

REQUEST FOR PROPOSALS

**DESIGN / BUILD SERVICES
FOR THE
MIDLAND / EMMA PEDESTRIAN TRAIL**



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GENERAL INFORMATION TO PROPOSERS

I. INTRODUCTION

The Town of Basalt (hereinafter “Town”) is seeking proposals from interested design and construction firms/teams (hereinafter referred to as “Proposer”) to provide professional design/build services (hereinafter described as “Services”) for the Midland / Emma Pedestrian Trail Improvements project (hereinafter the “Project”). These services shall include all of the surveying, final design, civil engineering, and construction services required to design and construct the Project.

II. BACKGROUND

The Midland Avenue Emma Road Pedestrian Trail is an approximately 1800 feet long unimproved pedestrian way which is an unfinished link between two dead end sidewalk sections on the north side of Emma road and east side of Midland Avenue generally across Midland Avenue from the Basalt Post Office. Figure 1 is a map of the trail section. The objective of this Project is to “in-fill” a trail/sidewalk section that will ultimately facilitate an improved pedestrian way from the Basalt Roundabout area to the newly constructed Basalt Regional Library. The existing Trail is an unimproved foot path that is subject to any number of weather related hazards, and unsafe proximity to traffic.

III. SCOPE OF SERVICES

The scope of services shall consist of all of the design and engineering (both limited in scope to only the most necessary) work to prepare construction level plans, specifications, and details for the Project, culminating in the construction of the trail.

This trail will consist of two surfaces, one portion of the trail will be concrete with curb and gutter, the other surface will be asphalt. The concrete portion will run along Emma Road connecting to the existing sidewalk adjacent to the Roaring Fork Mobile Home Park, and terminate just around the corner at Midland Avenue (heading north). The asphalt portion will continue from that point along Midland Avenue turning north east and tie into a dead-end sidewalk on the south east side of Midland Avenue. Figure 2 reflects the location of each type of surface and its location. The asphalt section of the trail is intended to be placed along a potentially developable property and will be considered somewhat temporary in nature.

Scope of preconstruction work:

- Field surveying of existing conditions, utilities, improvements and property lines, and staking of new trail alignment.
- Geotechnical investigations and engineering as necessary for identifying existing surface and subsurface conditions to ensure a quality product (only along that alignment that includes permanent sidewalk placement).
- Site grading plans as necessary to insure proper drainage and to identify any needed drainage improvements.
- A description of cost saving and value engineering opportunities and methodologies as they relate to the completion of the project.
- Intermediate plan reviews per mutual agreement.

Specific scope of construction work to include:

- Clearing and grubbing of trail corridor.
- Guardrail removal
- Corridor preparation
- Placement of 510 lin. ft of curb and gutter including base course (sample detail provided).
- Placement of 510 lin. ft. of 8' wide concrete sidewalk (sample detail provided).
- Placement of 550' of 4" class B asphalt mat with 4" class 6 sub-base (or suitable alternative).
- Re-grading of trail corridor to best accommodate drainage including the installation of drainage structures as needed.
- Traffic Control
- Ongoing job site meetings

IV. OTHER INFORMATION

There may be significant portions of the project that will be field determined or “as-built” to provide flexibility in how the trail is completed. Proposers agree that field made decisions within the original scope of work will not constitute a change order. Changes to the original scope however may constitute grounds for the submittal of a change order request. Proposer further agrees that any change order work will not be undertaken unless agreed to in writing by the Town.

As a design/build project, the award of this work will essentially be a one step process with interested parties submitting proposals that encompass all of the work described above. Final determination of award will be based on an aggregation of all of the items in the proposal as they relate to the above scope of work, and the proposal that best meets the needs of the Town of Basalt as they relate to this project. As such, award of the bid may not necessarily be to the lowest bidder, but to the proposer with the most comprehensive responsible bid.

