



Request for Proposals

Washington Addition Streets Reconstruction Project Preliminary and Final Engineering Services

City of Alamosa, Colorado

April 9, 2019

Introduction

The purpose of this request for proposals is to identify a consultant that can supply the City of Alamosa, Colorado (the "City") with a Preliminary Engineering and Final Engineering Plans and Specifications for the Washington Addition Streets Reconstruction Project. The City was recently awarded a grant from Department of Local Affairs.

The City of Alamosa seeks engineering design for the Washington Addition Streets Reconstruction Project. The streets in the Washington Addition are distressed with most experiencing subgrade failure. These failures of the Washington Addition streets are believed to be caused by inadequate drainage. The project will include the development of a base map of the project area with accurate elevation data, rights of way, and utility easement information. The successful firm will design the cross section and profile of the streets in the Washington Addition as defined below. Additionally, the project will further include the design of a regional drainage system. All City utility systems within the Washington Addition Streets Reconstruction Project will be evaluated to determine their condition, capacity, and remaining useful life. It is anticipated that most of the City utility systems will be replaced during the reconstruction of these streets.

Project Overview and Timeframe

The project consists of the engineering for reconstruction of 23 block segments in the Washington Addition, a residential area in the City of Alamosa. As stated in the introduction, the project will include the development of a base map of the project area with accurate elevation data, rights of way and utility easement information, cross sections and profiles of the streets in the Washington Addition, the design of a regional drainage system and a raw water supply line. All City utility systems and subgrade material within the Washington Addition Streets Reconstruction Project will be evaluated to determine their condition, capacity, and remaining useful life. The design will also include five foot wide sidewalks adjacent to the back of the curb and gutter. ADA ramps will be designed for and installed at each intersection. The total calculated linear foot (LF) of streets is approximately 9600. Water and sewer lines are also estimated to total 9600 LF each. Curb, gutter, sidewalks, and storm lines are estimated at 16,700 LF each. There are approximately 38 ADA access ramps required in the project area.

This project is located in the Southwest quadrant of the City of Alamosa, which is bounded on the north by Main Street (US 160) and on the east by West Avenue (US 285). The street system to be reconstructed is bounded by the intersections of Tremont Street and Pike Avenue, Seventh Street and West Avenue, Eighth Street and Center Avenue, and Eighth Street and Washington Avenue. Eighth Street has recently been reconstructed by the City and is not a part of this project.

The area of analysis for the Washington Addition Streets Project regional drainage system is bounded on the north by Main Street (US160), on the East by West Avenue (US285), on the South by Tenth Street, and on the West by Foster Avenue (Alamosa County Road 103 South). It is anticipated that this area's drainage will be routed through a single regional storm drainage lift station.

The design of a raw water supply line for the City of Alamosa Regional Water Treatment Plant will be included. This line is necessary to connect the City's Municipal Water Supply Wells Located in the Northwest quadrant of the City to the Water Treatment Plant located in the Southeast quadrant.

The project shall be completed within an 18 - 24 month timeframe. The City anticipates the project will begin in late May 2019.



Scope of Services

The following is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the project.

1. Project Start-up Meeting

After selection of the consultant or consulting team a project start-up meeting will be held to review the project schedule, schedule stakeholder meetings and begin data acquisition. This meeting will provide an opportunity to introduce key advisory personnel and define the materials that must be produced.

2. Preliminary Design and Public Meeting No. 1

Visit site and perform an on-site assessment. Prepare detailed preliminary engineering plans for the infrastructure, including roadway design, curb gutter and sidewalk, raw water

supply line, sanitary sewer design, and stormwater management. The new comprehensive plan encourages long-term, cost effective solutions to stormwater management that incorporates biofilters and bioswale where practical. Preliminary design will include concepts for reconfiguration of parking impacted by roadway improvements. Provide preliminary cost estimate based in preliminary design. Once City staff is satisfied with the preliminary design, the first public meeting will be scheduled. This meeting is intended to give the successful firm the opportunity to engage the public and discuss the preliminary design, project goals, and inform them of any potential right of way or easement acquisitions.

3. Permitting Clearances

Coordinate, as necessary, with State and local officials, including the Colorado Department of Transportation and others to obtain all necessary permits.

4. Right of Way Plans

Develop right of way plans detailing the existing right of way and easements. The plans shall include temporary and/or permanent easements or new right of way required to complete the project. Obtain necessary reports, negotiate with property owners, and secure the necessary property.

