

City of Montrose  
Purchasing Division  
433 South First Street  
PO Box 790  
Montrose, CO 81402



# REQUEST FOR PROPOSALS

## Niagara-Hillcrest Roundabout Design

**Issue Date:** January 7, 2022

**Bid Number:** 22-001

**Agent/Contact:** Scott Murphy

**Submissions Must Be Received by:** January 27, 2022 at 2:00 pm Colorado Time

### ADMINISTRATIVE INSTRUCTIONS

The City of Montrose is requesting proposals through the Request for Proposals (RFP) process to perform design services for the Niagara-Hillcrest Roundabout Project. Proposals shall be submitted electronically to [bids@cityofmontrose.org](mailto:bids@cityofmontrose.org) and will be publicly received on January 27, 2022 2:00 PM through video conference at <https://tinyurl.com/NiagaraBidOpening>. Late proposals will not be accepted and it is the responsibility of the proposers to ensure that bids (including signed addenda) arrive by 2:00 PM on the date listed above.

Complete bid packets can be downloaded from the City web page at [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, and Open Bids. Addenda will be posted to the website and it is the proposer's responsibility to download, review, sign, and include addenda with their proposal.

The City reserves the right to accept or reject any or all proposals, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional proposals. The City of Montrose complies with all Equal Opportunity requirements. All qualified proposers will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

## **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors/proposers (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests for Proposals, Requests for Quotes, and Requests for Qualifications (hereafter "Solicitation" or Bid Solicitation).

### **A. CONTENTS OF BID**

1. Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings and documents which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.
2. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials, and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist, as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.
3. Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal Statutes governing purchasing activities.
4. Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

### **B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION**

1. Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
2. If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written e-mail request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening or as noted in the special conditions.
3. Any official interpretation of the Bid Solicitation must be issued in writing by the City's Agent/Contact who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4. If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

### **C. PRICING, COLLUSION, AND TAXES**

1. Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.
2. Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.
3. Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.
4. It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.
5. Taxes. Bidders will neither include Federal, State, nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

### **D. PREPARATION AND SUBMISSION OF BID**

1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.
2. Bid Proposals must contain a manual or electronic signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.

3. Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
4. All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the city, in its sole discretion, may consider the Proposal non-responsive.
5. The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
6. The City's Bid Proposal Form, when included with to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.
7. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid.
8. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.
9. Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.
10. Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be accounted for in the Bidder's proposal cost.
11. Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

#### **E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST**

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting [www.cityofmontrose.org](http://www.cityofmontrose.org) - Department Services - Purchasing – Bid Notification.

#### **F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS**

1. Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth in the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable bid number and title clearly marked on

the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.

2. Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.
3. Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code and the City's Procurement Manual.

#### **G. EVALUATION OF OFFERS**

1. Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.
2. The City may, in its sole and absolute discretion:
  - a. Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
  - b. Re-advertise this Solicitation;
  - c. Postpone or cancel the Bid process for this Solicitation;
  - d. Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
  - e. Determine the criteria and process whereby Proposals are evaluated and awarded.
3. A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.
4. No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.
5. A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

#### **H. AWARD OF CONTRACT**

1. The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who

has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.

2. If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.
3. By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.
4. Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.
5. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap, or sex, or be subjected to discrimination under any contractual award administered by the City.

#### **I. CONTRACTUAL OBLIGATIONS**

1. In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

## **SPECIAL CONDITIONS**

### **A. PRE-BID CONFERENCE**

A pre-bid meeting will not be held for this project.

### **B. CONTACT PERSON**

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Scott Murphy at (970) 901-1792 or email: [smurphy@cityofmontrose.org](mailto:smurphy@cityofmontrose.org)

Failure to abide by this requirement may result in disqualification from further participation in this process.

### **C. QUESTION DEADLINE**

All questions regarding this Request for Proposal shall be directed by email to the individual listed above.

The deadline for receipt of questions from Bidders in regards to this RFP is 6:00 PM on January 25, 2022.

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, Open bids, and this bid name. The responses in writing are the only official answers.

### **D. SUBMITTAL INSTRUCTIONS**

The City desires to receive a clear, concise, economical presentation of the vendor's proposal. Bidders should submit the following by electronic mail to [bids@cityofmontrose.org](mailto:bids@cityofmontrose.org) by 2:00 PM on January 27, 2022. Please include the bid number and title in the subject of the email, proposer's name and address in the body of the email, and include the following attachments:

1. PDF of the signed bid packet proposal forms
2. PDF of the technical proposal (see statement of work)
3. PDF of signed bid addenda

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

Proposals will be publicly received on January 27, 2022 2:00 PM through video conference at <https://tinyurl.com/NiagaraBidOpening> Late proposals will not be accepted and it is the responsibility of the proposers to ensure that bids (including signed addenda) arrive by 2:00 PM on the date listed above. Please join using this link as results will be screen shared as they are opened. A call in number will also be provided when you join using this link should your computer not have audio capabilities.

