**REQUEST FOR QUALIFICATIONS FOR**

**PROFESSIONAL ENGINEERING SERVICES**

**CITY OF CREEDE MAIN STREET REVITALIZATION PROJECT**

**Advertisement Date**: May 25th, 2023

**Question Deadline**: June 8th 2023

**Submittal Deadline**: June 15th 2023

**Approx. Design & Engineering Start Date**: August 1, 2023

**Approx. Design & Engineering Completion Date**: March 1, 2024

**Construction Final Completion Date**: October 30, 2024

**CITY OF CREEDE, CO**

REQUEST FOR QUALIFICATIONS FOR DESIGN, ENGINEERING SERVICES FOR THE CITY OF CREEDE MAIN STREET REVITALIZATION PROJECT

**CDOT Project Number: C M265-002**

**Project Code: 25281**

**General Information**

The City of Creede, Colorado, hereinafter referred to as the Local Agency, is requesting Statements of Qualifications (SOQs) from consultant engineering firms to provide engineering design, surveying, and environmental services for a Colorado Department of Transportation (CDOT) and Federal Highway Administration (FHWA) funded Local Agency project.

The project involves sidewalk replacement along Main Street, the project begins at the north end of the City of Creede at the intersection of Loma Street and Main Street intersection. The project continues south on Main Street south to approximately 3rd Street. The design will include full intersection design of Main Street and Wall Street (four crosswalks). The sidewalk on the east side of main street will be continuous beginning near the existing end of sidewalk and extending south to approximately 3rd Street. The sidewalk on the west side of Main Street will begin at the intersection of Loma Street and Main Street (with a small potion continuing onto Loma Street for continuity purposes). The sidewalk will be continuous to approximately 3rd Street with the exception of the sidewalk in front of the Mineral County Building (1201 N Main Street) approximately 225 feet in length. Where applicable there will be cross pans to accommodate driveway access. In addition, there will be crosswalks at the following locations: North end of Main Street (approximately 50 feet north of the north side of the Mineral County Building (1201 N Main Street)), on the east side of Main Street at the 1st Street intersection (1 crosswalk north/south), and between 1st Street and 2nd Street in front of 104 N Main Street. All crosswalks will include ADA access. If there is adequate funding, the full intersection design of Main Street and 3rd Street (four crosswalks). Additionally, the consultant will design curb extensions to accommodate the power/light poles relocation. The project will include underground stormwater conveyance north of Wall Street to 1st Street on Main Street. As the design is underway, the consultant will evaluate the full width of right-of-way in the project area as it relates to the existing sidewalk, drainage, relocation of existing features, building encroachment into the sidewalk area, and relocation of power/light poles.

This project will be designed and constructed to meet Americans with Disabilities Act (ADA), AASHTO and MUTCD requirements, as well as any other applicable design standards, including CDOT design, construction standards, policies, and clearance requirements.

This project will be partially funded with City of Creede Capital Improvement Funds and the project will be overseen by CDOT.

The planned design completion date of the project is as stated on the cover page. The design budget is approximately $260,000 and the construction budget is approximately $1,740,000 which includes construction inspection and management.

**Scope of Services**

**GENERAL REQUIREMENTS OF CONSULTANT**

Produce plans and specifications for construction that meet all requirements of the Local Agency, CDOT and FHWA. The consultant will perform the following tasks:

