City of Delta
360 Main Street
Delta, CO 81416

REQUEST FOR PROPOSALS

RETIREMENT PLAN SERVICES – 2026-16

Issue Date: November 9, 2026
Agent/Contact: Jeannette Carmack, jeannette@cityofdelta.net
Submissions must be received by: December 2, 2026 at 11:00 am (MST)

Introduction:

The City of Delta is seeking proposals from qualified retirement plan service providers to deliver comprehensive retirement plan administration, investment oversight, employee education, and ongoing support. The selected provider should demonstrate expertise, professionalism, responsiveness, and a commitment to serving both City employees and the City's administrative needs.

Administrative Instructions:

Bids shall be submitted electronically to lindsay@cityofdelta.net. All electronic submissions must be ADA-compliant and are subject to the Colorado Open Records Act. All bids are to be submitted on a single PDF document.

Bids will be publicly opened on December 2, 2026 at 11:00 am (MST), in the City of Delta Conference Room located on the ground floor of City Hall. LATE BIDS WILL NOT BE ACCEPTED AND IT IS THE RESPONSIBILITY OF THE RESPONDENT TO ENSURE THAT BIDS (INCLUDING SIGNED ADDENDA IF ISSUED) ARRIVE BY THE DUE DATE.

Complete bid packets can be downloaded from the City webpage at City of Delta RFP. ADDENDA WILL BE POSTED TO THE WEBSITE, AND IT IS THE BIDDER'S RESPONSIBILITY TO DOWNLOAD, REVIEW, SIGN, AND INCLUDE ADDENDA WITH THEIR BID.

Refer to the 2026 RFP to review the contract applicable to this bid.

The City reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of bids. Addenda will be posted on the City website under the "Bids and RFP" tab.

The City reserves the right to reject any or all bids without disclosing the reason, to waive any informalities in the bids received, and to accept the bid deemed most advantageous and in the best interest of the City.

SCOPE OF WORK

1. Purpose

The City of Delta is seeking proposals from qualified retirement plan service providers to deliver comprehensive retirement plan administration, investment oversight, employee education, and ongoing support. The selected provider should demonstrate expertise, professionalism, responsiveness, and a commitment to serving both City employees and the City's administrative needs.

Current Plan: 3 Accounts (Reg 401A, PD 401A, 457 with a Roth Option). Approximant $14,776,920.00 combined in the 3 accounts.

2. Scope of Services and Expectations

A. Employee Education, Counseling, and Support

- Provide employees with accessible opportunities for retirement planning advice, individual counseling, and professional consultation.
- Offer educational resources and guidance to help employees understand their retirement plan options, investment choices, and long-term retirement goals.
- Provide clear, accurate, and timely responses to employee questions and concerns.

B. Investment Expertise and Oversight

- Demonstrate extensive knowledge and experience in retirement plan investments and financial markets.
- Monitor market conditions, investment performance, and economic trends that may affect the City's retirement plan.
- Provide recommendations regarding investment options, diversification, risk management, and long-term investment strategies.
- Present regular investment performance reports and explain relevant market developments and recommended actions.
- Evaluate investment options with consideration for employees' long-term retirement goals, risk tolerance, and the plan's investment objectives.

C. Investment Monitoring and Fiduciary Responsibilities

- Monitor the investment options available under the plan and provide appropriate recommendations to support a diversified investment portfolio.
- Identify potential investment risks and opportunities and communicate material concerns to the City in a timely manner.
- Clearly disclose all fees, compensation, potential conflicts of interest, and the scope of any fiduciary responsibilities.

- Describe how the provider will assist the City in meeting its applicable retirement plan oversight and compliance obligations.

D. Plan Administration and Payroll Coordination

- Provide accurate and efficient administration of employee retirement contributions, employer contributions, and other applicable deposits.
- Coordinate with the City's Payroll Department to ensure timely and accurate transfer, allocation, and posting of contributions to the appropriate employee retirement accounts.
- Establish procedures for identifying, researching, and resolving discrepancies, delayed deposits, or other contribution-related issues.
- Provide regular reporting and account reconciliation to support accurate recordkeeping and accountability.
- Describe the systems, controls, and procedures used to safeguard participant information and ensure the accuracy of financial transactions.