Questions regarding the Project, Scope of Work and proposal requirements should be directed to:

Bentley Henderson
Public Works Director
Town of Basalt
101 Midland Avenue
Basalt, CO 81621
Phone 970-927-4723
Fax 970-927-4703
Email bentleyh@basalt.net

The Public Works Director will review all questions and comments and respond in the form of a formal Addendum to the RFP (if appropriate) via e-mail or fax to all Proposers within two working days of receipt of the question or comment. Questions should be received by the Town no later than five working days prior to the deadline for submitting proposals. Questions received after that may not be answered if such answers involve providing information that wouldn't otherwise be available to other Proposers. Proposers may arrange for their own self-guided tour of the project area. If Proposers wish to meet with Town staff as part of the tour, requests should be made at least two working days in advance of the meeting. The Town is interested in considering the use of recycled materials and low-energy impact materials and methods of construction in implementing the Project. Proposers may wish to discuss in their proposals how those or other “green” considerations could be evaluated in the design and potentially included in the Project.

V. PROPOSAL CONTENT

In order for a proposal to be considered, the Proposer must submit a complete proposal as solely determined by the Town. The proposal shall consist of the following:

1. A cover letter from the Proposer stating that it understands the nature and requirements of the proposal process and that it is submitting a bona fide proposal based on the submission requirements. The cover letter must also contain the name, address, and daytime phone number(s) for person(s) to whom additional selection process requests should be communicated. If a team concept is to be employed, the cover letter shall identify all members of the team.
2. Company Profiles:
This section shall include a statement describing all members of the team, their role in the project, background, and size of the Proposer's firm and the location of the office(s) from which the design and or construction work on this project will be performed. Other Consultants: Other firms or professionals who will be included on the Proposer's team shall be identified.
3. The Proposer's Key Staff, Qualifications and Capacity: This section shall identify key staff members to be assigned to the project, their respective roles and responsibilities and their related experience and qualifications. Resumes of key individuals such as the project manager and project engineer shall be provided. An outline of the proposer's current volume of work and ability to devote necessary staff to this project shall also be submitted. All engineering work shall be completed under the supervision of a Colorado registered professional engineer qualified in the services being provided. All surveying work shall be completed under the supervision of a Colorado licensed land surveyor qualified in the services being provided.
4. Relevant Experience: The proposal shall include a brief listing and description of recent, similar projects done in similar geographic areas and circumstances. The listings shall include the following information:
Location
Cost of project
Client name and client contact information
Sub consultants used
Project over/under budget and schedule

5. **Proposed Scope of Services:** This section shall identify the services anticipated to be needed for this Project. The proposal may simply refer to the services outlined above in this RFP. Proposers may choose to elaborate on the services proposed if necessary for clarification or to demonstrate an understanding of the project, but proposers should be as brief as possible. Any deviations or additions to the anticipated services identified above in the RFP shall be highlighted.
6. **Fee Proposal:** A proposed method of compensation and an estimated amount of compensation to provide the design and engineering services for the Project shall be submitted. The fee proposal shall include a description of how the figure was derived (such as estimated man-hours for the various tasks anticipated to be required). Construction pricing shall be per industry standard using either lump sum or lineal foot calculations.
7. **Schedule:** The proposal is to include a preliminary schedule showing the duration of project tasks and dates (in project days) of key project milestones.
8. **References:** A set of three references for recent projects shall be submitted, including contact name, organization, project name, phone number and e-mail address. The references shall be able to comment on the Proposer's experience and qualifications with recent, similar projects.

Bonds - Proposers will **not** be required to submit a Bid Bond.

VI. SUBMITTAL DEADLINE

All proposals must be received by 2:00 PM MDT, Aug. 26, 2010 at the Basalt Town Hall, 101 Midland Avenue, Basalt, CO, 81621.

VII. SUBMITTAL PROCESS

Proposers shall submit one (1) original and three (3) copies (for a total of four (4) sets) of their proposals as outlined in the Request for Proposals. All proposals must be in an envelope and clearly marked in the lower left-hand corner:

"PROPOSAL FOR THE
MIDLAND EMMA PEDESTRIAN TRAIL".

Proposers may submit a proposal by email. The subject line of the email shall be "PROPOSAL FOR THE MIDLAND EMMA PEDESTRIAN TRAIL".

