



REQUEST FOR PROPOSAL (RFP)

Trail and Crosswalk at Norton Dr. and Highway 46

DEADLINE: Friday, February 14, 2025 at 4:00 pm

I. Introduction

Gilpin County is inviting proposals from qualified contractors to design and install 610 linear feet of crusher fine aggregate trail along Norton Dr. as an extension of the existing, install a solar or electric crosswalk across highway 46 and install a digital marketing sign. Gilpin is located approximately 35 miles west of Denver, in the Colorado Rocky Mountains with an elevation range between 7,000-13,294 feet above sea level and home to the premier gaming/gambling destinations in Colorado.

II. Services Required

The qualified contractor is to provide all the necessary labor, research, and data required for the satisfactory completion of the trail and crosswalk, as described in this RFP.

General Specifications and Information:

Gilpin County Parks & Recreation would like to extend the existing crusher fine trail on Norton Dr. to highway 46, and install a crosswalk to get to the Pete Gones Memorial Park and Base Camp. This will make for safer access from the community center and fairgrounds. Our afterschool programs and summer camp youth walk to the park frequently, so this would greatly impact their access for the better. We would also like to upgrade the marquee sign to a digital version to better show upcoming community events and meetings.

Project details and requirements include but may not be limited to:

- This project will be 90% funded by [Revitalizing Main Streets — Colorado Department of Transportation](#). All requirements of the grant must be followed by the contractor.
- This project encroaches on a state right of way, a Colorado Department of Transportation (CDOT) [Special Use Permit](#) shall be secured by the contractor.
- Design and installation of crosswalk following all CDOT standards and requirements.
- Design and installation for roughly 610 linear feet of the existing Community Center Trail.

- Replace and install new digital marquee.
- Contractor shall complete the entire scope of services, including all phases of construction, site analysis, on-site surveying, construction, and sourcing of all required materials, of the described project in a good and workman-like manner.
- Contractor is responsible for the purchase and delivery of all the necessary materials and hardware related to this project.
- The contractor shall be capable of completing this project by September 30, 2025, in a good and workmanlike manner per regional and national trail-building standards.

Professional Services and all documents prepared for the County by the Contractor shall conform to all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and orders.

The Contractor shall also be familiar with and adhere to requirements and obligations of [CDOT's Revitalizing Main Streets Program](#).

In performing the work, the Contractor shall use the degree of care and skill ordinarily exercised under similar circumstances by members of the same profession working in the Denver-Boulder metropolitan area. The Contractor represents to the County that the Contractor is, and its employees performing such work are, properly licensed and/or registered within the State of Colorado for the performance of the work (if licensure and/or registration is required by applicable law) and that the Contractor and its employees possess the skills, knowledge, and abilities to competently, timely, and professionally complete the work

Trail Specifications

Grading and Slope:

- Ensure a maximum slope of 5% for the entire path, with 2% cross slope.
- Grade the path smoothly, avoiding abrupt elevation changes.
- Remove any rocks or other trip hazards from the trail.

Width and Clear Width:

- Follow ADA base guidelines for path width (minimum 36 inches) and clear width (minimum 72 inches at passing points).
- Match as closely as possible with existing trail.
- Allow for passing spaces, especially in areas with turns or changes in direction.

Surface Material:

- Use crusher fines or compacted crushed stone as the surface material.
- Ensure a firm, stable, and slip-resistant surface.

Edges and Borders:

- Provide defined edges to the path using materials that match the existing trail, such native plants or grass.

Transitions:

- Create smooth transitions between different surfaces, from the path to an intersection or a gathering area.
- Eliminate abrupt level changes that may pose a tripping hazard.

Cross Slope:

- Maintain a cross slope of 2% or less to facilitate easy wheelchair navigation.

Maintenance Considerations:

- Gilpin County Parks & Recreation will plan for regular maintenance to ensure the path

remains in good condition.

Testing/Verification, Closeout, and Deliverables

The successful firm will test and verify roadway conditions according to specified standards upon completion. All test results will be compiled and delivered to the Gilpin Project team. As-built/redline plan sets will also be delivered upon completion, along with copies of all documents/tests/results from the investigation, design, construction drawing, RFP, and administration phases for recordkeeping purposes by Gilpin County.

III. Submittal Requirements

This RFP describes the requested scope of services and information to be included in each proposal. Failure to submit information to the County in accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources available to perform the intended work. Unclear or ambiguous statements must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained. Proposals must not exceed twenty (20) pages non-inclusive of appendices.

Proposals are to be addressed to the Gilpin County Board of County Commissioners, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth on the cover page of this RFP, at which time a representative of the County will publicly announce the names of those firms or individuals submitting proposals. No other public disclosure will be made if and until award of contract.

The RFP submittal shall include the following:

Letter of Transmittal

The Letter of transmittal, addressed to Gabrielle Chisholm, Gilpin County Parks & Recreation Director, is not intended to be a summary of the proposal and must contain the following statements and information:

- a. Name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, email address, and telephone number of the contact person or persons authorized to represent the firm and to whom to direct correspondence.
- c. Taxpayer identification numbers of the firm.
- d. Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.
- e. Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which reads, "This proposal and the associated cost schedule shall be valid and binding for ninety (90) days following proposal due date. It is understood that this proposal will serve as addendum to any potential contract that is negotiated between Gilpin County the firm submitting this proposal."

