



**Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-004-23

Project Name: Engineering and Alternative Analysis of Vault Restroom Systems and Facilities and Construction Ready Documents

Background:

Project Description:

The Boulder County Parks & Open Space Department (BCPOS) is seeking proposals from qualified and experienced contractors to secure engineering services for performance and alternative engineering analysis of BCPOS' public use trailhead no-flush evaporative vault restroom systems. The selected contractor will also conduct research on alternative restroom wastewater systems and provide an analysis of those systems against BCPOS' existing facilities. Additionally, the selected contractor will provide structural and technical engineering review of BCPOS' existing restroom plans, incorporate design modifications as needed and stamped final design documents and specifications. The project will be conducted in four (4) phases. In Phase One, the selected contractor shall conduct research and analysis on other proven and reliable no-flush restroom wastewater systems available on the market for BCPOS to consider and provide a recommendation. In Phase Two, the contractor shall provide technical engineering analysis of BCPOS's current no-flush evaporative vault restroom system and provide recommendations for improved performance with system modifications (structural, mechanical, electrical, etc.) and/or maintenance process improvements. Additionally, the contractor will compare BCPOS' existing facilities to other systems identified in Phase One and provide a recommendation of the system BCPOS should consider for use. In Phase Three, the contractor shall provide site investigation and structural and technical engineering review, analysis, and recommendations to improve and/or replace four (4) existing vault restroom systems. The potential exists to add one (1) add alternate restroom system, this add alternate is contingent on county funding. The contractor shall provide structural and technical engineering review, design modifications as needed and stamped final design documents and specifications (Final Plans and Specifications) to be used for permitting, bidding, and construction for the four (4) existing vault restroom systems and potentially the add alternate system. In Phase Four, the contractor shall provide as needed permitting and

construction phase assistance to BCPOS. The selected Contractor must complete the Phases 1, 2 and 3 tasks of the Project as described in the Specifications section by March 31, 2024. Phase 4 tasks are contingent upon future county funding and would be started and completed after March 31, 2024.

NOTE: Tasks Contingent on County Funding

Phase Three - Tasks 5 and 6 and Add Alternative - Task 7 are optional tasks and are contingent upon on future funding by the County and Project approval.

Tasks 5 and 6 are anticipated to occur in 2024, however this schedule is subject to change. In the event the County proceeds with Phase Three - Tasks 5 and 6 and/or Add Alternative - Task 7; a Notice to Proceed will be issued separately for these tasks.

PAYMENT FOR SERVICES: Contractors are instructed to review the Data Requirements section specifically for all data related deliverables. Payment will be retained until the data submitted is 100% compliant with the County requirements as detailed.

Payments for the Project shall be made in line with the project phasing and the completion of each task per the specifications and bid tab cost proposal. The Contractor shall submit invoices, as applicable, to Boulder County at the completion of each task.

Contractor shall submit, in writing, to Boulder County, a request for payment. Invoices shall be submitted on company letterhead and include, but not limited to, depending on the activity completed, designated project name, date(s), type of work performed. Additionally, all invoices should contain the current date, invoice number, amount due and current return address.

Additionally, payment for Project awarded is subject to the terms and conditions of the Boulder County issued Purchase Order.

Instructions:

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [5 minute training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.