1. Work and coordinate with Local Agency staff to attend public meetings (maximum three). Construction administration will be completed under a separate contract.
2. Work and coordinate with Local Agency staff for all topographical surveying needs as required by CDOT. Ownership of the existing right-of-way (ROW) should be verified by a Professional Land Surveyor (PLS). Right of Way acquisition (if required) is outside of the scope of this contract but the consultant may be required to produce right-of-way plans for approval.
3. Obtain environmental clearance. Prepare documentation necessary to complete CDOT Form 128 or any other forms or permits required by local, state or federal entities according to the attached Scoping and Clearance Letter. Tasks likely include but are not limited to the following:
	1. Hazardous Waste. A modified Environmental Site Assessment is required for this project based on the need for subsurface excavation ad the nearby presence of commercial facilities.
	2. Threatened, Endangered and Sensitive (TES) Species Report. The proposed project area should be assessed for *federal* and *state* listed Threatened, Endangered, Candidate, Proposed and Special Concern species, including plants and fish species.
	3. Wetland Determination. A Wetland Delineation Report is required that identifies the physical boundaries of Wetlands and Waters of the US. The US Army Corps of Engineers (Corps) Minimum Standards for Wetlands Delineations should be followed.
	4. Cultural Resources (Archaeology and History). The proposed project area should be evaluated for prehistoric (archaeological) and historic resources that could be impacted during construction. Cultural resources should be evaluated for their eligibility on the National Register of Historic Places (NRHP) and whether the project directly or indirectly impacts the historic significance of these features.
	5. Paleontology. The project will require a paleontological clearance based on the need for subsurface excavation and the presence of exposed bedrock adjacent to the project area.
4. Coordinate with utility providers to determine temporary and permanent mitigation measures if applicable.
5. Obtain CDOT clearances for design, ROW, environmental and utilities and secure CDOT concurrence to advertise.
6. Work with CDOT and complete all necessary requirements for the funding received for the project.
7. Work with the Local Agency to ensure compliance with Local Agency, CDOT and FHWA standards and specifications.
8. Assess any hydraulics requirements for the project following the CDOT Hydraulics Manual and provide appropriate surface drainage and the assess effects of the improvements on any flood plains or flood ways in the project and secure any permits required for the improvements.
9. Evaluate and provide recommendations for reclamation of the areas disturbed during construction to be included in the bidding documents. Areas disturbed include but are not limited to utilities, vegetation and any improved landscaped areas.
10. Follow the CDOT Project Development Manual for the development of plans and specifications. Prepare documents and conduct meetings for Field Inspection Review (FIR) (30%) and Final Office Review FOR (90%)
11. A final engineer’s cost estimate for the project will be prepared after the construction documents have been finalized.
12. Bid documents and technical specifications will be prepared and provided to the Local Agency. These plans and specifications will be developed and stamped by an engineer certified in the State of Colorado. To the fullest extent practical, the Local Agency and Engineer agree to transmit, and accept, project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website.

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| **Item** | **Electronic Documents** | **Transmittal Means** | **Data Format** |
| a.1 | General communications, transmittal covers, meeting notices, and responses to general information requests for which there is no specific prescribed form.  | Email | Email |
| a.2 | Meeting agendas; meeting minutes; RFIs and Responses to RFIs; and Construction Contract administrative forms.  | Email w/Attach | PDF |
| a.3 | Correspondence; Interim and Final Versions of reports, layouts, Specifications, Drawings, maps, calculations and spreadsheets, Construction Contract, Bidding/Proposal Documents, and Front-End Construction Contract Documents.  | Email w/ Attach or LFE | PDF |
| a.4 | Layouts, plans, maps, and Drawings to be submitted to Owner by Engineer for future use and modification  | Email w/ Attach or LFE | DWG |
| a.5 | Correspondence, reports, and specifications to be submitted by Engineer to Owner for future word processing use and modification | Email w/ Attach or LFE | DOC |
| a.6 | Spreadsheets and data to be submitted to Owner by Engineer for future data processing use and modification  | Email w/ Attach or LFE | EXC |
| a.7 | Database files and data to be submitted to Owner for future data processing use and modification  | Email w/ Attach or LFE | DB |
| **Key** |
| EMAIL | Standard Email formats (.htm, .rtf, or .txt). Do not use stationery formatting or other features that impair legibility of content on screen or in printed copies. |
| LFE | Agreed upon Large File Exchange method (FTP, CD, DVD, hard drive.) |
| PDF | Portable Document Format readable by Adobe® Acrobat Reader. |
| DWG | No preference |
| DOC | Microsoft® Word. Docx |
| EXC | Microsoft® Excel .xlsx or .xml |
| DB | Microsoft® Access .mdb |

1. **Please do not include rate sheets or cost estimates for consultant work at this time. The evaluation will be determined on a qualifications-based process only.**

**Proposal Requirements**

Proposals should be formatted to correspond exactly to the following information requirements. ***Clear and concise response are appreciated.*** The total page limit is 20 pages, single sided (8.5x11), and minimum font size 11.

**PROJECT TEAM EXPERIENCE:**

1. Identify the proposed design/engineering team including the Project Manager, Engineering staff and any Subcontractors.
2. Present a brief description of the respondent’s qualifications and experience working with the proposed team and subcontractors on similar projects.

**FIRM CAPABILITIES / PAST PERFORMANCE / EXPERIENCE:**

1. Provide a concise firm profile.
2. Confirm the respondent’s Firm has, or is capable of quickly providing, an audited indirect cost rate approved by a cognizant agency.
3. List three (3) similar projects, which the respondent’s Firm, provided design and/or construction services on within the past five (5) years for other municipalities on state or federally funded projects. This information should include project name, owner, size, design/construction status, estimated budget, actual project cost and summary of work performed on the project.
4. Provide a narrative description to show the respondent’s familiarity with CDOT design specifications.
5. Provide a narrative description demonstrating the respondent’s familiarity and experience with FHWA or CDOT funded projects.
6. Provide a statement concerning any pending litigation for the respondent’s team members concerning projects within the last 5 years.
7. Detail current projected workload. Consider including graphs depicting Firm’s capacity to do the project
8. Depict volume of previously awarded projects.

