

Sheridan Sanitation District No. 2

P.O. BOX 5460
ENGLEWOOD, COLORADO 80155
(303) 513-0901

February 19, 2024

Attention Prospective Consultants:

Request For Proposal – District Manager Position.

The Sheridan Sanitation District #2 (District) is soliciting proposals from qualified consultants to provide professional consulting services to fill the District Manager position following the retirement of their current District Manager at the end of June 2024.

The District intends to enter into an agreement for this position through the remainder of 2024; then annually thereafter. As background:

- The District serves approximately 2,000 residential and commercial customers.
- Service is provided through a 10.2-mile gravity system consisting of pipe sizes varying from 8-inch diameter through 15-inch diameter.
- The system includes one inverted siphon.
- Wastewater collected is discharged into the Denver system and ultimately treated at the Metro Water Recovery Treatment Facility.

Other information related to the District can be found on the District's website:
Sheridansan2.com.

Thank you for your interest and we look forward to receiving your proposal.

James R. "Jim" Swanson, PE
Sheridan Sanitation District #2 – Manager & Engineer
Email: jim@jrsec.com

Sheridan Sanitation District No. 2

P.O. BOX 5460
ENGLEWOOD, COLORADO 80155
(303) 513-0901

REQUEST FOR PROPOSALS to provide DISTRICT MANAGEMENT SERVICES

February 15, 2024

General Information:

The Sheridan Sanitation District #2 (District) is soliciting proposals from qualified firms (Consultant), to provide the District with District Management services on an on-call consulting basis.

District Management Services:

As the District Manager, the Consultant will be expected to perform a proactive role in the management of the District. Additionally, the Consultant shall support, coordinate efforts with and maintain open communications with the Board of Directors, District's Attorney and other District consultants.

The on-call services performed by the Consultant shall generally include, but are not limited to:

- a. Attendance at regular or special meetings of the District Board, as requested by the District.
- b. Conferences with Board members and/or District consultants as requested.
- c. Representing and/or assisting the District in dealings with:
 - i) Metro Water Recovery.
 - ii) Colorado Department of Public Health and Environment.
 - iii) Special District Association.
 - iv) Customers.
 - v) Developers.
 - vi) City of Sheridan.
 - vii) CDOT.
 - viii) Colorado 811.
 - ix) Denver Water.
 - x) Englewood Utilities.
 - xi) Other government agencies.
 - xii) Others having business with the District.
- d. Prepare / submit reports and forms as required by the above identified agencies.
- e. Manage the District's telephone (including 24/7 emergency coverage), PO box, website, and provide a District office address.
- f. Respond timely to customer questions, concerns, and issues.

- g. Perform other miscellaneous services at the request of the District Board.

Proposal Requirements:

Experience and Qualifications:

Provide the relevant experience and qualifications of your firm, including key staff, and the individual assigned to provide the above requested services to the District.

General Conditions:

During the performance of the Services under this Agreement, the Consultant shall maintain the following insurance. Confirm in your proposal that your firm meets the following insurance requirements. Certificates of insurance will be required at the time of contract signing.

- General Liability Insurance, with an annual limit of \$1,000,000; \$1,000,000 per occurrence.
- Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- Workers' Compensation Insurance in accordance with statutory requirements of Colorado.
- Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate; \$500,000 per occurrence.

Firm Details:

Provide the following firm details:

- a. Firm Name.
- b. Year Established.
- c. Former Firm Names, if any.
- d. Home Office Business Address & Telephone Number.
- e. Office Location Address & Telephone Number serving the District, if different than the Home Office.
- f. Key Personnel to be involved in the provision of these services.
- g. Total Personnel of the Firm.
- h. List up to Three Relevant Representative Projects in which your firm has been involved with, including key personnel. Provide reference contact information for each project identified.
- i. Discuss how your firm will respond timely to the District's needs.
- j. Provide a discussion of your firm's familiarity with typical issues which may arise.
- k. Provide any additional information which you feel may be pertinent to the provision of these services.
- l. Address your approach to on-site accessibility, when required for meetings, coordination, etc.

Fee Schedule:

Provide a proposed hourly rate schedule for providing the on-call services.

Selection Process and Criteria:

- The approach to and understanding of the scope of work.
- Experience with similar contracts and clients.
- Experience and qualifications of your firm and proposed staff.

- Extent to which previous clients have found the firm's services acceptable.
- Communication and presentation skills
- Availability when required.

The maximum page limit each proposal shall be eight (8) 8-1/2" x 11" pages, excluding a one-page cover letter and resumes.

The recommendation for District Manager services will be presented to the District Board for consideration timely, following review and selection, at a District Board meeting. The District Board will consider appointment of the District Manager and approval of the contract.

The District reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals without cause or reason. All responses shall become the property of the District and will be retained or disposed of accordingly. The District shall not be liable for any pre-contractual expenses incurred by any applicant. Any award of contract will be subject to successful negotiation between the Consultant and the District. Any award of contract for services shall be made to the Consultant best qualified and responsive as may be determined in the sole discretion of the District.

Submittal:

To be considered, submit a comprehensive proposal addressing all of the above. Email one PDF copy of the proposal to:

Jim Swanson, PE; District Manager & Engineer
Sheridan Sanitation District #2
PO Box 5460
Englewood, CO 80155
(303) 513-0901
jim@jrsec.com

Proposals must be received no later than 5:00 p.m. on March 29, 2024 to be considered.

Any questions regarding this Request for Proposal should be directed to Jim Swanson at the above phone number or email address no later than five (5) business days prior to the submittal deadline.

Thank you for your interest and we look forward to receiving your proposal.