## **PROPOSAL FORM - PAGE 1**

**SUBMITTED BY:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CERTIFICATION:** (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder;
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: \_\_\_\_\_

Manual Signature of Agent

\_\_\_\_\_

Date

\_\_\_\_\_

Typed/Printed Name of Agent

\_\_\_\_\_

Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.



## PROPOSAL FORM - PAGE 2

**Company Name:** \_\_\_\_\_

**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions, and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award:

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

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## **STATEMENT OF WORK**

### **PART 1 – GENERAL ITEMS**

#### **1.1 PROJECT DESCRIPTION AND BACKGROUND**

The City of Montrose performed a traffic study of the Hillcrest Drive corridor between Miami and Niagara Roads in early 2016. Based on the results of this study and in response to citizen requests, the City has elected to install roundabouts along this corridor to address capacity and safety issues at each of its minor arterial intersections (Miami, Sunnyside, and Niagara). Since completion of this study, roundabouts have been constructed at Hillcrest's intersections with Sunnyside and Miami Roads.

The Niagara and Hillcrest intersection is currently controlled as a four way stop. A recent traffic study for a nearby subdivision in 2021 indicated that the intersection is approaching capacity and could experience unacceptable levels of service in the foreseeable future. As a result, the City is looking to design and perform property acquisitions for a roundabout at the intersection in 2022 and possibly construct a roundabout as early as 2023. To that end, the City is requesting proposals for design of the proposed roundabout and associated improvements at this intersection.

Copies of the traffic studies referenced above are available for download at:

<https://tinyurl.com/NiagaraDocs>

#### **1.2 DESIGN STANDARDS/BASIS**

In addition to applicable regulations and accepted industry standard practice, all work shall be performed in accordance with the following design standards at a minimum:

1. American Association of State Highway and Transportation Officials. 2018. A Policy on the Geometric Design of Highways and Streets, Seventh Edition.
2. Federal Highway Administration. 2012. Manual on Uniform Traffic Control Devices for Streets and Highways.
3. American Association of State Highway and Transportation Officials. 2012. AASHTO Guide for the Development of Bicycle Facilities, Fourth Edition.
4. Colorado Department of Transportation. 2021. Standard Specifications for Road and Bridge Construction (where applicable by reference in City of Montrose Standards and as required within CDOT ROW).
5. City of Montrose Standards and Specifications for the Design and Construction of Public Improvements. May 2012. Available online at <http://www.cityofmontrose.org/147/Engineering>
6. Colorado Department of Transportation. 2019. M&S Standard Plans (as required within CDOT ROW).
7. Colorado Department of Transportation. 2019. Drainage Design Manual.
8. Colorado Department of Transportation. 2021. Pavement Design Manual.
9. Federal Highway Administration. 2010. Roundabouts: An Informational Guide. National Cooperative Highway Research Program Report 672. Second Edition.

The roundabout shall be designed with a minimum diameter of 130 feet unless approved otherwise. Geometric design shall accommodate a school bus design vehicle (S-BUS-40) without the need for mounting of the inner truck apron, WB-62 design vehicle for all four turning movements, and WB-67 design vehicle for three of four turning movements (no U-turn). Both the WB-62 and WB-67 may mount the interior truck apron. Roundabout design speed shall be 15 miles per hour.

All design work shall be performed under the direction of and stamped by a professional engineer registered in the State of Colorado. All survey work shall be performed under the direction of and stamped by a public land surveyor registered in the State of Colorado. Survey control shall be tied into the City's control network (see provided survey control data sheets).

### 1.3 BASE MAP DATA

The following base data are available for use in RFQ and project development. Updated base data, as available, will be provided to the selected consultant following contract award.

1. **Online GIS Maps.** Available at: <https://gis.cityofmontrose.org/montrosejs/>
2. **GIS Utility Shapefiles.** Shape files for the City's utilities as currently mapped. The City makes no guarantee for the accuracy of these data. Available for download at:
  - a. <https://tinyurl.com/COMGISData>
3. **Regional LiDAR Aerial Survey Data.** The Colorado Water Conservation Board recently completed a regional aerial LiDAR topography survey of the Montrose Area. Data provided from these surveys are available for download online at <https://tinyurl.com/COMLiDAR> with additional discussion on methodology, accuracies, and limitations available in accompanying methodology reports within the folder.
4. **High-Resolution 2020 Aerial Photography.** Available for download at:
  - a. <https://tinyurl.com/COM2020Photo> These are georeferenced so they can be brought in at state plane.
5. **City of Montrose Survey Control.** Available for download at:
  - a. <https://tinyurl.com/COMSurveyControl>
6. **City of Montrose Storm Drain Master Plan.** Completed in 2009 and available online at: <https://www.cityofmontrose.org/147/Engineering>
7. **City of Montrose Storm Drain Master Plan Models.** SWMM models provided by the Storm Drain Master plan consultant can be downloaded at <https://tinyurl.com/COMSWMM>