E. Human Resources Department Support

- Provide the City's Human Resources Department with timely, knowledgeable, and professional assistance regarding plan administration, employee benefits, investment options, and participant concerns.
- Respond to inquiries accurately and within clearly defined service timelines.
- Assist with employee enrollment, plan changes, retirement transitions, and other applicable retirement plan processes.
- Provide current plan documents, employee education materials, administrative guidance, and required reporting.
- Designate a primary representative and establish a clear process for escalating unresolved questions or concerns.

3. Provider Qualifications and Proposal Requirements

Interested providers should submit the following information:

- Company background, qualifications, and experience providing retirement plan services to public-sector employers.
- Description of proposed services, administrative capabilities, and investment oversight approach.
- Qualifications, certifications, and experience of the professionals assigned to the City's account.
- Description of employee counseling services, educational programs, and communication methods.
- Payroll integration, contribution processing, reconciliation, and reporting procedures.
- Fee schedule detailing all administrative, investment, advisory, and other applicable costs.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all offers made to the City of Delta (hereafter “City”) by all prospective vendors (hereinafter referred to as “Bidder”) regarding City solicitations, including but not limited to Invitations to Bid, Requests for Proposals, Requests for Quotes, and Requests for Qualifications. The following "Project Special Conditions" shall govern in case of any discrepancies in any or all of the following specifications, and the intent, either expressed or implied in these General Terms and Conditions, shall govern in the interpretation of the plans and specifications.

Contents of Proposal

It is the responsibility of each Bidder before submitting a Proposal to: (a) Examine the Contract Documents thoroughly, (b) Visit the site(s) to become familiar with local conditions that may affect the cost, progress, performance, or furnishing of the Work, (c) Consider federal, state, and local Laws and Regulations that may affect cost, progress, performance, or furnishing of the Work, (d) Study and carefully correlate Bidder's Observations with the Contract Documents, and (e) Notify City Engineer/Project Manager of all conflicts, errors, or discrepancies in the Contract Documents. Bidders are responsible for confirming and verifying all project lines, grades, dimensions, specifications, plans, and project areas before submitting a proposal.

Complete sets of Proposal Documents must be used in preparing proposals. The Owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposal Documents.

Clarification and Modification of Proposal Solicitation

Interpretations or clarifications considered necessary by the Staff in response to such questions will be issued by Addenda and posted to the City webpage. Questions must be submitted in writing to Jeannette Carmack, jeannette@cityofdelta.net. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda may also be issued to modify the Proposal Documents as deemed advisable by the City. The City reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. **ADDENDA WILL BE POSTED ON THE CITY WEBSITE UNDER THE NEWS “RFP” TAB.**

Pricing Collusion and Taxes

All lump sum, alternate, and unit prices must include all required General Conditions line items necessary to complete the Work, including but not limited to the following (as required): all permits, insurance, supervision; layout and survey as needed; equipment and personnel; off-site management and administrative assistance; trash removal/demo material disposal/haul off to a separate dumpster or off-site location; miscellaneous equipment; mobilization; as-built drawings; fuel, watchmen, flagmen, and site security; scheduling; small tools; drawings and printing expenses, and mailing costs.

The City is exempt from Colorado State Sales and Use Taxes on materials and equipment to be incorporated in the work. Said taxes shall not be included in the proposal price.

Preparation and Submission of Proposal

The Proposal Form is included with the Proposal Documents; additional copies may be obtained on the City of Delta website.

Proposals by corporations must be executed in the corporate name by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. All names must be typed or printed below the signature.

The proposal shall contain an acknowledgment of receipt of all Addenda, if applicable, on the Proposal Form. The address and telephone number for communications regarding the proposal must be shown.

Modification of Withdrawal of Legitimate Offers

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the Opening of Proposals.

If, within twenty-four (24) hours after Proposals are opened, any Bidder files a duly signed written notice with City promptly thereafter demonstrating to the reasonable satisfaction of City that there was a material and substantial mistake in the presentation of its Proposal, that Bidder may withdraw its Proposal.

