



ADVERTISEMENT FOR STATEMENTS OF QUALIFICATIONS

CITY OF GUNNISON GUNNISON, COLORADO ON CALL DITCH SERVICES

General Notice

Issuing office: City of Gunnison (Owner) is requesting Submittals for the following Project:

ON CALL DITCH SERVICES

Project ID: 26-01

Submittals for the Project will be received at the **City of Gunnison, 201 W Virginia Avenue, PO Box 239, Gunnison, CO 81230**. Sealed proposals must be received on or before **February 2, 2026**, at **2:00:00 p.m. Mountain Time**. Complete sets of the Request for Qualifications Documents may be obtained from the Issuing Office, City of Gunnison, website at:

<https://gunnisonco.gov/BidsProposals>

It is the Respondent's sole responsibility to ensure all required documents are submitted by the submission deadline. Sealed proposals shall be submitted via US Mail or other delivery method, or hand delivered to:

City of Gunnison
PROPOSAL 26-01
Attn: Jackie Johnson
201 W. Virginia Ave.
P.O. Box 239
Gunnison, CO 81230

Submittals received after the above specified due date and time, or which are not prepared and filed in accordance with the terms and conditions of this Request for Qualifications ("RFQ"), may not be considered for evaluation.

The Project includes the following Work:

City of Gunnison is requesting SOQs from qualified Contractors to perform professional, on-call services for ditch maintenance. The Contractor shall furnish all labor, equipment, materials, and incidentals necessary to perform irrigation ditch maintenance services on an on-call basis for the City of Gunnison.

The City may request a variety of services under this RFQ and expects to make multiple awards under this RFQ. The contract award shall be for one (1) year with the first year ending on December 31, 2026, and work is not guaranteed. Annual renewal is allowed with a Change Order.

Obtaining the Qualifications Documents:

Information and Qualifications Documents for the Project can be found at the following designated website:

City of Gunnison website:

<https://gunnisonco.gov/BidsProposals>

Qualifications Documents may be downloaded from the designated website. The designated website will be updated periodically with addenda, reports, and other information relevant to submitting a Statement of Qualifications (SOQ) for the Project. All official notifications, addenda, and other Qualifications Documents will be offered only through the designated website. Neither Owner nor Owner's representative will be responsible for Qualifications Documents, including addenda, if any, obtained from sources other than the designated website.

Instructions to Respondents.

For all further requirements regarding qualifications submittal, procedures, and contract award, refer to the Request for Qualifications that are included in the Qualifications Documents.

There will be an Open House for interested parties to attend and ask questions of City Staff on January 12, 2026, from 6-7:30 PM local time. The Open House will be held at the Fred Field Center located at 276 S Spruce Street, Gunnison, CO in the Van Tuyl room (at the Gunnison County Fairgrounds). A separate notice of this event will be posted on the City of Gunnison's website.

City Staff is also welcoming **optional** One-on-One meetings for interested parties to be scheduled by emailing Jackie Johnson at jjohnson@gunnisonco.gov. Meetings are available from January 13th through January 26, 2026.

Opening of Sealed Qualifications.

Sealed Qualifications will be opened in Public Works offices at 2:10:00 p.m. Mountain Time on February 2, 2026.

This Advertisement is issued by:

Owner: **City of Gunnison**

By: **Jackie Johnson**

Title: **Procurement, Contracts, & Grants Administrator**

Date: **January 5, 2026**

END OF ADVERTISEMENT FOR STATEMENTS OF QUALIFICATIONS



CITY OF GUNNISON
REQUEST FOR QUALIFICATIONS (RFQ No. 26-01)
On-Call Ditch Services

ISSUED: January 5, 2026
OPEN HOUSE FOR INTERESTED PARTIES: January 12, 2026, 5:00 PM MT
OPTIONAL One-on-One Meetings: **January 13 – January 26, 2026**
SUBMIT QUALIFICATIONS NO LATER THAN: February 2, 2026, 2:00 PM MT
SUBMIT SEALED QUALIFICATIONS: via US Mail or other delivery method, or hand deliver to:

City of Gunnison
PROPOSAL 26-01
Attn: Jackie Johnson
201 W. Virginia Ave.
P.O. Box 239
Gunnison, CO 81230

A. Project Goals

City of Gunnison is requesting SOQs from qualified Contractors to perform professional, on-call services for ditch maintenance. The Contractor shall furnish all labor, equipment, materials, and incidentals necessary to perform irrigation ditch maintenance services on an on-call basis for the City of Gunnison.

