



DATE: March 27, 2026

Proposal Deadline: 12:00 P.M., April 9, 2026

REQUEST FOR PROPOSALS

The City of Edgewater (City) respectfully requests proposals from responsible and qualified **individuals and/or firms** to provide the City Community Survey Consultant Services as described in Section II (Scope of Service).

The goal of the City, through this RFP, is to contract with an individual or firm to provide a Statistically Valid Community Survey. The selected consultant will develop an appropriate survey instrument and methodology to gauge citizen opinion about City service delivery and the activities and direction of the City, and further undertake the survey tabulation of its results and preparing a final report.

The City of Edgewater, Colorado will accept proposals via email at lpedroza@edgewaterco.com, until 12:00 p.m. April 9, 2026. Proposals received later than the above referenced time will not be accepted for review or consideration.

ONE (1) ELECTRONIC COPY OF YOUR PROPOSAL SHALL BE SUBMITTED AND RETAINED BY THE CITY OF EDGEWATER.

RFP SCHEDULE

A tentative schedule of key dates for the solicitation has been established as follows:

March 27	RFP Posted
April 6	Last date for questions
April 7	All questions and answers available by request (dmaples@edgewaterco.com)
April 9	Proposal Deadline (12pm)
April 15	Survey Consultant Selection.
April 22	Contract Approval.
July 1	Final Survey Results
TBD	Survey Results Presentation to City Council

CONDITIONS OF AWARD

It is the intent of the City to award to the most responsive firm provided that the proposal has been submitted in accordance with the requirements of this RFP document and is judged to be fair and reasonable. The City shall be the sole judge of the firm's qualifications, and whether the proposal is in the best interests of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of the offers.

The City shall have the right, in its sole discretion, to terminate this RFP process with or without cause.

CONFIDENTIALITY

Proposals submitted to the City of Edgewater for consideration shall be subject to the Colorado Open Records Act and Colorado Statute C.R.S. §24-92-103(4) after award is made. Any confidential information in your proposal shall be identified as such. Proposals submitted and terms and conditions specified in each consultant's response shall remain the property of the City of Edgewater.

AMENDMENTS TO THIS REQUEST FOR PROPOSAL

The City of Edgewater reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be available on the City of Edgewater's website (www.edgewaterco.com) and it shall be the responsibility of the firm to obtain all addenda.

If revisions are of such a magnitude to warrant, in the City of Edgewater's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

CHANGES IN SCOPE OF SERVICES

The City will agree that any change in the Scope of Services to be performed after the original agreement has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original agreement by addendum.

JOINT PROPOSALS

Multiple vendors may form a team to submit a joint proposal. All firms and individuals involved must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the City's primary contact and will be responsible for ensuring agreed upon timelines and work requirements are met.

NO CONFLICT OF INTEREST

Vendors should have no real or apparent conflict of interest. A conflict of interest includes any financial or contractual relationship with a firm, individual, or association with a direct financial interest in City revenues. Examples of such firms, individuals, or associations include owners of retail and commercial properties within the City and other business groups.

All vendor work products developed by the consultant team will become property of the City upon completion of the work. The City may request copies of relevant spreadsheets or databases developed as part of the consultant's work.

GENERAL INFORMATION

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the consultant would complete all the elements of the "Scope of Services."

SUBLETTING OF AGREEMENT

The consulting firm will agree not to assign or sublet the whole or any part of the agreement without the prior written consent of the City.

ADDITIONAL INFORMATION

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The City reserves the right to be the sole judge of these criteria.

The City may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The City of Edgewater reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous to the City.

QUESTIONS

Questions regarding this RFP must be addressed in writing via e-mail by the last day for questions date to:

2026 Community Survey Consultant RFP

Attn: Dan Maples

dmaples@edgewaterco.com

RFP ATTACHMENTS

- Section I Background
- Section II Scope of Services
- Section III Proposal Submittal Requirements
- Section IV Evaluation Criteria
- Section V Sample Professional Service Agreement

Section I: Background

The City of Edgewater, Colorado became a city in 1901 and is a Home Rule City. Edgewater is located in Jefferson County, immediately west of the City and County of Denver, in the heart of the metropolitan area. Residents enjoy the convenience of nearby metropolitan services, and the ambiance of the City's small-town character. The City is approximately one square mile in size and, as of the 2020 United States Census, had approximately 5,000 residents.

