



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**SOLICITATION OF QUALIFICATIONS**  
**COVER PAGE**

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SOQ Number: **7069-19**

SOQ Title: **Agricultural Irrigation Sprinkler System Installation**

**Mandatory** Pre-Proposal Meeting: **N/A**

SOQ Questions Due: **Monday, October 7, 2019 at 2:00 p.m.**

County Response Due: **Wednesday, October 9, 2019 by end of day**

Email Address: [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

Documents included in this package:

- Proposal Instructions
- Terms and Conditions
- Specifications
- Insurance and W-9 Requirements
- Submittal Checklist
- Evaluation Criteria
- Signature Page

**SUBMITTAL DUE DATE: Monday, October 14, 2019 at 2:00 p.m.**



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## **PROPOSAL INSTRUCTIONS**

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### **BACKGROUND:**

The Agricultural Resource Division of the Boulder County Parks and Open Space Department (BCPOS) is seeking solicitations from qualified Contractors for the installation of center pivot sprinkler systems. The center pivots that may be installed include but are not limited to: linear move sprinkler systems and solid set with hand move sprinkler systems. These sprinkler systems will be installed on agricultural open space properties and will be assigned on a project-by-project basis. Projects assigned will involve parties that have qualified and are approved for the Federal Environmental Quality Incentive Program (EQIP), managed by the Natural Resource Conservation Service (NRCS). NRCS standards and specifications will be required for these projects. The agricultural tenants of these properties, who are the qualifiers of EQIP funds, will be the purchaser of the irrigation systems. Any and all warranties provided should extend to the tenant and the County. The tenant will be reimbursed by NRCS through EQIP funds and by BCPOS. Reimbursement by the County to the tenant will be based on, and is not to exceed, the original submitted bid amount from Contractor.

Boulder County is not financially responsible for payment to the selected contractor.

This SOQ is meant to establish an annual list of qualified Contractors that the agricultural tenants can use to obtain price quotes for their specific irrigation sprinkler design, therefore, more than one (1) contractor will be selected. This SOQ is not intended to establish a contract between the County and the Contractor, but to ensure all Contractors are in compliance with county procurement requirements. The Tenant and Contractor will release all bid information to the County including specs and design maps. Boulder County will issue written authorization to the tenant once a Contractor has been selected.

The successful bidder will be required to enter into a Sales Agreement with the tenant for the specified property. The County will provide, as an intended attachment to the Sales Agreement, a copy of the Agreement for Installation for Structural Water Conservation Facilities on Boulder County Open Space. The Parks and Open Space Department will reimburse the tenant a predetermined amount based on the EQIP funding and the original submitted bid amount from Contractor. NRCS and the County Agricultural Project Coordinator will be involved in each phase of the project and will be required to inspect each phase of construction. The County will be required to perform final inspection upon completion of the project. The Contractor acknowledges that this SOQ does not constitute a guarantee that Contractor will receive any Projects or Work of any kind from the tenant, if selected, and in such event, Contractor would not receive any payment.

**CONTRACT LANGUAGE:**

The County is seeking qualified contractors to retain for future projects of the discipline as described above. Projects will be awarded, on a Project-by-Project basis. Each Project will include a separate Scope of Work and bids/proposals will be solicited from the approved contractor vendor list compiled from this solicitation.

Proposers should list the Boulder County and Colorado professional and/or contractor licenses held by the company and the key personnel who will be assigned to County awarded projects. Proposers are to provide the license number and explain if held by an individual or the company. All workers shall be certified by the County and/or the State of Colorado for these types of projects, if required. Proof of certification must be submitted for each worker in the submittal package.

The evaluation of the qualifications shall be based on the requirements described in this SOQ. All properly submitted qualifications will be reviewed, evaluated, and selected by the Evaluation Committee.

Qualification submittal information must include information regarding company fees, in detail and including personnel hourly rates, equipment, meetings, reports, administrative costs, mileage, travel, and/or other cost information relevant to do business with the County.

Boulder County reserves the right to reject submittals that do not include evidence of prior experience and current capabilities, including manpower and equipment, necessary to provide the required services and to successfully complete this type of work.

All proposers are instructed to thoroughly review all the stated insurance requirements for this Project, the insurance requirements stated are the minimum and standard for Boulder County Government, for this Project. All hired contractors are required to meet the insurance requirements, as stated, for contracted services as part of the Boulder County contracting process. Owner/Sole Proprietors/Officer are not Exempt from the county's insurance requirements and coverage limits. Please refer to the Insurance Requirements in this SOQ.

Additionally, the Contractor is aware all insurance requirements, as stated, are required to be active for the duration of the contract, or as otherwise stated, whether Projects or Work are awarded from the County.

**PRE-PROPOSAL MEETING:**

A Pre-proposal meeting will NOT be held for this Project.

**WRITTEN INQUIRIES:**

All inquiries regarding this SOQ will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. on **Monday, October 7, 2019**. A response from the county to all inquiries will be posted and sent via email no later than **Wednesday, October 9, 2019**.