The City may request a variety of services under this RFQ and expects to make multiple awards under this RFQ. The contract award shall be for one (1) year with the first year ending on December 31, 2026, and work is not guaranteed. Annual renewal is allowed with a Change Order.

B. Scope of Services

Work will be offered to the Contractor only through an authorized Task Order issued in accordance

RFQ- On-Call Ditch 26-01

with this Contract. Task Orders will contain the Detailed Scope of Work required for the Contractor to complete the Project for Owner. The Contractor will provide all pricing, management, labor, equipment, materials, and incidentals needed to complete each Task Order. The Contractor will also be responsible for Site safety as well as Site preparation and cleanup during and after project is completed.

The Contractor is not guaranteed to receive a Task Order under this Contract.

Work will be assigned by the City on an as-needed basis and may include, but is not limited to, the following tasks:

1. Culvert Work

- Cleaning of existing culverts to restore flow capacity.
- Repair of culverts, including patching, joint sealing, and realignment.
- Removal and disposal of failing or abandoned culverts.
- Installation and/or replacement of culverts of various diameters, complete in place, including bedding, backfill, and compaction.
- May include minor repair or replacement of concrete and asphalt, and replacement of pipes below grade.

2. Vegetation and Debris Removal

- Removal of roots, branches, and woody vegetation obstructing ditch flow.
- Seasonal leaf removal and clearing of accumulated debris.
- Trimming or removal of trees and brush along ditch alignments.
- Hauling and legal disposal of vegetation and debris off-site.

3. Sediment and Obstruction Removal

- Excavation and removal of accumulated sediment, silt, or gravel deposits.
- Removal of obstructions such as rocks, beaver dams, or unauthorized materials.
- Re-shaping and re-establishing ditch cross sections to maintain design capacity.

4. Bank and Channel Maintenance

- Repair of eroded ditch banks with compacted fill material.
- Placement of riprap or other approved armoring material.
- Installation of erosion control measures such as fabric, matting, or seeding.

5. Access and Safety Maintenance

- Clearing and maintenance of ditch access roads and trails.
- Implementation of traffic control measures when working adjacent to or within public rights-of-way.

6. Emergency and On-Call Response

- Mobilization and response to ditch blockages, washouts, or failures.

- Emergency removal of debris or obstructions during the irrigation season.

7. Miscellaneous Support Services

- Assistance with ditch flow adjustments and gate structure operations as directed.
- Preparation of sketches, photos, and/or reports for significant repairs or replacements.
- Mobilization and demobilization of equipment as necessary.

C. Statement of Qualifications - Requirements

The Statement of Qualifications shall contain the sections listed below and shall respond fully to all requirements of the RFQ. Submittals which do not address the items in this section may be considered incomplete and may be deemed non-responsive by the Review Committee.

1. COVER LETTER OF INTEREST: Provide a letter of interest signed by an authorized Contractor representative. Provide the name, address, email address, and phone number for Contractor.
2. EXPERIENCE WITHIN SCOPE DETAILS: Briefly describe your experience in work related to the proposed scope of work.
3. EXPERIENCE IN THE GUNNISON VALLEY: Describe work that has been done within the City of Gunnison or surrounding area.

D. Review and Evaluation of SOQs

Statements of Qualifications to this RFQ will be evaluated and ranked by a Review Committee consisting of Gunnison Staff. Selection will be based on the following criteria (100 points total):

- | | |
|--------------------------------------|-------------|
| 1. COVER LETTER | (PASS/FAIL) |
| 2. EXPERIENCE WITHIN SCOPE DETAILS | (75 points) |
| 3. EXPERIENCE IN THE GUNNISON VALLEY | (25 points) |

Section 1 of the SOQ will be evaluated on pass/fail criteria. Failure to achieve a pass rating on the components of these sections may result in the SOQ being declared non-responsive and the Proposer being disqualified. All other sections of the SOQ will be evaluated and scored on a qualitative basis. Interviews are not anticipated at this time. Upon issuance of Intent to Award, the City and the Contractor(s) shall enter into a main Agreement. This is not a guarantee of receiving Task Orders.

E. Project Schedule

The following is a preliminary schedule of project milestones; all dates are subject to change.