The area is primarily comprised of single-family detached houses with higher density multi-family housing around the perimeter of the City. The 2020 Census shows that the demographics of the City are changing with increases in the number of Hispanic residents and a decrease in median age. This decrease in median age is the result of younger people moving into the City.

There are three public schools located within the City, two elementary schools and one junior/high school. All three schools have high Hispanic populations compared to the City population. The City's Commercial areas are located primarily along Sheridan Boulevard and 25th Avenue. Over the past several years, Edgewater has seen an increase in new and many local businesses opening in the community. The City has approximately 97 employees. Neighborhoods are the heart of our community and we envision these areas to provide a mix of well cared for housing types that allow for all income and age groups.

The City provides a full range of municipal services including administration, finance, building maintenance, municipal court, city attorney, police, street maintenance, parks and recreation, open space, water, trash, and sewer services.

Section II: Scope of Service

The City of Edgewater (City) is requesting proposals from qualified individuals and firms to conduct an annual community survey. The survey will be conducted in May/ June of 2026, with an expected completion date July 1, 2026.

The selected consultant will develop an appropriate survey instrument and methodology based on prior City surveys to gauge a comprehensive resident opinion regarding the services, activities, and direction of the City Leadership. The survey may also make City leadership aware of items or concerns that need to be addressed.

A. Survey Design:

The selected consultant shall assist and guide a small work group, inclusive of two elected officials and three staff members, in developing an objective survey instrument designed to gauge community sentiment about matters such as quality of City services, community values, safety, economic development, land use policies, demographics and other timely issues of interest to the City.

As feasible, the City also wants this information to:

- Assess current community views;
- Develop goals and objectives for the future of the community;
- Identify issues that the City can act upon to enhance the quality of life;
- Evaluate any attitude changes that have occurred over the course of previous surveys; and
- Gain a better understanding of citizen priorities and quality of life values for their community.
- Questions are to be presented in such a manner as to not “guide” to an answer or limit the ability of the respondent to identify multiple alternatives.

It is expected that the consultant will help design and work with the City communication staff on a citizen engagement process to develop the survey instrument. From this outreach, the survey and questions must be designed to ensure statistical validity and unambiguous quantifiable results. The consultant will assist with determining the length of survey and organization of the questions to ensure the most cost effective and accurate survey results are achieved.

B. Survey Distribution:

The 2025 Edgewater community survey received 325 responses (13% of households) to the survey. The survey was taken via phone, email, mail and text in English and Spanish. For the 2026 survey, the City is interested in continuing to ensure equal participation from underserved populations of the community.

The City is amenable to a variety of distribution methods; however, they encourage a mix of electronic, mail and phone. In addition to providing your suggested distribution method, please submit a distribution, promotion, and expense plan for the survey.

C. Survey Report:

Once surveys have been collected, the consultant shall compile and analyze the results and prepare a draft written report including all illustrative graphs, raw data analysis, and any other information the consultant believes could be beneficial to understanding the collected information. The consultant will meet with the work group to present the draft report, taking questions and recommendations to complete a final report. The consultant will meet with the City Council to present the final report. For the draft and final reports, the consultant shall provide the City with two (2) reports in electronic format (one in MS Word and one in PDF format).

Section III: Proposal Submittal Requirements

Interested contractors shall submit deliverables that clearly demonstrate their ability to provide the services as outlined in this Request for Proposals. The following submittals shall be organized in the order listed below to facilitate fair and equitable evaluation of the responses.