Please do not contact any other county department or personnel with questions or for information regarding this solicitation.

**SUBMITTAL INSTRUCTIONS:**

SOQs are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on Monday, October 14, 2019.**

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email            [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **SOQ #7069-19** in the subject line.

-OR-

**US Mail**            One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **SOQ #7069-19**, to the Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.

All SOQs must be received, and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their SOQ response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the information required in the Solicitation of Qualifications.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Solicitation of Qualifications, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of proposals without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Administrative Services Information Desk prior to the time indicated in the "Solicitation of Qualifications."
8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the SOQ documents will be made by Addendum. Interpretations, corrections and changes of the SOQ documents made in any other manner will not be binding, and proposer will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Information: Proposals submitted in response to this "Solicitation of Qualifications" and any resulting contract are subject to the provisions of

the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract will be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**

**The Boulder County Attorney's Office retains sole authority for determining whether the Colorado Open Records Act requires or permits Boulder County to disclose proposal or bid documents, or any information contained therein, pursuant to an open records request.**

11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



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## **SPECIFICATIONS**

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#### **CENTER PIVOT SPRINKLER SPECIFICATIONS:**

##### **Structures for water control (holding pond):**

1. The Contractor will construct a holding pond outside pivot boundaries with a capacity equivalent to a minimum of six (6) hours pumping rate for the center pivot
  - a) Grading permit will be required
  - b) Contractor License M required
2. The estimated size for the holding pond is approximately 100' x 150' or equivalent
3. The excavation depth for the holding pond is estimated at 5 feet with 3:1 grading
4. Estimated excavated cut material at 2,100 cubic yards
5. The Contractor will construct or install slotted PVC pipe (screen or equivalent) adequate for the size of the pump being used

##### **Irrigation water conveyance:**

1. The Contractor will install underground pipeline from holding pond to irrigation pump and pivot point of sprinkler. The pipeline used is 80# PIP, 10 inch diameter, underground, plastic pipe
2. Bury pipeline at a minimum of 36 inches
3. The Contractor will include the cost to install one air vent, one combo air/vac vent with pressure relief valve and one drain valve
4. The Contractor will install a flow-meter at center pivot

##### **Irrigation pump:**

1. Install a 25 hp irrigation pump at center pivot point
2. Include the cost of electrical hook-up for irrigation pump

##### **Electrical installations:**

1. Install underground electric wire from transformers to irrigation pump at center pivot
2. Preform all connections to pivot panel, pump, disconnect panel, etc.
3. No permit fees for electric permit will be charged for County owned land

##### **Irrigation system sprinkler:**

1. Sprinkler should be a standard 7 tower system, designed with high profile, drop nozzles, and low-pressure nozzles
2. Tires should be a tall profile tire minimum – 13.6 x 38

#### **LATERAL OR LINEAR MOVE SPRINKLER SPECIFICATIONS:**

Structures for water control (pumping station):

1. Install a 4 foot wide by 6 foot deep concrete pumping station
2. Include inlet hole for 12 inch pipeline
3. Include outlet hole for 10 inch pipeline
4. Include top cover with mounting for 25 hp irrigation pump
5. The Contractor will install a flow-meter at pumping station

Irrigation water conveyance:

1. Install irrigation pipeline. The pipeline used will be 8 inch diameter, high pressure underground plastic pipeline with the required riser for linear move operation
2. Bury pipeline at a minimum of 36 inches
3. The Contractor will include the cost to install one air vent, one combo air/vac vent with pressure relief valve and one drain valve

Electrical Installations:

1. Install underground electric wire for hook-up with lateral sprinkler and install connections at each riser to power sprinkler
2. Preform all connections to sprinkler panel, pump, disconnect panel, etc.
3. No permit fees will be charged for County owned land

Irrigation system sprinkler:

1. Sprinkler should be a swing arm system, designed with high profile, drop nozzles, and low-pressure nozzles
2. Tires should be a tall profile tire minimum – 13.6 x 38
3. Include drag hose and electrical cord

The NRCS standards and specifications can be found online. Listed below are some of the different categories typically used for these irrigation improvement projects:

Colorado 442:	Irrigation System, Sprinkler, Conservation Practice Standard
Colorado 442:	Irrigation System, Sprinkler, Conservation Practice Specification
Colorado 533:	Pumping Plant, Conservation Practice Standard
Colorado 587:	Structure for Water Control, Conservation Practice Standard Specification
Colorado 430:	Irrigation Pipeline, Conservation Practice Standard Specification
Colorado 436:	Irrigation Reservoir, Conservation Practice Standard Specification

**PROJECT SCHEDULE:**

Contractors will work specifically with tenants, Boulder County Project Manager, and NRCS at each open space property to determine the best center pivot systems.

All hours and days of work, as well as, access to the property will be specified by the tenant.

