



CITY OF TRINIDAD
135 N. ANIMAS STREET, P.O. BOX 880
TRINIDAD, CO 81082
TELEPHONE: (719) 846-9843 FAX No. (719) 846-4140

Date: February 5, 2014

RE: Request for Proposals - Trinidad Downtown Improvement: Commercial Street
Phase I and Phase II

Dear : Prospective Consulting Firm

A Request for Proposals (RFP) to provide engineering services for the Trinidad
Downtown Improvement: Commercial Street Phase I and Phase II design is enclosed.
This RFP includes the following:

Proposal Submittals - Attachment I
Anticipated Project Schedule - Attachment II
Scope of Work - Attachment III
Selection Criteria - Attachment IV
Vicinity Map

Any firm submitting a response to the RFP must be a Professional Engineering firm with
at least one principal being a resident and a registered Professional Engineer in the State
of Colorado. Proposals should be presented in accordance with the specified
requirements in Attachment I. Supplementary material may also be submitted separately
bound from the proposal.

Five copies of the proposal must be submitted to the Engineering Department no later
than 5:00 PM on March 13, 2014. Proposals will be evaluated by City staff in
accordance with the selection criteria in Attachment IV.

Questions concerning this RFP should be directed to me at (719) 846-9843, extension
117.

Respectfully yours,

Jeni Jackson
Engineering Tech

CITY OF TRINIDAD
TRINIDAD DOWNTOWN IMPROVEMENT: COMMERCIAL STREET PHASE I AND
PHASE II IMPROVEMENTS
ENGINEERING DESIGN

ATTACHMENT I
PROPOSAL SUBMITTALS

The proposal is required to contain the following information and should be limited to the least number of pages needed to present the information clearly and concisely.

SECTION 1 - LETTER OF INTEREST

- A letter expressing interest in the performing the design of the Trinidad Downtown Improvement: Commercial Street Phase I and Phase II improvements.

SECTION 2 - FIRM ORGANIZATION

- Firm - Name, address, telephone number, name of responsible corporate officer, location of principal office.
- Name(s), educational background, and professional licensing of firm principal(s).
- Name, educational background, professional licensing, and experience of the project manager.
- Location of office where the bulk of the work will be performed. If this is not a Southern Colorado location, what, if any, work will be done locally and by whom.
- A brief description of the responsibilities and summary resumes of the key professional personnel emphasizing their experience directly related to their responsibilities on this project.

SECTION 3 - WORK EXPERIENCE

- Similar experience of firm - clients, description of work, locations.
- Similar experience of project manager and key personnel - clients, description of work, locations.
- Range of cost for representative projects and/or studies.
- Summary of past similar work for clients in Southern Colorado.
- Availability of special or ancillary resources.
- Name, address, and telephone number of references for each of the projects described above.

SECTION 4 - CURRENT WORK LOAD

- Work currently under contract by the firm, including project schedule.
- Work currently under contract at the office proposed to perform the bulk of the work, including project schedule.

SECTION 5 - APPROACH

- Provide your approach for completing the Scope of Work for this project. State any concerns

or fundamental problems you may have with the Scope of Work.

- Discuss any unique ideas you have relating to this project.
- Do you have any concerns with meeting the Anticipated Project Schedule or can the work be expedited to be completed before the proposed schedule.

SECTION 5 – FEE SCHEDULE

- Provide a schedule of hourly rates, reimbursement rates, and unit prices proposed by the consultant for the types of services anticipated for the proposed design. Anticipated total cost of design of project.

**ATTACHMENT II
ANTICIPATED PROJECT SCHEDULE**

<u>TASK</u>	<u>ANTICIPATED SCHEDULE</u>
Proposal Submittal Deadline	March 13, 2014
Consultant Interviews	March 26 - 27, 2014
Consultant Selection & Negotiation	April 10, 2014
Council Approval (Work Session)	April 22, 2014
Council Approval (Reg. Meeting)	May 6, 2014
30% Preliminary Cost Estimate and Plan Submittal	July 9, 2014
90% Project Plan and Bid Specifications Submittal	October 8, 2014
Final Project Plans and Bid Specifications Complete	October 29, 2014
Bid Opening for Infrastructure Improvements	January 2, 2015

ATTACHMENT III SCOPE OF WORK

Phase I of the proposed project will focus on the restoration of two blocks stretching from the Commercial Street bridge to Plum Street and will include the restoration and/or replacement of brick pavers, sidewalks, curbs, utilities and related streetscape infrastructure. Commercial Street Phase II will extend this restoration work for an additional two blocks from Plum Street to Main Street, thus completing the restoration of Commercial Street.

