



## **Request for Proposals**

### **Engineering Design Services to Develop 8<sup>th</sup> Avenue Realignment Construction Plans**



Submittal Deadline: March 17, 2017 by 5 p.m.

Garden City Town Board  
621 27<sup>TH</sup> Street Road, Garden City, CO 80631

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## 1. BACKGROUND

In 2014, the Town of Garden City researched the idea of becoming a Main Street Community. This Department of Local Affairs (DOLA) designation is one that communities apply for and then create themselves according to standards. An assessment by Downtown Colorado, Inc. (DCI), a statewide organization providing strategic methodologies for revitalizing the economies of Colorado’s communities, gave Garden City suggestions for creating a more vibrant area.

The focal point of DCI’s assessment was improving the 8<sup>th</sup> Avenue corridor that runs through the Town. To increase its function and create character, recommendations included:

- Install lights for visibility and to highlight businesses.
- Consider options for installing a downtown plaza with greenspace to showcase community.
- Recapture water that drains off pavements, waters landscape plantings and reduces chance of flood.
- Make land use consistent with Town’s zoning and allow for mixed-use development in the Land Use Code.
- Counter parking’s perceived safety issue by making better use of underutilized space, creating a parking plan and installing directional signs.
- Build gateway/entry signs and paved crosswalks.
- Install curb, gutter and sidewalks.
- Narrow travel lanes to 11 feet by restriping 8<sup>th</sup> Avenue.
- Link it to neighboring communities by:
  - o Converting its parking to parallel space from 26<sup>th</sup> Street to 27<sup>th</sup> Street Road.
  - o Taking advantage of CDOT, MPO, regional transit planning and working with CDOT to secure funding.
  - o Appointing a Town representative to serve as CDOT liaison.

Long-term recommendations to improve 8<sup>th</sup> Avenue’s look and function:

- Use a parking lot infill plan to alter use in back of the buildings on 8<sup>th</sup> Avenue to create back door access, parking and facades.
- More efficient use of space behind buildings or off side streets.

The Town is proud to continue on the path of turning their vision into a reality. Through this RFP, it is requesting Engineering Design Services to Develop Construction Plans for the 8<sup>th</sup> Avenue Realignment.

## 2. PROJECT OVERVIEW

Design of 8<sup>th</sup> Avenue's realignment is needed to accommodate sidewalks and additional parking. Narrowing and shifting the lanes to the west has been conceptually designed by Baseline Engineering Corporation. The Conceptual Realignment and Parking Plan (Exhibit A) accommodates additional angle parking on the east side of the street and parallel parking on the west. Baseline's "Final Office Review" (FOR) set received review and comments from the Town Board and community on July 28, 2016. The Town plans to have the program management consultant review the current set for value engineering and then negotiate a contract for completing the final design.

The project limits include 8th Avenue between 25th Street on the north and the Highway 34 off ramp intersection just south of 28th Street. The property lies within the Town of Garden City Right of Way. See Exhibit B, Project Location Map and Exhibit C, Topographic Survey. The Construction phasing shall consist of two parts: demolition/reconstruction of the north half of the roadway, and demolition/reconstruction of the south half of the roadway and traffic shall be phased to allow two-way travel at all times.

## 3. SCOPE OF WORK

### 3.1. Roadway Horizontal and Vertical Alignment Plan and Profiles

- Prepare Geotechnical Analysis for Pavement Recommendations
- Finalize Project Alignment and Cross Street Tie-ins
- Research Existing Utilities and Storm Sewer
- Prepare 8<sup>th</sup> Avenue Plan and Profile Plans and Intersection Tie-ins
- Prepare Details of Tie-in at 25<sup>th</sup> Street and at Highway 34 Off Ramp
- Roadway Cross Sections Every 50'
- Coordination of ADA Parking Spaces in Project Area

### 3.2. Roadway Section Recommendations

- Typical Cross Section of Sidewalk, Parking Lane, Drive Lane
- Pedestrian Mid-Block Crossings
- Intersection Transitions
- Parking and Bulb-outs
- Intersection Treatments
- Side Street Tie-in Section
- Business Access and Access Treatments

### **3.3. Drainage System Modification Plan and Profiles**

- Evaluate Drainage Basin Master Plan Improvements; make recommendation on existing storm sewer system.
- Relocate Inlets and tie into existing storm sewer, prepare plan and profiles.
- Prepare Project Extent Drainage Report to outfall point.

