



REQUEST FOR PROPOSALS (RFP)

To Provide

On-Call Structural Asset Inspection and Engineering Services

for

Montrose County Road and Bridge

Proposals Due

April 30, 2026

Time: 2:00 p.m.

Location

Montrose County Public Works

63160 LaSalle Rd

Montrose, CO 81401

A. INTRODUCTION AND GENERAL INFORMATION

Montrose County is soliciting proposals from qualified consultants to provide on-call structural asset inspection and engineering services for minor structural assets. For purposes of this solicitation, minor structural assets are defined as bridges and culverts with spans less than or equal to twenty (20) feet and openings greater than or equal to four (4) feet.

This Request for Proposals (RFP) is intended to identify qualified consultant(s) to enter into a master on-call professional services agreement, under which projects would be assigned on an as-needed basis throughout the term.

The County makes no guarantee as to the amount of work that may be assigned under this contract.

Proposal packages may be obtained from the County's website. Questions regarding this RFP may be directed to Brandon Wallace at 970-252-7001 or bwallace@montrosecounty.net.

B. CONTRACT OVERVIEW

The initial contract term will be from June 1, 2026 through December 31, 2026. The County may, at its sole discretion, extend the contract for up to two (2) additional one-year terms. Consultant guarantees its pricing for the initial term, but may change pricing for renewal terms as appropriate.

This will be a non-exclusive, on-call contract. Work will be authorized through individual task orders issued by the County.

C. SCOPE OF WORK

Services may include, but are not limited to, the following:

Structural Asset Inspections

- Field inspections
- Condition assessments and ratings
- Reporting
- Emergency inspection services
- Follow-up inspections

Structural Asset Management

- Asset inventory development
- Risk-based planning

- Performance-based management
- Lifecycle management
- State of good repair evaluations

Project Support

- Load rating of structures
- Investment prioritization
- Design services
- Hydraulic and scour analysis

Program Support

- Development of manuals and specifications
- Federal funding and grant application support

The consultant will work under the direction of the Public Works Director and coordinate with County staff, agencies, contractors, and other stakeholders as directed.

D. MINIMUM QUALIFICATIONS

The consultant must demonstrate:

- Comprehensive knowledge of CDOT manuals, guidelines, policies, and procedures
- At least one Colorado Registered Professional Engineer to oversee work
- Compliance with 23 CFR §650.309 for inspection-related tasks
- A designated Project Manager who is a Colorado Registered Professional engineer
- Prequalification in bridge design, bridge inspection, hydraulics, and materials testing, maintained throughout the contract term
- Insurance coverage of no less than \$1,000,000 each for general liability, and worker's compensation insurance at no less than the state-mandated minimum.

E. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

- Cover letter
- Firm overview, including location, qualifications, and years in business
- Resumes of key personnel
- Description and qualifications of subconsultants, if any.

- Detailed fee schedule for 2026, which fees shall be guaranteed for the entire year, to include the firm's hourly rates, overtime rates, reimbursable charges, markup on subcontract services, and mileage.
- Description and list of software and hardware utilized (e.g. Auto CAD Civil 3D, Trimble GPS Survey Equipment) and other related digital/computer capabilities.

F. INSTRUCTIONS FOR SUBMISSION AND TIMELINE

All public postings are made on Montrose County's Website, <https://www.montrosecounty.net/Bids.aspx>. All dates are subject to change, with notice. All times listed are Mountain Standard Time.

RFP Publicly Available April 1, 2026

Questions Deadline April 14, 2026

- Questions must be submitted in writing to Brandon Wallace at bwallace@montrosecounty.net

Answers Publicly Available April 21, 2026

Proposals Due April 30, 2026

Proposals Recorded May 1, 2026

Contract Award May 13, 2026

Contract Start Date June 1, 2026

Proposals must be submitted in a sealed opaque envelope clearly marked "Structural Asset Inspection and Engineering Services" and delivered to Montrose County Public Works, Attn: Brandon Wallace, 63160 LaSalle Rd, Montrose, CO 81401, no later than 2:00 p.m. local time on the due date.

In addition to a written submission, which shall be the official submission considered for award purposes, bidding consultants must email an electronic copy to Brandon Wallace at bwallace@montrosecounty.net. It is requested that the electronic copy be in a Word or PDF format which is accessible for electronic screen readers, however, such is not a factor to be considered in the award process.