## **PART 2 – SCOPES OF WORK**

### **2.1 DESIGN CONSULTANT**

#### **2.1.1 Project Design and Survey**

- A. Perform all survey work necessary to establish the right of way and easements available for construction of the roundabout and associated improvements. Include title work if necessary.
- B. Perform a site survey of existing surface features and utilities as necessary to create a complete project-area basemap for design and plan preparation. Establish local survey control within the project area.
- C. Perform a limited-scope traffic study to evaluate roundabout capacity for the present and future condition (2045). Traffic counts from recent intersection studies may be used for this effort (see Section 1.1), utilizing growth factors as appropriate to forecast future traffic volumes. If additional traffic counts are needed at the intersection, the City is available to perform these.
- D. Utilizing traffic and capacity data as appropriate, evaluate and determine the general roundabout geometry/configuration (number of lanes, dedicated turn lanes, etc.)
- E. Perform the geometric design of the roundabout. In addition to geometry guidance provided in the design standards discussed above, vehicle tracking software (AutoCAD AutoTurn or similar) shall be used in the design to ensure efficient passage of the proposed design vehicles (see Section 1.2). Roundabout design/footprint shall aim to limit impacts to developed private property to the extent practicable while meeting all applicable geometric standards and best practices.
- F. Design replacements of aged infrastructure within the roundabout footprint. This includes replacement of all CMP storm lines, AC waterlines, and VCP sewer lines shown in Figure 1. These lines may be replaced with the same size as existing (i.e., hydraulic sizing is not required by the Consultant).
- G. Design all required street drainage, associated storm-sewer piping, and stormwater quality treatment within the project area (expected to be Stormceptor treatment manhole(s) or similar). This includes performing all required hydrologic and hydraulic calculations to size inlets, piping, and stormwater treatment infrastructure in accordance with the CDOT Drainage Design Manual. Design stormwater treatment to meet the City's MS4 permit requirements (capture of project area and treatment to bring median TSS to 30 mg/L or less). Prepare a stamped drainage report summarizing all hydrologic, hydraulic, and stormwater treatment calculations.
- H. Coordinate the potholing of existing utilities with the City of Montrose as required for design. Survey the locations of exposed utilities. The City will coordinate traffic control, access, and provide labor/equipment to perform the potholing (see Section 2.2).
- I. Perform all geotechnical sampling, laboratory analyses, and design calculations as necessary to establish suitable roadway sections for the project. This includes determination of the 20 year ESAL counts and pavement design per CDOT's Pavement Design Manual. The City will perform test-pit excavations as required for these analyses (see Section 2.2).
- J. Design any earth-retaining structures necessary to accommodate new construction.
- K. Establish a general traffic detour map in cooperation with the City of Montrose. Detailed traffic control plans are outside the scope of this work as they will be prepared by the contractor.

- L. Establish erosion control plans indicating erosion control minimums to be implemented by the contractor. A detailed SWMP is outside of this scope of work and will be prepared by the contractor.
- M. Coordinate with the City of Montrose and dry utility companies to establish a conceptual plan for relocation of any conflicting dry utilities and relocation of overhead power lines below ground. Detailed relocation plans are to be prepared by the utility owners.
- N. Design the crossing of two empty conduits across the project area for future use.
- O. Perform a design of street lighting for the project in cooperation with the City and Delta-Montrose Electric Association.
- P. Prepare legal descriptions and exhibits for the acquisition of right of way or easements, as necessary.

### **2.1.2 Civil Plans and Estimating**

- A. Prepare a suitable-for-construction plan set for the final roundabout design and associated improvements. The level of plan detail, curbing geometry, and aesthetic features should be modeled after the Miami-Hillcrest Roundabout Plan set (see <https://tinyurl.com/NiagaraDocs>) and include the following at a minimum:
  - a. Title sheet
  - b. General note/spec sheet
  - c. Existing conditions, survey control, and identification of staging areas
  - d. Erosion control plan
  - e. General traffic detour map
  - f. Resets and removals
  - g. Dry utility construction and relocation plan
  - h. Utility replacement plans (incl. profiles where appropriate)
  - i. Storm drainage plans and profile
  - j. Street construction plan, profile, striping, and final grading/restoration.
  - k. Concrete pavement jointing plans
  - l. Typical sections
  - m. Details as required
  - n. Any other sheets necessary to create a plan set suitable for bidding and constructionPlans shall be submitted to the City for review and comment at the 30% and 90% design level. Final plans shall be stamped by a licensed professional engineer registered in the State of Colorado.
- B. Prepare a bid form and summary of quantities for the final design modeled after the Miami-Hillcrest bid form included at <https://tinyurl.com/NiagaraDocs>
- C. Prepare an engineer's cost estimate for the final design.

