hills Water and Sanitation District (District) is issuing a Request for Proposals (RFP) for PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE SOUTH HOLLY STREET SANITARY SEWER PREPLACEMENT PROJECT (Project).

The District is seeking qualified engineering firms who wish to be considered for this Project. Information about the District can be found at: <https://hollyhillswsd.org/>. The complete RFP and supporting attachments and other background information are available at the following location on September 22, 2025:

<https://hollyhillswsd.org/>

Proposals must be received no later than **10:00 a.m.** local time, **October 16, 2025**, via email to Will Ratz with W2 Engineers, LLC at will.raatz@w2eng.com.

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SECTION 1: INTRODUCTION

1.1 INTRODUCTION

Holly Hills Water and Sanitation District (District) is accepting competitive proposals from qualified and experienced engineering firms capable of providing Professional Engineering Design Services for the South Holly Street Sanitary Sewer Replacement Project (Project). The Project is located in Denver, Colorado (unincorporated Arapahoe County).

This Request for Proposals (RFP) contains the instructions governing the proposals to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each firm submitting a proposal, hereinafter referred to as "Respondent".

1.2 RFP TIMELINE

The following timeline is provided for reference:

Advertisement of RFP	September 22, 2025
Issuance of RFP	September 22, 2025
Questions/Requests for Information by	October 6, 2025
Issuance of Addendum (if necessary)	October 9, 2025
Proposals Due (Submittal Deadline)	October 16, 2025
Selection (Board Meeting)	October 22, 2025
Formal Award	October 23, 2025

1.3 AWARD

Using the established criteria, the authorized Selection Committee will review the proposals and make a Recommendation for Selection of the Proposal and the Respondent to the District's Board of Directors; the District's Board will authorize the award to the selected Respondent and will execute the Agreement. Once the award is issued, the selected Respondent will be referred to as "Contractor".

SECTION 2: ADMINISTRATIVE REQUIREMENTS

2.1 OBJECTIVE OF REQUEST FOR PROPOSALS

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit competitive proposals for Professional Engineering Design Services for the South Holly Street Sanitary Sewer Replacement Project (Project). The RFP is not a contractual offer or commitment to purchase products or services.

2.2 POINT OF CONTACT

The District's Engineer, Will Raatz at W2 Engineers, LLC, shall be the point of contact for all inquiries associated with this RFP.

Will Raatz, P.E.
W2 Engineers, LLC
19255 West 84th Place
Arvada, Colorado 80007
720.331.2332
will.raatz@w2eng.com

2.3 QUESTIONS AND RESPONSES

Any questions or requests for interpretation/clarification or additional information regarding this RFP shall be submitted via email to will.raatz@w2eng.com. Questions and requests must be received no later than **October 6, 2025**.

Responses to questions and requests will be placed online at:

<https://hollyhillswsd.org/>

by close of business on **October 9, 2025**. The District will include all questions and requests with responses as part of an addendum.

2.4 ADDENDA TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of the RFP, an addendum will be placed online at:

<https://hollyhillswsd.org/>

by close of business on **October 9, 2022**. Respondents are responsible for checking online prior to submission of their proposal and acknowledging receipt of addendum(s) within their proposal.

2.5 AGREEMENT

The Contractor shall execute an Agreement with the District, if awarded this Project, in substantially the form as attached hereto as Exhibit A.

Award of the Professional Engineering Design Services Agreement does not establish an exclusive agreement with the Contractor. The District reserves the right to obtain the same and/or additional services from other sources.

The Contractor will comply with all state and local licensing requirements, including but

not limited to, filing the State of Colorado Statement of Foreign Entity Authority paperwork, if contractor is not a Colorado company.

2.6 TERMS AND CONDITIONS

Respondents selected to provide services should be prepared to accept the terms and conditions as set forth in the Agreement. The Contractor is required to maintain suitable insurance until final acceptance of all work covered by their proposal, at its own expense and without cost to the District, the types and amounts of insurance as indicated in the Agreement.

2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS

The District is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of the Professional Engineering Design Services Agreement for services prior to the issuance of such Agreement. Respondent is responsible for costs associated with responding to the RFP including costs related to site visit.

2.8 ECONOMY OF PROPOSAL

Respondent must submit a complete and concise response to the RFP, which will be retained by the District. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of this RFP.