- 1. Cover Letter:** A cover letter shall be provided which succinctly explains the contractor's interest in the project. The letter shall contain the name, address, and phone number of the person who will serve as a firm's principal contact and manager of the project with the City and shall identify individual(s) who will be authorized to make presentations on behalf of the firm.
- 2. Methodology:** Describe your firm's preferred process, methodology, and approach for this project. Indicate how your process and approach will accomplish the scope of services.
- 3. Qualifications of Key Personnel:** Submit summarized resumes of all those who will be involved in completing the scope of services. Please include their experience in performing the required and necessary services or functions.
- 4. Firm's Experience and References:** Provide at least three (3) references for completed projects of similar size and scope, including at least two (2) references for projects completed during the past two (2) years. Include the name of the organization, a brief summary of the work performed, and the name and telephone number of the responsible contact person.
- 5. City Responsibilities:** Identify all services that are expected to be provided by City.
- 6. Cost and Time Required for Services:** Each proposal shall include a fee schedule for services and shall include a not-to-exceed amount for the project.
- 7. The proposed timeline** for the Citizen survey completed no later than May 30, 2022.

All questions, inquiries and requests for clarification shall be submitted via email to Dan Maples (dmaples@edgewaterco.com) by no later than 5:00 p.m., on April 6, 2026. The City shall make responses available by request by April 7, 2026.

Proposals are required to be emailed to Lenore Pedroza, at lpedroza@edgewaterco.com and **must be received by 12:00pm April 9, 2026**. The City reserves the right to reject any and all proposals and further reserves the right to award the project to any bidder even though the successful contractor may not be the lowest bidder.

Section IV: Evaluation Criteria

Evaluation Criteria

The City shall determine whether consultants have the basic qualifications to complete the project. A committee of the City staff will evaluate the proposals based upon the following criteria:

1. The firm's experience as it relates to Section II,
2. Qualifications of key personnel that will be assigned to the project,
3. Narrative and project approach,
4. Timeline and completion of each phase meeting the City's goal of completion with a finalized report, and
5. Cost effectiveness.
6. Ability to utilize survey results to measure satisfaction trends and national standards.

Note: All respondents must initially represent themselves solely by their written submittal. After the selection committee has reviewed the proposals, the finalists may be asked to provide a personal presentation on site at the firm's sole expense, or the committee may conduct phone or video interviews.

**Section V: Sample Professional
Service Agreement**

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this __day of _____, 20--, by and between the City of Edgewater, a Colorado home rule municipality (the "City") and _____, a Colorado _____ as an independent contractor ("Consultant").

WHEREAS, the City requires professional services; and

WHEREAS, Consultant has held itself out to the City as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. SCOPE OF SERVICES

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. REPORTS, DATA AND WORK PRODUCT

A. The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform the Scope of Services. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

B. Other than sharing information with designated third parties as previously directed by the City, no project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure.

C. The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, all work product prepared under this Agreement shall become the property of the City upon completion of the work. Consultant shall retain its rights in its standard drawing details, designs, specifications, databases, computer software and any other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the Scope Services shall remain the property of Consultant.

D. Upon request, Consultant shall provide to the City electronic versions of all work product, in the format directed by the City.

III. COMPENSATION

A. In consideration for the completion of the Scope of Services by Consultant, the City shall pay Consultant an amount not to exceed _____ Dollars (\$_____).

B. At intervals determined appropriate by Consultant, Consultant shall invoice the City for services rendered. Upon receipt of such invoices, the City shall make payment in full within thirty (30) days.

C. Notwithstanding the maximum amount specified in subsection A hereof, Consultant shall only be paid for work performed. If Consultant completes the Scope of Services for a lesser amount than the maximum amount, Consultant shall be paid the lesser amount, not the maximum amount.

IV. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt of a Notice to Proceed, Consultant shall commence work as set forth in the Scope of Services or that portion of such work as is specified in said Notice. Except as may be changed in writing by the City, the Scope of Services shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

V. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms or individuals in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in its designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for costs caused by errors and omissions that fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

E. Because the City has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform more than twenty-five percent (25%) of the work required under the Scope of Services. Upon execution of this Agreement, Consultant shall furnish to the City a list of proposed subcontractors, and Consultant shall not employ a subcontractor to whose employment the City reasonably objects. All contracts between Consultant and subcontractors shall conform to this Agreement.

VI. INSURANCE

A. During the term of this Agreement, Consultant shall maintain, in full force and effect, a commercial general liability insurance policy with combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) per occurrence and TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate limit that

will insure against liability or financial loss resulting from bodily injury, property damage, products-completed operations and personal injury occurring to persons or property as a result of any acts or activities of Consultant under this Agreement.