**PROJECT APPROACH AND SCHEDULE:**

1. Describe the respondent firm’s understanding of the project and its approach to comprehensively address all design and engineering requirements.
2. Provide a schedule of general project activities including duration of each activity and of the total project. The schedule should provide realistic durations of each activity.

**REFERENCES:**

1. Provide three (3) client references for whom the respondent’s Firm has performed similar work form the project list above. Include project name, total project cost, owner and contact information. If the original contact is not available, please provide an alternate contact that had direct involvement with the project.

**General Conditions**

**CONTRACT TERMS**

The Local Agency anticipates the design work will start as stated on cover page. The Local Agency’s expectations for design and engineering components will be completed by as stated on the cover page and the construction project completed as stated on the cover page.

The Local Agency will require that the selected Firm shall maintain general liability, automobile workers’ compensation and error and omissions insurance. Certificates of insurance will be required at the time of contract signing following selection to serve as the design and Engineering Consultants. Confirm that your Firm meets the following insurance requirements:

1. Worker’s Compensation – Meet the minimum requirements of Colorado’s Labor & Employment criteria for worker’s compensation insurance.
2. General Liability – Maintain general business liability insurance in the amount of $1,000,000 per occurrence; $2,000,000 aggregate.
3. Protected Information – Liability insurance covering all lost of State Confidential Information, such as PU, PHI, PCI, Tax Information, and CJI, and claims based on alleged violations of privacy rights through improper use or disclosure of protected information with minimum limits as follows: a. $1,000,000 each occurrence; and b. $2,000,000 general aggregate.
4. Professional Liability – Maintain professional errors and omissions liability insurance in the amount of $1,000.0000 per occurrence; $2,000,000 aggregate.
5. Crime insurance including employee dishonesty coverage with a minimum limit as follows: a. $1.000.000 per occurrence; and b. $1,000,000 general aggregate.
6. Additional Insured – The State shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Local Agency and Subcontractors. In the event of cancellation of any commercial general liability policy, the carrier shall provide at least 10 days’ prior written notice to CDOT.

**Selection Process and Criteria**

Respondents will be evaluated not only on their past experience for the type of work involved, but also on their ability to successfully complete the project. The Local Agency shall review all proposals for quality and thoroughness. The final consultant selection will be determined solely by the information provided in the respondent’s Statement of Qualifications.

Selection will be based on the following evaluation factors:

Evaluation factors for shortlist:

* Qualifications
* Approach to work
* Ability to furnish professional services
* Anticipated design concept
* Alternative methods of approach for furnishing professional services

Evaluation factors for final selection are the consultant’s:

* Ability of their personnel
* Past performance
* Willingness to meet time and budget requirements
* Location
* Current projected workload, and
* Volume of previously awarded projects

All SOQs will be evaluated by a committee assigned by the Local Agency Project Manager or designee. The committee may select based on the Statements received or may elect to “shortlist” prospective firms for an interview. The Local Agency will select the most qualified firm, in its opinion, and conduct negotiations for the fee. Should the Local Agency and the first selected Firm not come to terms on the fee, the Local Agency will continue fee negotiations with the next most-qualified Firm. The Firm selected for the award will be chosen on the basis of qualifications and experience and the apparent greatest benefit to the Local Agency and not on the basis of the lowest cost.

The Local Agency shall not be liable for any expenses incurred by any respondent, including, but not limited to, costs and expenses incurred responding to this solicitation.

The type of compensation on this contract will be the Cost-Plus Fixed Fee / Specific Rate of Pay method of compensation.

**Project Inquiries**

For questions, please submit them in writing to Louis Fineberg

email: manager@creedetownhall.com

phone: 719-658-2276 ext. 1 Questions will be responded to by June 8th via email

**Submission Deadline**

To be considered, respondents must submit a statement of qualifications addressing all of the requested information. The proposal shall be submitted to the following by 3 p.m. by the deadline on the cover page via mail or email to the following:

City of Creede

Attn: Sarah Efthim-Williamson, Town Clerk

2223 N. Main Street

P.O. Box 457

Creede, CO 81130

clerk@creedetownhall.com

by the deadline on the cover page.

Proposals received after the deadline will not be considered.