Emailed proposals shall be submitted in pdf format as an email attachment. The size of the file attachment may limit the viability of this alternative. The Town will not be responsible for emails or attachments

that aren't received or for proposal content that is not readable by the Town's software.

Proposals must be received by the Town by the submittal deadline regardless of the method of submittal. The Town will acknowledge, by email or fax, each proposal that is received. During the proposal review process, all proposals shall remain confidential. The entire selection process (procurement) file shall be available to the public (which includes all Proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by any Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations. All proposal documents submitted and not withdrawn prior to the submittal deadline shall become the property of the Town and may, thereafter, be used by the Town without compensation to the Proposer for any lawful purpose.

Provided in this packet are general specifications on sidewalk and curb and gutter details, general specifications on asphalt details, and a rough lineal footage of each. It will be the responsibility of the Proposer to field verify all specifications contained herein.

VIII. SELECTION PROCESS

The Town will conduct a competitive selection process to this process shall be through formal design/build proposals submitted in response to this Request for Proposals. The selection method will generally follow the process described above. The Town may elect to interview one or more Proposers, or it may select a top-ranked Proposer based on proposal review alone.

A. TIME SCHEDULE

The Town will endeavor to use the following timetable:

Request for Proposals publicly advertised, the week of August 2nd, 2010.

Highly recommended Pre-Bid meeting Aug. 13, 2010

Deadline for submittal of questions or comments requesting more information or clarification of Project or proposal requirements, August 20, 2010.

Thursday, August 26, 2009 PROPOSALS MUST BE RECEIVED BY 2:00 PM, MDT, at Basalt Town Hall, 101 Midland Avenue, Basalt, CO 81621.

Meeting of Selection Committee; checking of references; selection of up to (3) Proposers to interview, week of August 30, 2010. Interviews with short-listed Proposers, if necessary.

Notification of Top-Ranked Proposer, Begin Contract Negotiations, September 7, 2010

Target Date for Contract Approval by Town of Basalt Town Council, September 14, 2010. With Pre-Design Meeting and Notice to Proceed, to follow.

B. EVALUATION CRITERIA AND WEIGHING

Selection of the "short-listed" Proposers to be interviewed and/or the selection of the top ranked Proposer will be based upon the following criteria and relative importance (or as the same may be amended or supplemented by published secondary selection criteria, if any):

1. Proposal completeness and approach to project (25% total)
 - a. Proposal completeness and organization 5%
 - b. Project understanding, creativity, innovation 15%
 - c. Project management approach 5%
2. Experience and qualifications (30% total)
 - a. Firm qualifications and experience on similar projects 5%
 - b. Key staff qualifications and experience on similar projects 15%
 - c. Firm location, with preference to firms that are familiar with Basalt and locations that minimize travel time and costs 5%
 - d. Input from client references 5%
3. Cost of services (25% total)
 - a. Fee Proposal, including method and amount of estimated compensation 15%
 - b. Basis for fee proposal (man-hour estimates, etc.) 10%
4. Schedule (20% total)
 - a. Schedule for completing services 15%
 - b. Availability of staff for timely completion 5%

C. SELECTION COMMITTEE

The members of the Selection Committee are expected to be:

Larry Thompson, Basalt Town Engineer
Bentley Henderson, Basalt Public Works Director
Basalt Town Manager or his designee

Communications concerning this Request for Proposals between a Proposer and any member of the selection committee, or any staff members or elected/appointed officials of the Town of Basalt during the selection process is prohibited except when and in the manner expressly authorized by the Request for Proposals in paragraph IV above. Violation of this restriction is grounds for disqualification from the process.

D. CONTRACT

Upon selection of a top-ranked Proposer, negotiations will commence immediately for an agreement with terms to be consistent with this Request for Proposals and the information included herewith.

Unsuccessful applicants are entitled to a prompt debriefing by the Public Works Director, individually or in a group, at the discretion of the Public Works Director, on reason(s) for the selection made by the Town.