The County Agricultural Project Coordinator will be involved in each phase of the project and will be required to inspect each phase of construction. Boulder County will determine final approval of project.



**SPECIAL PROVISIONS:**

Any and all warranties provided should extend to the tenant and the county.

**PERMITS, LICENSES, LOCATES AND CODES:**

The selected Contractor shall have full responsibility for identifying and obtaining, prior to the start of work, and for maintaining throughout the term of the Project, any permits and licenses which may be required in order to carry out the work. The Contractor shall also be responsible for following all State and County codes, which may be required in order to carry out the Project. The Contractor shall also be responsible for all "locates" of all public utilities related to performing work under the terms of this Contract. The Contractor shall also be responsible for insuring that any of its subcontractors performing work on the Project satisfy the provisions of this paragraph.

**CONTRACTOR LICENSING:**

General contractors, HVAC contractors, and roofing contractors require licensing through the Boulder County Land Use Department. Electricians and plumbers are required to be licensed through the State of Colorado and registered with the Boulder County Land Use Building Safety and Inspection Division. Furthermore, it is required for all Architects, Professional Engineers and Professional Land Surveyors to be fully-licensed through the State of Colorado. It is the responsibility of the selected Contractor to apply for and ensure the appropriate Contractor's license is obtained.

**CONFLICT OF INTEREST:**

Any party that has developed, designed or drafted specifications, requirements, statements of work and/or has participated in planning activities for this SOQ may be excluded from consideration for the award of this SOQ. Additionally, any party that has developed, designed or drafted specifications, requirements, statements of work and/or has participated in planning activities for future Projects may be excluded from consideration for the award of those Projects.

**CHANGE ORDERS:**

Any unplanned, change orders, modifications or additional services to this Project, shall be submitted by the Contractor, in a separate, written document, including a fee schedule and completion schedule and presented to the County for review. Approval from the County, in writing, must accompany all change order requests.

**OVERNIGHT CAMPING:**

Boulder County prohibits any overnight camping for awarded Projects; all operational staff, including designated security staff, are not authorized to be present at Project sites from sunset to sunrise, the open space property will remain closed during these hours to the contractor and its subcontractors and/or designated representatives and/or agents, unless specifically authorized by a BCPOS representative.



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## **INSURANCE AND W-9 REQUIREMENTS**

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### **PAYMENT & PERFORMANCE BONDS**

Payment and Performance bonds, a letter of credit, or other acceptable surety, approved by the County, will be required for bids over \$50,000.00. Bonds must be received and approved, by the County, prior to work commencing. **The bonds are required and must be in an amount equal to one hundred percent (100%) of the bid amount reimbursed to the tenant by the County for permanent structures.** If applicable, a Notice of Final Settlement will be required.

### **INSURANCE REQUIREMENTS:**

Note that the insurance amounts listed below are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

**\*This type of coverage will be required to remain in place and be maintained by the selected contractor for the 3-year period as noted after completion of the Project.**

<b>*General Liability</b>	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products Completed Operations Aggregate *3 years Products/Completed Operations
<b>Excess or Umbrella</b>	\$3,000,000
<b>Automobile Liability</b>	\$1,000,000 Each Accident *Including Hired & Non-Owned Auto
<b>Worker's Compensation and Employer's Liability</b>	Statutory limits
<b>Pollution Liability</b>	\$1,000,000 Per Loss \$1,000,000 Aggregate

### **W-9 REQUIREMENT:**

Please provide a copy of your business's W-9 with your proposal.



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**SUBMITTAL SECTION**

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The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Solicitation of Qualifications (SOQ) may be cause for rejection of the PROPOSAL.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name of your company / organization
	Address
	Name and Address of the Partners and Subcontractors if applicable
	Contact Person(s)
	Telephone, fax, and email
	Information on the relevant experience of key personnel
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)



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## **EVALUATION CRITERIA**

The proposals will be reviewed by a selection committee. The committee may request additional information from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Information presented in proposal
- Ability of the vendor to provide quality and timely products and services
- Qualifications and experience of the vendor
- Proposed timeline or ability to meet county's project schedule

**A scoring matrix with the order and priority of criteria to be used by the county in its evaluation and selection process is shown below:**

<b>Description</b>	<b>Points</b>
Information presented in proposal	<b>25</b>
Ability of the vendor to provide quality and timely products and services	<b>25</b>
Qualifications and experience of the vendor	<b>25</b>
Proposed timeline or ability to meet county's project schedule	<b>25</b>
<b>Total Possible</b>	<b>100</b>



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**SIGNATURE PAGE**

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title and Email Address of Person Authorized to Contract with Boulder County	
Company Address	
Company Phone Number	
Company Website	

**By signing below, I certify that:**

I am authorized to bid on my company's behalf.

I am not currently an employee of Boulder County.

None of my employees or agents is currently an employee of Boulder County.

I am not related to any Boulder County employee or Elected Official.

(Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
 Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.