



CITY OF ALAMOSA REQUEST FOR PROPOSALS FOR SURVEY AND DESIGN SERVICES FOR THE 2023 COMPREHENSIVE DESIGN AND MASTER PLAN FOR THE IDENTIFIED SECTION OF SECOND STREET, INCLUDING A RIGHT-OF-WAY SURVEY AND THE IDENTIFICATION AND MAPPING OF ANY AND ALL RIGHT-OF-WAY ENCROACHMENTS BY PRIVATE IMPROVEMENTS, SUCH AS LANDSCAPING, FENCES, AND STRUCTURES

I. Purpose

The City of Alamosa is seeking proposals from qualified survey/design firms (or collaborations) for the completion of the survey and complete design necessary for the full reconstruction of Second Street from West Avenue to the Cole Park Entry, a distance of approximately 2900 linear feet.

II. Introduction/Background

Second Street is a primary east/west Street through the City of Alamosa. This street is the site of numerous utility services by the City and other utility providers; the failing trenches, poor asphalt condition, increasing pedestrian use, and incomplete and irregular sidewalk sections requires the design and reconstruction of this street so that it will better serve the street's motorists and pedestrians.

The successful bidder will be required to collaborate with the City of Alamosa to conceptualize and develop a street design that meets the needs of the City and its stakeholders. Reconstruction will be phased into a 1 or two-year project, which has the potential to impact the appearance and effectiveness for many years to come.

III. Proposed Scope of Work

The selected firm will be expected to:

- Complete a right-of-way and improvement survey of the Second Street corridor from the east boundary of West Avenue to the West edge of the entrance to Cole Park. This survey will

identify the limits of the right-of-way and locate and depict all public and private improvements within said right-of-way. This shall include, but not be limited to, landscaping, fences, mail boxes, private sidewalks, buried utilities, curb and gutter, edge of asphalt, drainage facilities, power poles, public sidewalks, manholes, and signs.

- The majority of the project area has effective drainage in place, however, curb and gutter and street drainage will have to be reviewed and altered if necessary.
- Existing and proposed street cross sections shall be developed at 50 foot stations and a plan for effective and appropriate intersection transitions will be required.
- Proposed plan views will be developed for staff presentation to City Council. The plan views will depict detached sidewalks for the length of the project. Each plan view will also identify each and every conflict with private and/or public improvements for consideration prior to the completion of the final plan set.
- Takeoffs will be created for each block of the project that will include curb and gutter, sidewalk, ADA corners, unclassified excavation, square footage of milling or asphalt removal, class 5 or 6 road base, asphalt and underground utilities. These will be used by staff to price different phases of construction.
- Complete a plan set, signed and stamped by an engineer licensed to work in the State of Colorado, for construction and bidding purposes for the entire length of the project. This shall include a .dwg file that includes three dimensional line work for all aspects of the design and the locations of all underground utility locates on utility-specific layers (SUE).
- Improvement designs must be in accordance with the 2022 City of Alamosa Standard Construction Specifications and Details.

IV. Proposal Requirements

In addition to any other required submittals in this RFP, each proposal shall include the following:

1. Summary Statement – Provide a brief statement that summarizes the unique qualifications of the proposer in relation to the unique and general requirements of this project. Boiler-plate summary statements will not be looked upon favorably.
2. Proposed Project Team Organization and Qualifications – Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project. Provide resumes for all key individuals on the proposed project team including those of subcontractors and/or consultants.

3. Proposed Project Team Performance on Past Projects – Provide information for at least two similar projects that demonstrate the proposer’s ability to accomplish this project. For each project identified, provide the following information: Owner, Description, Cost, Change Order History, Special Features, and Project Team Members’ involvement.
4. References – Provide a reference for each project listed above who may be contacted for further information regarding the performance of the proposer’s project team.
5. Proposed Project Approach – Provide a proposed project approach that describes the roles and responsibilities of the proposer’s project team members and how the team will work together to achieve the objectives of the project. The proposed project approach should identify decision making authority and points of contact. The proposed project approach should provide a proposed project schedule, including schedules for individual items as applicable. The proposed project schedule shall list important dates, times and locations of meetings and submittals. The City will consider timely completion in the selection of the consultant.
6. Cost Proposal – Provide a cost proposal to perform the work described herein in a not to exceed format. Said cost proposal shall be a consideration in the evaluation of proposals but shall not be the sole determining factor. The cost proposal should include a breakdown of costs for individual tasks listed in the scope of work. The cost proposal shall be on the attached breakdown sheet and should be sent in a separate sealed envelope. In addition, please include an hourly cost breakdown by position for additional services that may be requested.

V. Timeline for Proposal

1. **THE DEADLINE FOR ALL PROPOSALS IS FRIDAY FEBRUARY 3RD, AT 2:00 PM.** Any proposal not received prior to the time and date specified shall not be accepted. Proposals shall be submitted to:

Harry Reynolds
Public Works Director
300 Hunt Avenue
Alamosa, CO 81101

Proposal shall be clearly marked “**DESIGN AND ENGINEERING SERVICES FOR SECOND STREET**”, the City will not be responsible for opening any proposal not clearly marked prior to the date and time of the public bid opening.

2. The following schedule outlines the overall timeframe for the RFP process:

Event	Date	Time
RFP Released	January 19, 2023	
Proposals Due	February 3, 2023	2:00 P.M.
Review of Submittals	Feb 8, 2023	
Notice to Proceed	Feb 10, 2023	

3. Proposers must submit 1 copy of their proposals. By mail or emailed proposals will not be accepted.
4. The cover letter shall be signed by someone legally able to bind the proposer.
5. All proposers must be properly licensed to conduct business in the State of Colorado. All proposers shall include evidence that the proposer is licensed to do business in the State of Colorado. Proof of all applicable professional licenses is required.
6. The selected firm will be required to enter into a written contract with the City in order to provide the services required in the RFP.
7. All questions and requests for explanations must be submitted in writing to:

City of Alamosa
Harry Reynolds
Director of Public Works
300 Hunt Avenue
Alamosa, CO 81101
Fax (719) 589-3640
Email: hreynolds@ci.alamosa.co.us

Questions will be accepted and answered until February 1st, 2023.

The City reserves the right to reject any and all proposals at its sole discretion. In addition, the City reserves the right to select the consultant that represents the best value to the City at the City's sole discretion to define best value.