Milestone	Date
Issue RFQ	January 5, 2026
Open House for interested parties at the Fred Field Center, 276 S Spruce St, Gunnison, CO in the Van Tuyl room	January 12, 2026 6-7:30 PM local time
Optional One-on-One Meetings with City Staff	January 13 – January 26, 2026 (Email jjohnson@gunnisonco.gov to schedule)
SOQ Due Date	February 2, 2026, 2:00 PM MT

F. Submissions and Inquiries

Gunnison encourages disadvantaged, minority, and women-owned Consultants to respond.

Submit one (1) copy of your Statement of Qualifications and a completed Unit Rate Sheet to the City of Gunnison, as detailed on page 1 of this RFQ.

SOQs will be received until 2:00:00 p.m. local time on the date provided in Section E.

Late submissions will not be accepted.

Any questions are intended to be addressed at the Open House and optional One-on-One meetings available for schedule. Any outstanding questions regarding this project shall be in writing and shall only be directed to City Clerk, cityclerk@gunnisonco.gov.

All addenda shall be published on the City's solicitation website. All questions shall be submitted no later than the date provided in Section E of this RFQ. All addenda (if any) shall be acknowledged in the Letter of Interest.

G. Rights of the City

The City reserves all rights, which shall be exercisable in its sole discretion, without limitation or cause or notice, the following and/or any applicable law:

- The right to reject any or all SOQs without limitation and/or to cancel, re-issue, postpone, or withdraw the RFQ at any time without incurring any obligation or liability.
- The right to modify the RFQ language, timeframes, or contents and issue addenda.
- The right to engage technical and/or legal firms in the evaluation of SOQs.
- The right to waive informalities, irregularities, or deficiencies in the RFQ or SOQs.

H. Proprietary Information and Return of SOQs

All SOQs received by the City in response to this RFQ are deemed property of the City and are subject to the Colorado Open Records Act. The City, or any of its agents, representative, employees, or firms, shall not be liable to a Respondent or individual participating in a SOQ, as a result of the disclosure of all or a portion of a SOQ under this RFQ. Any information contained in a SOQ which the Respondent

believes constitutes proprietary or confidential, exempting from any non-authorized disclosure, shall be clearly designated. Blanket designations shall not be accepted. The City will notify the Respondent of any Public Records request relating to this RFQ, providing an opportunity for the Respondent to seek a court injunction against the requested disclosure.

I. Respondent Compensation

No compensation or reimbursement for preparation of the SOQ will be paid by the City.

J. Modification and Withdrawal of SOQ

SOQs may be modified or withdrawn in writing, executed in the same manner as the SOQ, at any time.

K. Protest Procedures

Prior to a submission of a protest relating to or arising from this Request for SOQ, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions. Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of these Protest Procedures may be grounds for dismissal of the protest. Protests shall include the following information:

- a. Name, address, fax and telephone numbers of protester;
- b. Solicitation or contract number;
- c. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
- d. Copies of relevant documents;
- e. Request for a ruling by the City;
- f. Statement as to the form of relief requested;
- g. All information establishing that the protester is an interested party for the purpose of filing a protest; and
- h. All information establishing the timeliness of the protest.

All protests filed directly with the City will be addressed to the manager of the City or other official designated to receive protests. Protests based on alleged apparent improprieties in the SOQ Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the SOQ submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the SOQ due date.

Action upon receipt of a protest shall be as follows:

- a. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City.
- b. If award is withheld pending the City resolution of the protest, the City will inform the respondents whose SOQs might become eligible for award of the contract. If appropriate, the respondents will

be requested, before expiration of the time of acceptance of their SOQs, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceeding with award.

- c. Upon receipt of a protest within ten (10) days after contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher-level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the City.
- d. Pursuing the City protest does not extend the time of obtaining a judicial stay, injunction, or other remedy.
- e. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.
- f. The City protest decision shall be well-reasoned and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

Unit Pricing Rate Sheet for On-Call Ditch Services

Item	Description	Price per Hour
1	Foreman	
2	Laborer	
3	Mini Excavator	
4	Dump Truck/Trailer	

- A. Any necessary hand tools are to be provided by the contractor at the cost of the contractor.
- B. If additional large equipment is required, rates will be agreed upon before signing a task order.
- C. If traffic control is necessary, cost and scope details will be coordinated prior to signing a task order.