2.9 PROPOSALS BINDING

Respondents are advised that proposals shall be binding upon the Respondent for thirty (30) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

2.10 RIGHT TO REJECT PROPOSALS, NEGOTIATION, AND PROHIBITION

The Professional Engineering Design Services Agreement may be negotiated with Respondent whose proposal is determined to be most responsive to needs and most advantageous to the District, considering the criteria described below and all as solely determined by the District.

The District reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all the items in the proposal, if it is deemed in the District's best interest.

The District reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of the District.

Any firm that may have been involved in reviewing or participating in the preparation of this request for proposals is expressly prohibited from responding with a proposal.

2.11 NOTIFICATION

Each Respondent submitting a proposal in response to this RFP will be notified as to acceptance or rejection of their proposal via e-mail. The District plans to issue such notices on or around **October 23, 2025**. The District may delay this action if it is deemed to be in the best interest of the District.

2.12 CONFIDENTIALITY

Respondents acknowledge that the District may be required to disclose any or all of the documents submitted with a proposal, pursuant to the Colorado Open Records Act, C.R.S 24-72-200.1, et seq. Under C.R.S § 24-72-204(3)(a)(IV), the District may deny inspection of any confidential commercial or financial information furnished to the District by an outside party. Therefore, a Respondent must clearly designate as such any documents submitted with its proposal that the Respondent deems proprietary or confidential, to aid the District in determining what should be disclosed in the event of a request for documents under the Colorado Open Records Act.

2.13 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Respondents are to submit:

- A. One (1) electronic copy of the entire proposal (including signed cover letter and signed Disclosures and Representations Statement) provided as a .pdf file via email.

Due Date. The proposal must be received no later than **10:00 a.m.** local time, **October 16, 2025** via email to Will Ratz with W2 Engineers, LLC at will.raatz@w2eng.com. Receipt of proposals will be acknowledged via reply email.

Format and Content. Proposals must be in the format and content described in Section 3. The District reserves the right to disqualify any response submitted incorrectly. Proposal packets shall be addressed as follows:

Title and Address. Respondent shall use the subject line: HHWSD South Holly Street Sanitary Sewer Replacement Project – Design RFP

Additional Submission Comments.

- A. Proposal must be submitted via email. Proposals received after the deadline will not be considered.
- B. Proposals become the property of Holly Hills Water and Sanitation District upon receipt by the District. The content of proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.
- C. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall and resubmitted according to the above instructions prior to the proposal submission deadline.

SECTION 3: PROPOSAL FORMAT AND CONTENT

3.1 GENERAL SUBMITTAL REQUIREMENTS

The following submittal requirements must be satisfied for each section of this RFP. This information will be used as the basis for selection.

Information must be legible. Corrections and erasures must be initialed. Each proposal shall be accompanied by a cover letter signed by an authorized representative of the Respondent, as noted in Section 3.2. The contents of the proposal submitted by the Respondent may become part of a contract.

3.2 PROPOSAL FORMAT AND CONTENT

The proposal shall be formatted and contain content as described below:

All Sections: Page Limits and Font Size. The page limit(s) noted below include tables, figures, photographs and other graphical representations, all of which should be included within the same contiguous section. Page limits refer to limits of text (e.g., double-sided prints will be counted as two (2) pages). The font size for text pages shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered. Pages must be 8 1/2" x 11" unless otherwise specified below.

Cover Letter. Two (2) pages maximum. The cover letter must affirm that the Respondent has read all terms and conditions, requirements, and instructions of the RFP; affirm that the Respondent holds the necessary qualifications, experience, and resources to complete the work; and contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.

Summary Pages. Two (2) pages maximum. The summary pages should provide an at-a-glance indication of the professional and technical skills and a one-page Organization Chart summarizing staff and sub-consultants to be part of the consulting team and project management, if applicable. Other summary information can include qualifications and experience and other unique or useful information.

Respondent Background: Two (2) pages maximum. At a minimum, provide information relative to your company including: company name(s), business address, telephone number, state in which the company was organized or incorporated, type of ownership, name and location of parent company and subsidiaries, if any, and indicate if the company is licensed to do business in the State of Colorado.