5. Final Design and Public Meeting No. 2

Address comments from Public Meeting No. 1 and reviewing agencies. Prepare final engineering plans, specifications and final estimates. Plans shall include summary of quantities, intersection and curb ramp details, raw water plan and profile sheets, storm sewer plan and profile sheets, sanitary sewer plan and profile sheets removal sheets, erosion control sheets, pavement marking and signing sheets, staging and temporary traffic control plans. Public Meeting No. 2 is intended for the public to see how their thoughts and ideas were integrated into the final design plan.

The process shall be such that the design documents will be developed and submitted to the City in phases for review, comment and approval. The Consultant shall be required to submit plans at 50%, 90%, and 100% completion. Not only will this enable the project to remain at a manageable scale, but it will allow the City Staff to more effectively monitor the progress of the work program.

End Product and Deliverables

The final design shall be submitted in four formats:

1. 3 printed, bound, color copies;
2. 3 printed copies of the overall executive summary;
3. A digital copy of the text and all graphics in PDF **and** Word format.
4. GIS Shapefiles and CAD layers of elevation data, right of ways, utility easements, and regional drainage system design.

Client Responsibilities

The City of Alamosa shall provide all available existing documentation to the consultant and will make staff available on an as-needed basis. City Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

Submission Requirements

In order to be considered, three (3) paper copies of the proposal and an electronic copy (in Word or PDF format) must be received by the City of Alamosa on or before 5:00 pm, Friday, April 26, 2019.

All proposals must be in a sealed envelope marked:

REQUEST FOR PROPOSALS – WASHINGTON ADDITION STREETS RECONSTRUCTION PROJECT

ATTN: Harry Reynolds, Acting Public Works Director

Each proposal should be limited to ten (10) pages and shall contain the following information:

1. A proposal of work based upon the scope of work in this request. The consultant is strongly encouraged to incorporate his or her own ideas beyond those outlined in the RFP.
2. A detailed timeline for the completion of the project.
3. A statement of qualifications, relevant experience, and key personnel who will be responsible for the execution of this project, including qualifications of any sub-consultants named in the proposal. Specify past projects in cities of similar size.
4. A list of three (3) professional references of similar scope with mailing address, email address and phone numbers.
5. A detailed cost breakdown of the project.

6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and finalize a contract on behalf of the company during the period of the proposed evaluation.
7. A statement that the proposal is binding for not less than 75 days after the proposal due date.

Proposed Professional Services & Fees

Propose and describe in detail the professional services that will be provided as requested in this RFP and include the following compensation information:

1. Proposal fee
2. Schedule of hourly billing rates
3. Reimbursable expenses list

In addition, include a schedule of hourly billing rates (schedule) for the various level of staff who may participate in the project, should the need for extra services and/or number of meetings (official meetings and/or public presentations) are increased or in the event that services and/or number of meetings (official meetings and/or public presentations) are reduced. Said schedule, shall identify the staff position and associated hourly rate. These fees will be considered when evaluating award of the contract. No additional markup will be allowed on fees quoted.

In the cost proposal, also provide a reimbursable expenses list. This list shall include those items the Consultant will submit as part of their work on the project. Said list shall identify the reimbursable item and associated cost including any overhead and markup. Travel, phone calls, faxes, reproduction and duplication, graphic materials and supplies and delivery charges shall be included in the proposal fee. If the City orders special overnight delivery, the charges will be reimbursed at 110% of the documented cost.

All prints and reproduction charges for documents used by the Consultant and for “in house” use shall be included in Consultant’s proposal fee. This includes prints and back up materials for pay requests, City check sets, progress sets, and presentation prints. Reimbursable prints and reproductions will be at local competitive rates, as determined by City, plus 10%.

Consultant shall not be reimbursed for travel expenses associated with work on this project unless specifically authorized by the City.

The City's payment terms are 45 days from receipt of an original invoice and City acceptance of the quantity and quality of the services being billed.

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Contact Information

Firms responding to this solicitation should mail proposals to and direct all inquiries to:

Harry Reynolds
City of Alamosa
300 Hunt Avenue
Alamosa, CO 81101
Telephone: (719) 589-2520
Facsimile: (719) 589-9454
Email: hreynolds@ci.alamosa.co.us

City Reservation of Rights

The City of Alamosa reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The City further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the City. The City may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those respondents it determines can provide the most advantageous services and to negotiate with one or more respondents on contract terms acceptable to the City of Alamosa.
