



GILPIN COUNTY REQUEST FOR PROPOSAL - RFP

Title:

Gilpin County Dory Lake Infrastructure Improvements

DEADLINE:

February, 5 2026

I. Introduction

The County of Gilpin is inviting proposals from qualified Firms, Contractors, or Individuals to provide for the services herein described. The County of Gilpin is located approximately 35 miles west of Denver. The County was incorporated in 1861 and has an estimated population of 6,000 residents.

II. Background

Gilpin County owned infrastructures in regard to Dory Lake are in place and required for the augmentation plan as directed by the Colorado State Water Commissions, and dictated by the various decrees establish in Colorado state water courts. Gilpin County is seeking to improve the existing infrastructures related to our water augmentation plans as described in Section III.

III. Services Required

The qualified Contractor is to provide all necessary labor, equipment, and supplies required for the satisfactory completion of the work as described in this RFP.

The Contractor will provide services which may include, but are not limited to, the following:

Source and install an appropriate remotely actuated headgate, approximately 1,500 linear feet of 12-inch diameter HDPE pipe, and two appropriately placed remote reporting flow meters to aid in diverting and monitoring diverted flows from Ralston Creek drainages to Dory Lake when Gilpin County is in priority to store water via these diversion infrastructures into Dory Lake. These improvements are intended to allow for remote opening and closing of the headgate to divert water through the flow-monitored pipeline and into Dory Lake.

Existing installations are located at the approximate coordinates:

- Diversion Headgate – 39°50'49.5"N, 105°28'34.6"W
- Existing Diversion Ditch Midpoint – 39°50'50.0"N, 105°28'28.9"W
- Existing Diversion Ditch End (at Dory Lake) – 39°50'52.2"N, 105°28'23.7"W

The existing handwheel headgate installed at the existing diversion headwall is to be removed. The Contractor is responsible for sourcing and installing an appropriately sized headgate into the existing headwall. The new headgate is to be solar and battery powered, as the remote nature of the diversion headwall and headgate does not allow for electric utility service to the area. Preferably, the system will utilize a 12 VDC battery power source with solar integration.

SCADA systems will need to be capable of network connection through VPN via cellular services, or integration into Gilpin County networks available in the area. Headgate materials and design should be robust and appropriate for durable and reliable operation in the water environment in which it will operate.

Appropriate screening for debris and wildlife is to be installed at the diversion headgate to prevent debris or aquatic life from inadvertently entering the pipeline during diversion activities.

Downstream of the headgate is an existing open native soil diversion ditch. The Contractor will be responsible for installing 12-inch HDPE pipeline through the existing diversion ditch. The pipe is to be appropriately fitted to the headgate. Any required earthwork and bedding along the existing diversion ditch is to be performed to ensure proper slope and adequate support of the pipeline.

The existing diversion ditch includes a flume box to monitor flows at the approximate midpoint of the ditch. This flume is to be removed. The pipeline will be fitted with two flow monitoring devices. One flow meter will be installed immediately downstream of the headgate, and one will be installed approximately at the midpoint of the pipeline. The flow meters will preferably be sonar flow meters with remote monitoring of data and data transmission using the same network and platforms utilized for headgate remote actuation.

In performing the work, the Contractor shall use the degree of care and skill ordinarily exercised under similar circumstances by members of the same profession working in the Denver–Boulder metropolitan area. The Contractor represents to the County that the Contractor is, and that its employees performing such work are, properly licensed and/or registered within the State of Colorado for the performance of the work, if required by applicable law, and that the Contractor and its employees possess the skills, knowledge, and abilities to competently, timely, and professionally complete the Work.

IV. Submittal Requirements

This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal. Failure to submit information to the County in accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Unclear, ambiguous statements such as “all reasonable effort to provide” must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained.

Proposals are to be addressed to Ryan Keenan, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth in this RFP. No other public disclosure will be made if and until award of Contract.

The RFP Submittal shall include the following:

1. Letter of Transmittal

The letter of transmittal must contain the following statements and information, and is not intended to be a summary of the proposal:

- Company name, address, and telephone number(s) of the firm submitting the proposal.
- Name, title, address, email address and telephone number of the contact person or persons, authorized to represent the firm and to whom to direct correspondence.
- Taxpayer identification numbers of the firm.
- Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.
- Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Gilpin County.”

2. General Vendor Information

- Length of time in business
- Total number of clients
- Number of full-time personnel
- Location of office which would service this account

3. Technical Proposal

Provide a detailed technical and narrative response regarding the ability to provide the components as stated within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use.

Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate proposer’s understanding of the requirements of the project and the project schedule.

Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.

Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.

Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.

Provide a detailed narrative describing your firm’s experience with a minimum of three (3) projects of similar size and scope in the past five (5) years.

Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract.

Provide a minimum of three (3) current or former clients where work has been performed within the last five years who may be contacted with respect to your firm’s reputation for high quality of work, responsibility and efficiency. Include the name, address and telephone number of the executive in each organization who can speak knowledgeably about the quality, timeliness and cost of your work.

4. Financial/Cost Proposal

Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Separate discs or drives are not required.

Submit a detailed cost proposal including all costs and charges for the proposed services, including any licenses, maintenance, fees, training, implementation, and any other costs required. Estimate the hours and provide cost schedule detail for any service engagements necessary to meet the goals, if appropriate. Break down the cost proposal to indicate all costs.

5. Descriptive Pages and Brochures

All standard descriptive informational pages and brochures should be submitted in a section titled "APPENDIX."

V. Evaluation Criteria and Process

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of lowest price. Individual interviews may be required for the top firms who have submitted the required information.

Evaluation criteria will be weighted as follows; Business experience 10%, Understanding of the Project 20%, Methodology 20%, Management and Administration 20%, Cost 30%.

Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFP may result in disqualification of the proposal.

THIS REQUEST FOR PROPOSAL IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The Request for Proposal allows Gilpin County to select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the City's policies, programs, administrative resources, and budget.

This RFP has been published at the Rocky Mountain Bid Net System and on the County Web Site.

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Web Site, and all proposers are responsible to periodically check both System for relevant updates prior to the submittal of a proposal.

Written Inquiries – Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, referencing the RFP number and title in the subject line, to rkeenanan@gilpincounty.org

VI. Deadline for Submission of Proposals

One electronic submission must be received by the County prior to 5:00 p.m. on February 5 2026. The submission must be labeled as “RFP Gilpin County Emergency Standby Power Generator Relocation and Installation” in the subject line and sent to this email address; rkeenan@gilpincounty.org. Physical submissions will not be accepted. Job Walks are **mandatory**. These walks are to be scheduled directly with Ryan Keenan, via email at rkeenan@gilpincounty.org.

Number of Copies: One (1) electronic copy via email

Schedule of Activities are as follows:

- RFP Release – January 13 2026
- Written Question Deadline – February 3 2026
- Responses to Written Inquiries – February 4 2026
- Proposal Submission Deadline – February 5 2026
- Anticipated Notice of Award – February 12 2026
- Project Start – March 2 2026

VII. Miscellaneous

Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County’s sole judgment, best meets the requirements of the project.

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.

VIII. Contract

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose proposal(s) is/are the most advantageous and offer the best overall value to the County, taking into

consideration price and other evaluation factors described in this RFP. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

1. Specific area of focus / special requirements
2. Cost
3. Availability of the Contractor
4. Prior performance of the Contractor

The contract may require the firm selected to be contractually prohibited from working under contract or through association for the County of Clear Creek, City of Idaho Springs, City of Central City, or the City of Black Hawk.