Project Experience. Three (3) pages maximum. One (1) of the three (3) pages may be in an 11" x 17" tri-fold format. Provide relevant project experience including, but not limited to, a list of at least three (3) similar projects that have been completed during the past fifteen (15) years by the Respondent; suggested information to include:

- A. Project/Client/Location
- B. Project/Client Contact(s) (for Reference)
- C. Key Team Members
- D. Project Type
- E. Size/Capacity
- F. General Work Performed
- G. Original and Final Contract Amount

H. Start and Completion Date

Client contacts for references should be up to date and available. Identified projects should be related to the Respondent's proposed team (key personnel) rather than projects completed by the company in general. The District intends to contact some or all client references. Include information on demonstrated abilities to respond rapidly to project requests and to meet staffing needs, schedules, and budgets.

Key Personnel. Two (2) pages maximum. One (1) of the two (2) pages may be in an 11" x 17" tri-fold format. Provide qualifications and experience of key personnel as applicable to this Project. Provide location(s) of the office(s) where the project services will be performed, including the main project office location where the project team (potential project manager as well as technical and support staff) will be based. Provide name and license number of qualified professional engineer licensed in the State of Colorado that will oversee the Project in a position of responsible charge.

Approach. Four (4) pages maximum. One (1) of the four (4) pages may be in an 11" x 17" tri-fold format. Describe the Respondent's approach to the scope as described in Section 5.4, including management of time and costs.

Schedule. Two (2) pages maximum. Pages may be 8 1/2" x 11" or 11" x 17" tri-fold format. The schedule shall identify major tasks, subtasks, workshops, submittals, and deliverables as with respect to the scope as described in Section 5.4.

Price Proposal. Four (4) pages maximum. The Price Proposal shall contain the following features:

- A. Breakdown of fees with subtotals by scope of work items:
- B. Separate columns for consultant(s), sub-consultant(s) and other expenses such as travel or other reimbursable costs anticipated.
- C. Consultant Rate Schedule
- D. Compensation for Additional Services: Fee basis for any additional services that are anticipated by the Respondent and basis for compensation, which should include any other costs the District may anticipate relating to the services that are necessary to be provided.
- E. Total (Not to Exceed Fixed Fee) as supported by items A through D above.

Cost Increases and Price Exclusions. Cost adjustments for inflation or cost of living are not available for the Project; the prices shall be fixed fee for the duration of the Project. Permit/filing/review fees will be paid directly by the District and should not be included in the Price Proposal. Colorado sales tax shall not be included since the Project is tax exempt due owner status.

Resumes and Subconsultants Profiles: Resumes and profiles of subconsultants can be included at the Respondent's discretion and should include Key Personnel as described above. Twenty (20) pages maximum.

Subconsultants Proposals: Subconsultant proposals can be included at the Respondent's discretion. Ten (10) pages maximum.

Representation Statement. Complete the form provided and include with the proposal. Two (2) pages plus attachments for a five (5) page maximum.

SECTION 4: SELECTION CRITERIA

4.1 SELECTION CRITERIA

Evaluation of proposals and selection for award will be based on the following selection criteria:

- Project experience with similar projects 25%
- Approach to completing scope of work 25%
- Price Proposal (Fixed Fee) 20%
- Qualifications of key personnel 15%
- References and Presentation 15%

Award of the Consulting Engineering Services Agreement may be made without public discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms of qualifications, technical experience, and price proposal.

Selection of the successful Respondent will not be based solely on the lowest cost, but on the proposal that provides the best value to the District, as indicated in the criteria above.

SECTION 5: SCOPE OF WORK

5.1 BACKGROUND INFORMATION

The District manages a wastewater collection system for approximately 1700 customers in south Denver. Much of the collection system was installed in the 1950s and the District is addressing various issues with the old design and construction. South Holly Street is a particularly challenging area due to multiple drop manholes and extreme depths (over 20 feet deep at times). The District is looking to eliminate drop manholes to the extent practical, and convert any drop manholes to remain into an inside drop configuration. An overview map of the project area (Attachment B) is included with the RFP. Note that the design work shall include all three phases (Phases 1-3), which includes South Holly Street north of East Yale Avenue to South Leyden Street and the side streets indicated. The record drawings for the project area are also provided (Attachment C).