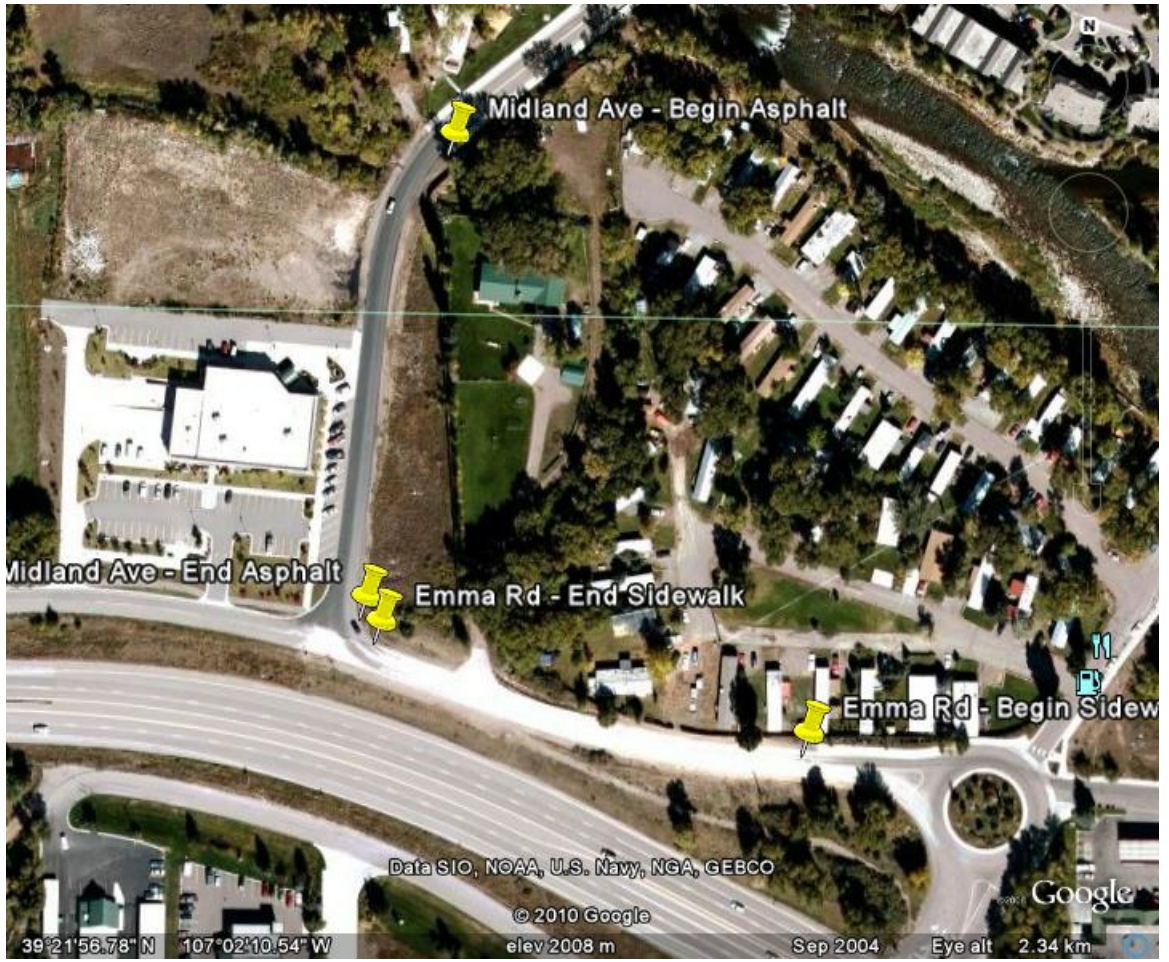
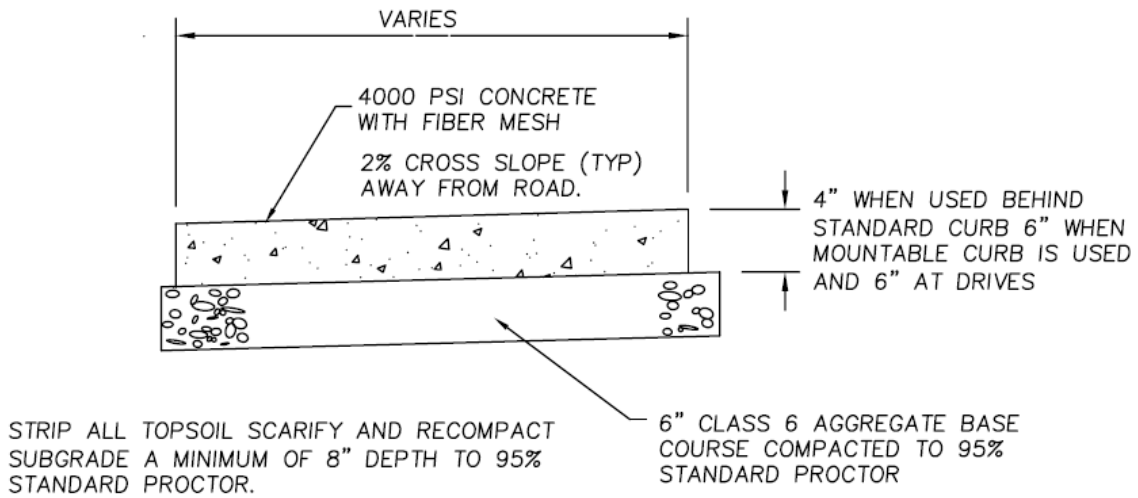
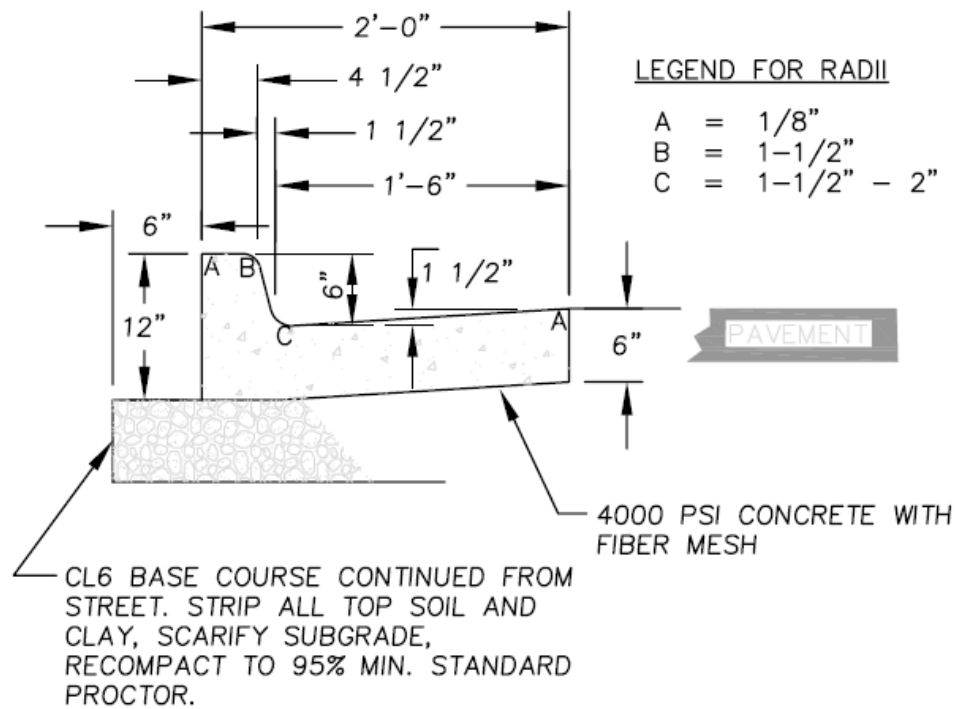


FIGURE 1



CONCRETE SIDEWALK DETAIL

N.T.S.



LEGEND FOR RADII

- A = 1/8"
- B = 1-1/2"
- C = 1-1/2" - 2"

CATCH CURB & GUTTER

N.T.S.