### **3.4. Signing and Striping Plans**

- Street Striping and Signing
- Create a Parking Plan, and install Directional Signs to show where Additional Parking is Located
- Pedestrian/Street Lighting Plan, including one Signalized Cross Walk Location
- Intersection Striping and Signing
- ADA Parking Striping and Signing
- Service Directional/Wayfinding Signage
- Town Gateway/Entry Signage (Placement Only)

### **3.5. Potholing at critical locations and potential conflicts**

- Research and Verify Existing Utilities in Project Limits
- Pothole Existing Utilities at Cut Areas of New Street Section
- Pothole Utility Crossing with Storm Sewer Improvements
- Identify Utility Services and Associated Relocations in Project Limits
- Meet and coordinate with utility providers regarding any relocations that are needed.

### **3.6. Details and Project Specifications**

- Intersection Corner Lighting
- Landscaping Plan
- Prepare and Provide a complete set of design documents in accordance with all applicable industry standard design and construction criteria.
- Stormwater Management Plans
- Prepare Construction Phasing Plan (Two Phases—North and South)
- Prepare Project Bid Document and Specifications
- Drainage
- Prepare Engineer's Cost Estimate

### **3.7 Submittals**

- 50% Design Development. All comments and corrections from the consultants review of the current design documents shall be incorporated into this submittal. The definitive direction and details of the design shall be fully developed and clearly indicated at this design level. The proposed hydrological analysis shall be delivered at this time. Demolition, roadway plan and profiles, grading plan, stormwater conveyance plan, any relevant sections, initial details, landscape plan, and striping/signage plan shall be provided at this submittal. Well-defined intentions of use of materials, colors, spatial relationships shall be provided at this submittal. A full design development set of documents shall be provided using a full-size sheet format of 24x36 (2 copies), a half-size sheet format of 11x17 (2 copies), Cost Estimate and hydrological data.
- 90% Pre-Final Design. All corrections from the 50% design review by the Town shall be satisfied and incorporated into this submittal. Final stormwater calculations, civil plan layout and all associated plans, elevations, sections, and details for all disciplines shall be provided at this submittal. A full set of specifications shall be provided at this submittal. The pre-final set of documents shall be provided using a full-size sheet format of 24x36 (3 copies), a half-size sheet format of 11x17 (3 copies), a bound copy of the Project specifications, and hydrological data, Construction Cost Estimate and hydrological data. This submittal is expected to be used as a pre-final progress set for final review of the construction documents and specifications.
- 100% Final Design. All comments and corrections from the 90% Pre-Final design review comments shall be satisfied. A full-size sheet format of 24x36 (3 copies), a half-size sheet format of 11x17 (3 copies), 2 bound copies of the Project specifications, and hydrological data, and a CD-format electronic version of CADD, Project specifications, Cost Estimate, and stormwater plan.

### **3.8 Design Criteria/Publications**

- CDOT Roadway Design Guide
- AASHTO: A Policy on Geometric Design of Highways and Streets
- City of Greeley Storm Drainage Design Criteria and Construction Specification
- Urban Drainage and Flood Control District
- IBC, International Building Code 2011
- IPC, International Plumbing Code 2006
- NEC, Code 2011

#### 4. ANTICIPATED KEY DATES

February 22, 2017	Publish RFP on Town of Garden City website and in the <i>Greeley Tribune</i>
March 8, 2017 by 5 p.m.	Submit letter of intent and questions to Town by e-mail
March 10 , 2017 by 5 p.m.	Receive answers to questions from Town by e-mail
March 17, 2017 by 5 p.m.	Submit proposal to Town by in-person delivery or mail
March 24, 2017	Award Date
July 31, 2017	Project Completion Date

#### 5. SUBMITTAL CONDITIONS

Proposals must be received in the Town Administrator’s Office by 5 p.m. on **March 17, 2017**. It is the consultant’s responsibility to ensure the submittal arrives at the location below prior to deadline. Late submittals will not be accepted. Mail or deliver in-person one hard copy of the submittal and one PDF version on CD to:

**Town Administrator, Cheryl Campbell**  
**Town of Garden City, 621 27<sup>TH</sup> Street Road**  
**Garden City, CO 80631**