No Proposals may be withdrawn after the opening of proposals without the consent of the City of Delta for a period of sixty (60) days after the scheduled time of opening of proposals. The successful bidder or bidders will be required to furnish satisfactory performance and payment bonds equal to the full amount of each bid or proposal, if applicable.

Evaluation of Offers and Criteria

City reserves the right to reject any and all Proposals, to waive any and all informalities not involving price, time, or changes in the work, and the right to disregard all nonconforming, nonresponsive, unbalanced, or conditional Proposals. Also, City reserves the right to reject the Proposal of any Bidder if City believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Proposal is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Proposals, City will consider the qualifications of the Bidders, whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices, and other data as may be requested herein and/or in the Proposal Form or prior to the Notice of Award.

City will consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations through the request of written documentation of relevant experience with reference to a minimum of three (3) projects of similar scope and size. The statement shall include equipment and manpower available for utilization on the project. City also may consider the operating costs, maintenance requirements, performance data, and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

The City reserves the right to reject any or all proposals without disclosing the reason, to waive any information in the proposals received, and to accept the proposal deemed most advantageous and in the best interest of the City. The City will refer to the Evaluation Guide below in evaluating each Bidder. The criteria below will be weighted in the evaluation of the proposals accordingly. Although some of the elements listed below will be weighted more heavily than others, all requirements are considered necessary for evaluation.

Award of Contract

When the City gives a Notice of Award to the successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten business days thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to the Owner with the required Bonds. The City shall deliver one fully signed counterpart to the Contractor after approval by City Council at the next regularly scheduled meeting.

If the contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by City indicates that the award will be in the best interests of the Project.

Local Contractor Preference

Whenever competitive bidding is required by law for any contract involving materials, services, and/or labor furnished to the City for which appropriation or expenditure may be reasonably expected not to exceed five hundred thousand dollars ($500,000) in the aggregate for any fiscal year, preference shall be given to each qualified local business in the manner more particularly described in this Section.

A qualified local business means an individual or entity that, at the time of submitting a proposal for a contract relating to a City of Delta purchase or work project, maintains a principal place of business located within the City for primary preference or within Delta County for secondary preference. Businesses that maintain satellite offices within the City shall not be considered local for purposes of this definition.

Notwithstanding other provisions of this Chapter, in the course of evaluating bids or proposals pertaining to any contract for the purchase or lease of supplies, materials, equipment, or other personal property, and/or any contract for labor to be performed on a public works project, and/or any professional services

contract, the City shall provide the following percentage preferences for local goods and services provided by local vendors when quality, delivery time, and services are judged by the Purchasing Agent to be essentially equal: five percent (5%) primary preference for goods/services in the City and two point five percent (2.5%) secondary preference for goods/services in Delta County.

Each otherwise eligible contract bidder must sufficiently demonstrate ownership of a qualified local business in the related bid proposal documents.

When applying this provision to specific contract settings, the City will continue to give appropriate consideration and weight to all other relevant information and factors customarily used for comparison of proposals in the process of selecting the lowest responsible bidder, including but not limited to the following:

- The relative quality of any proposed material items and their conformity with pertinent contract specifications.
- The relative benefit to the City of the proposed delivery and discount terms and conditions, and proposed terms of warranty and repair for material items.
- The overall experience, qualification, and reputation of the bidder for the performance of a similar contract.

PROPOSAL FORM

PROJECT IDENTIFICATION: Retirement Plan Services

Proposal Submission Cut-Off: December 2, 2026, at 11:00 am (MST). All proposals shall be submitted electronically via email to lindsay@cityofdelta.net, must be ADA-compliant, and are subject to the Colorado Open Records Act.

Public Proposal Opening: December 2, 2026, at 11:00 am (MST) at the City of Delta City Hall, 360 Main Street, Delta, CO 81416.

Name of Vendor: _____

Total Proposal Amount: $ _____

Total Written Proposal Amount: _____

SUBMITTED on: _____ 2026

End Proposal Form