G. EVALUATION AND SELECTION

Proposals will be evaluated by an evaluation committee based on:

- Qualifications
- Ability to furnish professional services
- Responsiveness
- Fee reasonableness

Interviews may be conducted at the County's discretion.

Montrose County reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. The County reserves the right to select the proposal that provides the best overall value to the County as determined in the County's sole discretion. The award of contract may be based on the complete proposal or any component thereof. The action to award a contract is subject to approval by the Board of County Commissioners. The submission of a proposal by any proposer does not in any way commit the County to enter into an agreement with that proposer.

The recommended bidder will be sent contract documents for review and execution prior to the contract going before the Board of County Commissioners for consideration. The Board of County Commissioners may accept or reject the committee's recommendation. Contract award is anticipated to occur one month after the proposal deadline, and will be made during a public meeting of the Board of County Commissioners. All proposers will be notified of the decision by mail and email.

The Request for Proposals process is not considered complete until the Contract is awarded and agreed upon by all parties.

H. AWARD OF CONTRACT AND COUNTY RIGHTS

The County reserves the right to reject any or all proposals, waive informalities, negotiate with qualified proposers, or cancel this RFP. Submission of a proposal does not obligate the County to award a contract.

I. ADDITIONAL INFORMATION

1. Montrose County makes no guarantee as to how much, or if any, work will be authorized in any given year. Total contract and assigned project fee amounts shall be based on need and annual appropriation of funds. Work will be assigned via task call number that will include a written scope of work, completion date, and consultant's estimated fee. A purchase order will be issued for the estimated task call fee amount.

2. The contract is for assignments where the fee for professional engineering services is less than \$50,000. Any assignment that requires professional engineering services in an amount of \$50,000 or more will not be considered on-call services. Such projects will require a separate RFP process and a separate contract awarded by the Board of County Commissioners. A consultant may be given several assignments that are each less than \$50,000, but total more than \$50,000.
3. No agreement will be for any exclusive services and County may enter into additional contracts for the same or similar services with other entities or persons.
4. Prior to award, consultant shall provide their 2026 Fee Schedule. Invoicing for the contract period shall be according to the 2026 rates submitted. The consultant must guarantee submitted fees through the initial contract year ending December 31, 2026. If the contract time is extended, revised fee schedules will be negotiated at that time.
5. The selected consultant shall assign a specific, named individual who is a Colorado Registered Professional Engineer who will be the County contact and who will oversee the work.
6. Consultant shall not subcontract any services without prior approval from the County.
7. All proposals shall be irrevocable for 45 days from the submission deadline.
8. Contractor must carry insurance in the amount of
9. Any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law should be clearly identified for non-disclosure purposes.
10. Payment to Contractor will be made upon submission and approval of invoice(s). Payment will follow normal County payment processing cycles for issuance of checks. Invoices shall be sent directly to the County Finance Department at 1845 S. Townsend Avenue, Montrose, CO 81401 Attn: Accounts Payable. Invoices may be sent by e-mail to accountspayable@montrosecounty.net. A copy of each invoice shall be sent to the Public Works Director at 63160 LaSalle Rd, Montrose, CO 81401 or e-mail to Brandon Wallace at bwallace@montrosecounty.net with a copy e-mailed to

Carmen Sandoval at csandoval@montrosecounty.net for review and payment approval.

11. Upon request, the consultant shall provide the County with a copy of field notes and correspondence. All materials submitted at the completion of the project, including electronic files, shall become property of Montrose County.

12. The consultant will typically work under the direction of the Public Works Director. The consultant will be expected to work with, coordinate with, receive input from and give input to other design professionals, government agencies, contractors, and county staff as directed by the County.

13. Submitted proposals become the property of Montrose County, which is a governmental agency subject to the Colorado Open Records Act ("CORA"). All bids may be released pursuant to a request under that statute. If a proposing firm believes any information should not be released under CORA, it must clearly mark the portions of its bid which it believes fall within an exception and identify the applicable exception to disclosure. In the event of a CORA request involving documents marked for non-disclosure, the County Attorney shall determine if an exception applies, and such determination shall be final.

14. Montrose County reserves the right to reject any or all proposals and is not responsible for proposal preparation costs.