General Vendor Information

Please provide the following information as a basic overview and profile for your firm:

- a. Length of time in business.
- b. Total number of clients by sector.
- c. Number of full-time personnel.
- d. Location of the office which would service this account.

Technical Proposal

Provide a detailed technical and narrative response regarding the ability to provide for the components as stated under the *Services Required* section. The criteria listed in the *Evaluation Criteria and Process* section below provides additional information and the criteria that evaluator will use for evaluation. Electronic copies of proposals will include separate files for cost and technical proposals.

- a. Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate the proposer's understanding of the requirements of the project and the project schedule.
- b. Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology the submitting firm intends to employ and illustrates how the methodology will serve to accomplish the work.
- c. Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan the submitting firm intends to follow and illustrates how the plan will serve to accomplish the work.
- d. Experience and Qualifications. Responses will include a detailed explanation of the submitting firm's experience with similar projects and employees.
 - i. Provide a detailed narrative describing your firm's experience with a minimum of three (3) projects of similar size and scope in the past five (5) years. Provide references for each project who may be contacted with respect to your firm's reputation for high quality of work, responsibility, and efficiency. Include the name, address, and telephone number of an executive in each organization who can speak knowledgeably about your work.
 - ii. Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will fulfill the work of the contract.
 - iii. Provide a minimum of three (3) current or former clients where work has been performed within the last five years who may be contacted with respect to your firm's reputation for high quality of work, responsibility and efficiency. Include the name, address and telephone number of the executive in each organization who can speak knowledgeably about the quality, timeliness and cost of your work.

Financial/Cost Proposal

- a. Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Separate discs or drives are not required.

Submit a detailed cost proposal including all costs and charges for the proposed services, including any, fees, training, implementation, and any other costs required. Estimate the hours and provide cost schedule detail for any service engagements necessary to meet the goals, if appropriate. Break down the cost proposal to indicate all costs.

The proposal must contain a fee schedule that includes hourly rates for the proposed consultant billing and services below.

POSITION	RATE
Principal	\$
Senior Project Manager	\$
Project Manager	\$
Administrative Support	\$

Describe how your services are priced, and any specific pricing you are able to provide.

Define any additional charges (e.g. travel expenses).

- b. Descriptive Pages and Brochures

All standard descriptive informational pages and brochures should be submitted in a section titled "APPENDIX."

IV. Evaluation Criteria and Process

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of lowest price. Individual interviews may be required for the top firms who have submitted the required information.

Evaluation Criteria	Weight
Cost	30%
Understanding of the project and / or services required	25%
Years in business / experience / history working with government	15%
Methodology / functionality / service or project plan	15%
Management plan / administration	10%
Preference for minority and women owned businesses / labor surplus area firms	5%
TOTAL	100%

Gilpin County will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

Reference checks, when conducted, will not be rated but will be considered on a “pass/fail” basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFP may result in disqualification of the proposal.

This request for proposal is not a competitive bid based on price only. The Request for Proposal allows Gilpin County to select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, price, and service capabilities and other factors relevant to the County’s policies, programs, administrative resources, and budget.

This RFP has been published at the Rocky Mountain Bid Net System and on the County website, which may be accessed at the following links:

<https://www.bidnetdirect.com/colorado>

<https://gilpincounty.colorado.gov/news-notices/request-for-proposals-rfps>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Website, and all proposers are responsible to periodically check both locations for relevant updates prior to the submittal of a proposal.

Written Inquiries

Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, referencing the RFP number and title in the subject line, to: gchisholm@gilpincounty.org.

V. Submission and Schedule of Activities

Submission:

One electronic submission of twenty (20) pages or less non-inclusive of appendices must be received by Gilpin County prior to 12:00 pm on Friday February 14, 2025. The submission must be labeled as “RFP Trail and Crosswalk at Norton Dr. and Highway 46” in the subject line and sent to this email address gchisholm@gilpincounty.org. Physical submissions will not be accepted.

Schedule of Activities:

RFP Publish Date:	DATE: Tue. 12/31/24
Pre Proposal Site Tour:	DATE: By appointment (1/13/25-1/17/25)
Contractor Questions Due:	DATE: Wed. 1/22/25
Response to Questions:	DATE: Fri. 1/24/25
RFPs Due:	DATE: Fri. 2/14/25
Reviews of RFPs:	DATE RANGE: Th. 2/17/25 – 2/21/25
CDOT Grant Due:	DATE: Tue. 2/25/25
Notice of Intent to Award Contract:	DATE: Tue. 3/11/25
Approval of Contract:	DATE: Tue. 3/25/25
Start Date:	DATE: Mon. 6/2/25
Project Complete:	DATE: Tue. 9/30/25

VI. Miscellaneous

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

Professional Services and all documents prepared for the County by the Contractor shall conform to all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and orders.

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.

Contract

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose proposal(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration price and other evaluation factors described in this RFP. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

1. Specific area of focus / special requirements
2. Cost
3. Availability of the Contractor
4. Prior performance of the Contractor

The contract may be for a period of approximately [term] to end [Month] [Day], [Year], and may be canceled at any time with 30 days advance written notice from either the County or a Contractor that is awarded a contract by the County.