



**Request for Proposals (RFP) for San Miguel County
Boiler Replacement – Down Valley Park**

**Request for proposal issued: May 7, 2026
Responses due: June 4, 2026**

**333 W. Colorado Avenue
P.O. Box 1170
Telluride, CO 81435**

1. Request for Proposal

Perform direct replacement of existing wall-hung Munchkin boiler at the County's Down Valley Park, located at 22855 Highway 145, Placerville, CO 81430.

2. Background

A recent inspection found that the County's Down Valley Park (DVP) boiler was not functional due to apparent misfire caused by an internally clogged heat exchanger which caused a small explosion inside the burner chamber. This has caused the heat exchanger cover plate to lose its air-tight seal also resulting in the boiler's inability to maintain a flame upon ignition sequence. The heat exchanger cannot be replaced or rebuilt because this model of Munchkin boiler has been discontinued and repair parts are no longer available. This boiler was serviced in October 2025 and the fire shield inside the heat exchanger had been significantly damaged and replaced due to imminent heat exchanger failure. Due to the inability to repair the boiler, it is recommended the boiler be replaced to resume the heating system operation in the County's DVP restrooms.

3. Scope of Work and Deliverables

Directly replace the existing wall-hung Munchkin boiler with one Lochinvar Knight WHB085L-101 85,000 BTU propane condensing boiler. Install a natural gas to propane conversion kit, if required. Replace the Taco 007 cast iron circulator pump. Replace one automatic air vent, replace 2.5 gallon expansion tank, and provide all necessary piping and fittings to connect to the existing single zone system. Inject 30% glycol into the system. Remove the old boiler and all associated parts. Clean and test the system. Provide one year warranty on all labor and materials. Here is a link to the recommended replacement boiler - https://www.lochinvar.com/en_CA/products/fire-tube-wall-mount-boiler-pg-heat-exchanger-knight/whb085l-101/100306146.html

4. Proposed Schedule

See Milestone Proposed Dates below.

5. Milestone Proposed Dates

- RFP Issued Thursday, May 7, 2026
- Proposal Due Thursday, June 4, 2026 by 5:00 P.M. Mountain Time
- Contract Award – As soon as the contractor is selected
- Project Kickoff – As soon as the contract is signed
- Project completion – No later than Friday, September 4, 2026.

All dates are subject to change at the discretion of the County.

6. Inquiries

Inquiries or questions on the contents and requirements of the RFP will be accepted in written electronic form only. Inquiries can be emailed to the attention of: Janet Kask to janetk@sanmiguelcountyco.gov using the subject line “DVP Boiler Replacement”.

Substantive requests for information received may be responded to in writing by the County in the form of an addendum to this RFP and sent to all recipients of the RFP.

7. Proposal Requirements

A mandatory site visit is required for contractors to familiarize themselves with the County’s boiler system. Please contact Rich Hamilton, Parks Supervisor, to schedule (cell 970-729-1829).

“Proposals must include clear descriptions of the contractor’s capabilities to perform the requirements of the RFP, including the following:

1. **Transmittal Letter.** This short letter should outline the Contractor’s ability to provide the scope of services requested. Please describe the company, including: name, address, number of years in business, and primary contact. This letter must be signed by an officer who is authorized to bind the Consultant and state that the proposal is binding for 90 days from the submission deadline for proposals.
2. **Staff Experience.** Include a brief description of each key staff member assigned to a typical project. Identify any sub-consultants proposed to serve on the project as well.
3. **Sample Projects.** Include up to three (3) sample projects, including tasks and deliverables provided to the owner that are similar to what the County seeks. Include a brief description of the project, owner contact information, and project cost.
4. **Exceptions.** Please include a statement regarding exceptions. If no exceptions are included, the County expects the Consultant will be able to sign the County’s contract and provide the required insurance and indemnification.
5. **Fee Estimate.** Please submit a fee estimate for the total project cost for requested Scope of Work and Deliverables, including each of the tasks outlined in the scope of work and the total number of hours expected. Also, provide a menu of pricing for scenarios and strategies.
6. **Signatory Requirements.** The Transmittal Letter must be signed by the contractor’s representative who is empowered with signatory authority for the company. The form may be accompanied by a Corporate Resolution.”

8. Proposal Submission

The proposals must be submitted by Thursday, June 4, 2026 at 5:00 P.M. Mountain Time. Late proposals will not be accepted. It is the Consultant’s responsibility to see that the Proposal is received at the proper time. The County is not responsible for delayed deliveries due to

connectivity problems. The time the proposal is logged as received in the County's email system shall determine the official time received. Please submit an electronic copy of the proposal to the attention of: Janet Kask at janetk@sanmiguelcountyco.gov with subject heading "RFP Response for DVP Boiler Replacement".

9. Agreement for Services

The contractor shall review and execute the Independent Contractor Agreement contract prior to beginning work. Upon award, this contract will define the project, the term and services to be performed. This is a legal-binding document between the contractor and San Miguel County. A draft Independent Contractor Agreement is attached for your review.

10. Selection Procedure and Evaluation Criteria

"The County will have a Selection Committee for the evaluation and ranking of proposals. The County may conduct interviews if determined necessary after review of the proposals. The top three (3) ranked companies based upon the proposals (and interviews if held) will be given the opportunity to execute a professional services agreement with the County. If an agreement regarding scope and fee is not reached within a reasonable period, the County may pursue negotiations with the next-ranked firm or reissue the RFP altogether. The Proposals will be evaluated and rated based on the factors listed below."

11. Evaluation Criteria and Max Points

1. Company qualifications and capacity **20 points**
2. Qualification and experience of key personnel **20 points**
3. Availability of the contractor to complete the project on time or before the deadline **20 points**
4. Cost, approach and scheduling of the tasks required **30 points**"

12. Bidding Documents

RFP packages may be obtained by accessing the details on the San Miguel County website <https://www.sanmiguelcountyco.gov/Bids.aspx> or contacting Janet Kask at the Parks & Open Space Department (see details below).

13. San Miguel County Contact Information

Please contact for any questions:

Janet Kask, Director, Parks & Open Space Department

San Miguel County

333 West Colorado Avenue, 3rd Floor

Telluride, CO 81435

Office phone: (970)369-5469

janetk@sanmiguelcountyco.gov

14. Attachments

- Photos of the Munchkin boiler system and the Taco 007 cast iron circulator pump along with the Munchkin boiler system specs.
- Draft Independent Contractor Agreement.