Flatirons, Inc. has completed a survey (including utility locates) for the project area. An AutoCAD file of the survey will be provided to the Contractor. Note that the area is congested with utilities and many adjacent utilities (e.g. water, gas, etc.) have insufficient clearance to the sanitary sewer alignment. South Holly Street is also a busy street, which will further complicate construction work.

5.2 PROJECT TIMELINE

2025

October 22 nd	Design Contract Awarded
December 15 th	30% Design Drawings

2026

January 30 th	60% Design Drawings 60% Cost Opinion
March 15 th	90% Design Drawings 90% Front End and Technical Specifications
April 15 th	Final Design Documents (Design Drawings and Specifications) Final Cost Opinion Arapahoe County Permitting
May 15 th	Issue for Bid
July 1 st	Construction Begins
December 1 st	Construction Completed

5.3 REFERENCE DOCUMENTS

The work shall comply with all relevant information in the reference documents, and any other requirements per the Colorado Department of Public Health and Environment (CDPHE) and Arapahoe County. The Contractor will follow Arapahoe County Water and Wastewater Authority Rules & Regulations – Appendix B, Engineering & Construction Standards (Attachment D) unless otherwise agreed to by the District.

5.4 SCOPE OF WORK

The scope of work for the Project shall include all design work required to complete drawings and specifications for the Project. The tasks required to complete the scope of work include those listed below. This is not intended to be an exhaustive list of the work required. The work shall conform with generally accepted engineering practices and comply fully with all applicable

codes, regulations, and permits. Note that bidding and construction administration are not included in the scope of work and will either be covered internally by the District, addressed via an amendment to the Agreement, or issued as a separate request for proposal.

5.4.1 Design

The scope of work for the project shall include a comprehensive design for the sanitary sewer replacement. The following items are anticipated:

- A. Conduct an in-person project kickoff meeting with District and District Engineer
- B. Conduct an initial site visit with District and District Engineer
- C. Conduct monthly virtual progress meetings with District and District Engineer
- D. Conduct Subsurface Utility Engineering Quality Level B
- E. Coordinate with Denver Water to determine water line material and special requirements to protect water lines during construction
- F. Coordinate with City and County of Denver regarding the High Line Canal Trail Underpass – Yale Roadway Improvements at Holly project
- G. Conduct a geotechnical investigation (presume 7 bore locations in South Holly Street)
- H. Complete Arapahoe County permitting (permit fees will be paid directly by District)
- I. Provide deliverables for review per Section 5.7

5.7 DELIVERABLES

The scope of work for the project shall include the following deliverables:

5.7.1 Design

- A. Design Drawings (Plans and Profiles)
 - a. 30%
 - b. 60%
 - c. 90%
 - d. Issued for Bid
- B. Specifications
 - a. Front End Specifications
 - i. 90%
 - ii. Issued for Bid
 - b. Technical Specifications
 - i. 90%
 - ii. Issued for Bid
- C. Cost Opinion
 - a. 60%
 - b. Issued for Bid
- D. Arapahoe County Permitting
 - a. Issued for Bid Design Drawings and Specifications
 - b. Grading, Erosion, and Sediment Control Plans and Report
 - c. Traffic Control Plans

ATTACHMENTS

The following documents are included as part of the RFP and should be reviewed carefully by the Respondent and accounted for in their proposal.

- A. Template Agreement for Professional Engineering Design Services
- B. HHWSD South Holly Street Sanitary Sewer Replacement Project Map
- C. HHWSD South Holly Street 1956 Record Drawings
- D. Arapahoe County Water and Wastewater Authority Rules & Regulations – Appendix B, Engineering & Construction Standards

REPRESENTATIONS

The Respondent submitting a proposal makes the following representations, which it understands are required as a condition of performing the work and receiving payment for the same.

1. The Respondent possesses all applicable professional and business licenses required for performing the work in the State of Colorado. The Respondent meets all insurance requirements in the sample agreement.
2. The Respondent represents that it has no conflict of interest with the District if awarded the project and any potential conflicts of interest that arise in the future will be disclosed immediately.
3. The Respondent represents that the Price Proposal offered and other information submitted in connection with its proposal were arrived at independently without consultation, communication, or agreement with any other offeror or competitor.
4. The Respondent ensures that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.
5. The undersigned hereby represents that all statements, representations, information, and documents provided in or with this proposal are complete, accurate, and truthful.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Position/Title