### **2.1.3 Project Management and Meetings**

- A. Prepare monthly invoices with cover letters summarizing work performed for the invoice period, supporting tabulation of hours by date and task for employees working on the project, and supporting expense reports and invoices for reimbursable expenses.

- B. Attend twice-monthly 60-minute project meetings with the City to discuss project progress and any design issues that arise. Meetings may be performed virtually. Meeting agendas will be established in collaboration with the City and formal meeting minutes are not required.
- C. Attend in-person design review meetings at the project kickoff, 30%, and 90% design levels. Meeting agendas will be established in collaboration with the City and formal meeting minutes are not required.

#### **2.1.4 Additional Work Items**

The scope of work included above is intended to capture all tasks necessary to allow for design, bidding and construction of the proposed project. However, the potential does exist for necessary tasks to be omitted from the scope of work provided. Proposers are encouraged to identify in their proposal any additional tasks they feel would be necessary to effectively complete the project design.

#### **2.1.5 Work Elements not Included in this Scope**

- A. Provide on-call bidding and construction support. This work may be awarded as a change order to the contract once the project goes to construction. Unit rates for this work will be established at the time of change order award.

#### **2.2 CITY OF MONTROSE**

- A. Collect traffic counts at the Niagara-Hillcrest intersection if additional count data are necessary.
- B. Provide traffic control and a vactor, backhoe, or trackhoe and operator as necessary for potholing of existing utility crossings or excavation of geotechnical test pits.
- C. Provide jetting with wire tracing of any utilities with uncertain locations, as possible.
- D. Coordinate with private landowners regarding project access for surveying as necessary.
- E. Provide GIS data on City utilities to include size, material, and approximate location.
- F. Provide plan reviews of intermediate submittals in a timely manner.
- G. Prepare bid documents and bid the project.
- H. Provide a landscaping plan for the roundabout center island.
- I. Provide cost data from recent projects for use in preparation of the engineer's cost estimate.
- J. Perform any required right of way or easement acquisitions.
- K. Collaborate with the design consultant and dry utility companies to determine acceptable alignments and approaches for relocation of conflicting dry utilities.

## **PART 3 – PROPOSAL FORMAT, SCHEDULE, AND SELECTION**

### **3.1 PROPOSAL FORMAT**

The technical proposal should include the following at a minimum:

- A narrative of the proposed methodology/approach.
- A list or organizational chart for personnel to be assigned to the project and discussions of each person's role.
- Resumes for key personnel to be assigned to the project.
- A list of proposed design sub-consultants, their role on the project, and a discussion of past experience working with them.
- The proposed project schedule (see Section 3.3).
- A general summary of relevant experience performing similar work with references for each.
- Proposed rate sheet for the consultant and any sub-consultants.
- Any additional information the proposer feels would be useful to the review committee for evaluation of proposals.

It should be noted that pricing shall not be included in the proposal.

### **3.2 SELECTION CRITERIA**

Proposals will be evaluated by the City of Montrose Engineering Department by assigning a score between 0 and 4 in each of the weighted categories listed below. Depending on the results of the initial evaluation process, a short list of proposers may be invited for one-hour project presentations and interviews. Following these interviews, final scores will be assigned collectively and used as the basis for selection of the preferred consultant.

- Overall Presentation, Level of Detail, and Project Understanding: 40%
- Qualifications/Similar Project Experience: 30%
- Team Assigned to the Project/Proposed Sub-Consultants: 30%

Once a selection is made based on these criteria, the City will work with the prospective consultant to negotiate a time and materials, not-to-exceed cost for the project. In the unlikely event that a reasonable cost cannot be negotiated with the selected consultant, the City will move to the next qualified consultant until one is selected.

### **3.3 PROJECT SCHEDULE**

Proposers are asked to prepare a project schedule broken down by work elements provided in Section

2.1. The project schedule is subject to the following conditions:

- Bid Opening: January 27, 2022
- Preferred Consultant Selection by City: February 1, 2022
- Contract Negotiations Complete: February 8, 2022
- Anticipated Notice of Award: March 1, 2022
- Notice to Proceed: Several days following contract execution by consultant
- 30% Design and Planning Level Cost Estimate: July 29, 2022±
- Final Design: December 30, 2022

**END OF SECTION**