Scope of work is as follows:

1. **Water Mains:** There are existing water mains in Commercial Street and intersections. Water main design is expected to include, but not limited to 1535 LF of mainline, a complete operational water system, adjustments, connections, fire hydrants, service lines and associated items required for design and installation of system.
2. **Sanitary Sewer:** There is an existing 12" diameter sewer trunk line in a portion of the proposed Commercial Street restoration. Sewer main design may be included, but not limited to 640 LF of mainline, a complete operational sewer trunk line system, manholes, connections, services, and associated items will be required.
3. **Gas Main:** 265 LF of 6" high pressure and 6" low pressure gas mains will have to be accounted for in the design layout.
 - a. *Note: Gas, water, and sewer utilities will be coordinated with each respective Department.
4. **Storm Sewer:** Street and intersection drainage systems will be installed with the project. Final design profile grade will determine system. Existing storm drain must be taken into consideration in the design.
5. **Electric:** Underground primary and secondary circuits will be installed with the project for the entire length to include termination vaults, switches, transformers, and all appertances. System will be included in the design. Consultant will be required to coordinate with the City Power & Light Department for locations and placement of vaults and conduits in layout.
6. **Lighting:** Elm Street layout will include period style L.E.D. street lighting to match existing theme throughout the City. Design will include light foundations and conduit locations along corridor.
7. **Streetscape:** Design will include location and placement of street trees.
8. **Street Section:** A geotechnical study and report will be required for design of street section with recommendation for thickness of bases. All of Commercial Street shall be brick with concrete base. Cross streets that are not brick will need an asphalt transition. The right of way width varies along the corridor and it is anticipated that the road section will consist of 2

– 12' travel lane, 2 - 10' parking lane, Type 2 Section II B Curb & Gutter and 5' attached sidewalks each side. Location and design of driveway access points will be considered with safe traffic movement being the main consideration.

9. **Traffic:** Design should include a sign plan and design of pedestrian traffic with consideration for pedestrian safety and pedestrian street crossings.

(Note: The above list is not intended to be an exhaustive or all-inclusive list)

It is the City's intent to have construction documents for bidding of the proposed project. Detailed plan documents shall include but not be limited to geometric scaled drawings indicating the specific location of physical improvements and design specifications for proposed improvements utilizing Colorado Department of Transportation and City of Trinidad standards.

- The consultant shall assist the City with the bidding phase of the improvements. This shall consist of answering questions on the plans and specifications, and determining the lowest best bid for the City.
- During the construction of the infrastructure improvements, the consultant shall be required to make sufficient site visits to determine if the work is proceeding in accordance with the construction contract.
- At the conclusion of the construction, the consultant shall be required to submit digital and hard copy as-built drawings of all improvements.

Available resources

The City has digital mapping (1991) in (AutoCad) format of existing planometrics and 5' contours (flown for 2' accuracy), indicating visible surface features, such as existing sidewalks, curbs, utility structures, power poles, structures, etc. The 1999 City of Trinidad Brick Street Study.

ATTACHMENT IV SELECTION CRITERIA

Selection of the top three consultants will be based upon the written proposals. The top three consultants will be interviewed with the final analysis being based upon both the written proposal and interview.

PROPOSAL EVALUATION CRITERIA (Eighty Points Total)

1. General Experience of the Consultant Team - 10 points
2. Specialized Experience of the Consultant Team - 20 Points
This includes the specialized experience directly relating to similar projects and completeness of the proposal submitted.
3. Project Personnel and Proposed Use of Sub consultants - 15 Points
This includes the role, commitment, and qualifications of key personnel and their experience in their assigned area.
4. Approach to the Work - 15 Points
This includes the approach to the scope of work outlined in Attachment III, the understanding of the project scope and schedule of work, and the interfacing of tasks. This includes comments received from references and unique/creative approaches to the work.
5. Qualifications of the Proposed Project Manager - 20 points

INTERVIEW EVALUATION CRITERIA (One Hundred Points Total)

1. General Professional Experience - 10 points
2. Specific Professional Experience for this Project - 20 points
3. Project Personnel and Proposed use of Sub consultants - 15 points
4. Approach to the Work - 15 points
5. Qualifications of the Proposed Project Manager - 20 points
6. Quality of Presentation - 20 points