B. During the term of this Agreement, Consultant shall maintain, in full force and effect, comprehensive automobile liability insurance with minimum combined limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and ONE MILLION DOLLARS (\$1,000,000.00) aggregate with respect to each of Consultant's owned, hired and non-owned vehicles assigned to or used in the performance of the services under this Agreement. If Consultant has no owned automobiles, the requirements of this VI.B. shall be met by each employee of Consultant providing services to the City under this Agreement.

C. During the term of this Agreement, Consultant shall maintain, in full force and effect, Workmen's Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement.

D. Every policy required under this Article IV shall be primary insurance, and any insurance carried by the City, its officers, or its employees, or that is carried by or provided through any insurance pool of the City, shall be excess and not contributory insurance to that provided by Consultant. The policies shall be written by a company or companies that are admitted and authorized to do business in the State of Colorado and shall be rated at least B+:XIII in the *A.M. Best and Company Insurance Guide*. The policies shall be in an occurrence form and in accordance with the limits and provisions specified herein. Consultant shall cause the City to be named as an additional insured on the policies required by Sections VI.A. and VI. B. above, and such policies shall contain a "waiver of subrogation" provision, and a "cross liability," severability of interest," or "separation of insureds" clause. Prior to the commencement of any work under this Agreement, the Consultant shall provide the City with certificates of insurance, with appropriate endorsements, that shall clearly state all of the following:

1. The policy number; name of insurance company; name and address of the agent or authorized representative; name address and telephone number of the insured; project name and address; policy expiration date; and specific coverage amounts;
2. That the City shall receive thirty (30) days prior notice of cancellation; and
3. That Consultant's insurance is primary as respects any other valid or collectible insurance that the City may possess, including any self insured retentions the City may have; and any other insurance that the City does possess shall be considered excess insurance only and shall not be required to contribute with the subject insurance.

E. Consultant shall be solely responsible for the payment of any deductible amounts under any insurance policy required by this Article VI and Consultant shall not be relieved of any liability under this Agreement by reason of its failure to obtain or maintain the types or amount of insurance required by this Article VI. In the event any services are performed by a subcontractor, Consultant shall require such subcontractor to provide the insurance and certificates that are required by this Section.

F. Failure on the part of Consultant to procure or maintain the insurance required herein shall constitute a material breach of this Agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended

reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

VII. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the City and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney's fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement or the Scope of Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant.

VIII. TERMINATION

A. This Agreement shall terminate: (a) at such time as the work described in the Scope of Services is completed and the requirements of this Agreement are satisfied, (b) on _____, 202_, or (c) upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. After termination, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Scope of Services, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

B. Nothing herein shall constitute a multiple fiscal year obligation pursuant to Colorado Constitution Article X, Section 20. Notwithstanding any other provision of this Agreement, the City's obligations under this Agreement are subject to annual appropriation by the City Council of the City. Any failure of the City Council annually to appropriate adequate monies to finance the City's obligations under this Agreement shall terminate this Agreement at such time as such then-existing appropriations are to be depleted. Notice shall be given promptly to Consultant of any failure to appropriate such adequate monies.

IX. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

X. INDEPENDENT CONTRACTOR AND LIVING WAGE REQUIREMENT

A. Consultant is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it or any one of its employees or agents is a City employee for any purpose.

B. Consultant shall compensate each and every employee or agent who performs work under this Agreement in an hourly amount that is not less than Seventeen Dollars and Forty Cents (\$17.40). Consultant shall ensure, through written contractual requirements, that any subcontractor that it may

engage to perform work under this Agreement compensates its employees and agents that perform work under this Agreement in an hourly amount that is not less than Seventeen Dollars and Forty Cents (\$17.40).

XI. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Jefferson County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Consultant and the City, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: Lenore Pedroza, City Clerk
1800 Harlan Street, Suite C
Edgewater, Colorado 80214

Consultant: _____

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

I. Governmental Immunity. The City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently one hundred fifty thousand dollars (\$150,000) per person and six hundred thousand dollars (\$600,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the City and its officers or employees.

J. Rights and Remedies. The rights and remedies of the City under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the City's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

EXHIBIT A
[SCOPE OF SERVICES]