- 5.1. Clearly mark submittals TOWN OF GARDEN CITY RFP – ENGINEERING DESIGN SERVICES, 8<sup>TH</sup> AVENUE REALIGNMENT.
- 5.2. Submittals will be firm for a period of 60 days commencing on **March 17, 2017**.
- 5.3. The consultant awarded this contract will be required to comply with all local, state and federal requirements related to the contract.
- 5.4. Forward letter of intent and all questions in writing to Town Administrator, Cheryl Campbell, through e-mail at [ccampbell@townofgardencity.com](mailto:ccampbell@townofgardencity.com) by 5 p.m. on Wednesday, March 8, 2017.
- 5.5. Answers will be issued in the form of an addendum. It will be posted on the Town’s website and sent through e-mail to all consultants who submitted a letter of intent by 5 p.m. on Friday, March 10, 2017.
- 5.6. The submittal will become a part of any contract issued pursuant to this RFP.
- 5.7. Proprietary Information - All information contained in a submittal is property of the Town of Garden City and will become public record.
- 5.8. Incurred Costs – Any cost associated with proposal preparation is the proposer’s responsibility.
- 5.9. Pre-submittal Corrections – Proposals should be free of erasures. Errors may be crossed

out with corrections printed in ink or typed adjacent, and must have dated initials of proposal's signer.

- 5.10.** Proposal Withdrawal – No proposal shall be withdrawn for a period of 90 days subsequent to the opening of proposals without the consent of the Town Administrator.

## **6. PROPOSAL CONTENT REQUIREMENTS**

Proposal submittals shall include one printed/signed original and one PDF version on CD. To avoid disqualification, submittals must contain all information indicated below, in the order specified and labeled accordingly. Maximum page count, not including resumes, is 10 pages:

- 6.1. COVER LETTER** - List the prime consultant's name and all sub-consultants. Also indicate:
- Name of person who prepared submittal and contact information
  - Receipt of addendums
  - Objections to RFP Terms and Scope
  - Confirmation of ability to meet insurance requirements
- 6.2. PROJECT TEAM** – For each team member and sub-consultant (lead contact), provide no more than a paragraph describing relevant project experience. Place resumes in Appendix A.
- 6.3. QUALIFICATIONS** – Provide a brief overview of engineering design experience on roadway realignment projects as it relates to this project's scope of work. Also include previous project experience in the Town or Garden City as well as any other relevant company and/or team information.
- 6.4. APPROACH** – Describe project approach. Include: deliverables, milestones, meetings, and how any potential issues will be avoided or minimized.
- 6.5. PROJECT REFERENCES** – Provide project references for similar work completed within last five years. Indicate experience with a minimum of three similar projects within unincorporated Weld County or within an incorporated Weld County municipality. Information needs to include: project name, location, owner, description, duration, budgeted cost and completion cost. If project exceeded budget or timeline deadlines, indicate why.
- 6.6. PROJECT SCHEDULE** – Provide a Proposed Design Schedule assuming 50%, 90%, and 100% submittals to the Town for comment.
- 6.7. CLIENT REFERENCES** – Provide three client references for similar work completed within last five years. Information needs to include: client's name, phone, e-mail, company name and project name.
- 6.8. FEES** – Submit a proposed project budget outlining major task items. Include hourly

rates as well as reimbursement rates for mileage, prints and other expected charges.

Note: The submittal is a firm fixed price. However, hourly rates will be used for any additional services.

## **7. INSURANCE REQUIREMENTS**

**7.1.** The consultant shall provide at own expense the following insurance for him/herself and his/her employees in connection with their work under this contract.

7.1.1. Worker's compensation: statutory.

7.1.2. General liability insurance with minimum combined single limits of \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate. The policy shall include the Town of Garden City, its officers and employees, as additional insured, with primary coverage as respect to the Town of Garden City, its officers and its employees, and shall contain a severability of interests provision.

7.1.3. Professional liability: Minimum per loss \$1,000,000, aggregate \$2,000,000.

**7.2.** The consultant shall indemnify and hold harmless the Town against and from all liability, claims, damages, demands and costs, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of, or in connection with, the project and their errors, omissions or negligent performance of the work under this contract.

**7.3.** Sample Contract – Refer to the attached sample provided by the Town.

## **8. SELECTION CRITERIA**

**8.1.** After receipt of proposals, the Town will consider the following factors in selecting a consultant. The Town shall be the sole and exclusive judge of quality and compliance with proposal criteria in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town

8.1.1. **Similar experience** within unincorporated Weld County or within an incorporated Weld County municipality.

8.1.2. **Comprehensiveness and clarity** of plan to provide required services within required timeframe.

8.1.3. **Qualifications**

8.1.4. **Feedback from references**

8.1.5. **Proximity to the project**

8.1.6. **Fees**

- 8.1.7. **Firm Capacity** in providing services in a timely manner
- 8.2. The Town of Garden City reserves the right to reject any or all proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, or conditional proposals, and to accept a proposal in whole or in part which, in the Town's judgment, best serves the interest of the Town of Garden City and its citizens.