



Gilpin County REQUEST FOR PROPOSAL (RFP)

***RFP – PW20240225 – Transportation/Civil Engineering Services
South Beaver Creek Rd Evaluation and Restoration***

DEADLINE: April 24th, 2024, 3:15 PM.

Introduction

Gilpin County is inviting proposals from qualified engineering firms to provide transportation and civil engineering services for the evaluation and restoration of South Beaver Creek Rd in unincorporated Gilpin County. Gilpin is located approximately 35 miles west of Denver. Gaming is the primary industry for Gilpin County and represents approximately 50% of the total revenues for the County.

Services Required

The qualified consulting firm is responsible for providing all the necessary labor, research, and data required for the satisfactory completion as described in this RFP.

The project will be organized into phases, detailed as follows:

Investigation Phase:

The engineering firm will conduct all necessary investigations/surveys to determine the current conditions, the appropriate level of service, mitigation, and materials needed to restore existing roadway of S Beaver Creek Rd, including but not limited to:

Level of service determination:

Through interviews, and traffic volume measurements etc.

Drainage:

Identify current and historical water runoff routes and flood areas, culvert placements open channel capacities etc.

Evaluating the impact of sun aspects on snowpack freeze/thaws, runoff, and ice damming.

Controls and Safety design:

Identify stopping sight distances, passing sight distances, and current traffic control signage.

Investigating the vehicle accident/incident history of the roadway.

Surveying existing guardrail placements and bridge approaches.

Road grade:

Identify road crown, vertical and horizontal curves, rolling resistance, and grade resistance under wet and dry conditions of the current roadway.

Right-of-way design:

Including carriage/lane width, shoulder margins, and points of tangent and intersection.

Perform targeted and random geotechnical investigations and analysis along the roadway to investigate subsurface conditions in both problematic areas and non-problematic areas

Performing hydrogeological investigations where/if necessary.

Conduct an environmental assessment to identify wetlands, protected areas, streams, etc.

Design:

The engineering firm will develop a design plan to address the issues found from the survey and investigation phase which will be necessary to achieve the determined level of service and proper restoration of the roadway. These plans will be presented to the Gilpin County Project Team for review and consultation before being presented to the Gilpin County Board of County Commissioners and the public.

Construction Drawings:

The engineering firm will develop a full set of construction drawings/plans based on the agreed design plan to be included as guiding documents for the release of a construction RFP. The Engineering firm will be asked to deliver a professional cost estimate at this time.

Construction RFP Development, Evaluation, and Construction Administration:

The engineering firm will assist in developing the RFP for construction and will evaluate proposals received. They will work with the Gilpin Project team to evaluate and recommend the top three bidders based on overall value of deliverability and capability weighed with cost per Gilpin County's evaluation criteria. Upon award of the contract, the engineering firm will act as the project administrator on behalf of Gilpin County, ensuring construction follows the drawn plan and addressing any unforeseen issues. They will also be responsible for making any redline changes to the drawings to deliver as-built plans upon completion.

Testing/Verification, Closeout, and Deliverables:

The engineering 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 record keeping by Gilpin County.

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.

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

Submittal Requirements

This Request for Proposal (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 to perform the intended work. Unclear, ambiguous statements such as "all reasonable effort to provide" 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 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 must contain the following statements and information, and is not intended to be a summary of the proposal:

Company name, address, and telephone number(s) of the firm submitting the proposal.

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.

Taxpayer identification numbers of the firm.

Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.

Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Gilpin County."

General Vendor Information

Please provide the following:

Length of time in business

Total number of clients

Number of full-time personnel

Location of office which would service this account

Technical Proposal

Provide a detailed technical and narrative response regarding the ability to provide the components as

stated within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use:

Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate proposer's understanding of the requirements of the project and the project schedule.

Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.

Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.

Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.

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 a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract.

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 - Submit pricing/cost information in a separate document from the technical proposal, clearly marked. Do not include costs in the technical proposal.]

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 by phase as outlined in section 2 of this RFP.

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

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

Descriptive Pages and Brochures –

All standard descriptive informational pages and brochures should be submitted in a section

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-notice/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 Title to Mike DuBrava: mdubrava@gilpincounty.org

Deadline for Submission of Proposals

One electronic submission must be received by Gilpin County prior to 3:15 p.m. on May 4th 2024. The submission must be labeled as “RFP – PW20240225 – Transportation/Civil Engineering Services

South Beaver Creek Rd Evaluation and Restoration” in the subject line and sent to this email address: mdubrava@gilpincounty.org. Physical submissions will not be accepted.

Number of Copies: One (1) electronic copy via email Schedule of Activities:

Activity	Date
RFP Issued	February 25 2024
Written Question Deadline	April 22 2024
Responses to Written Inquiries Published	April 23 2024
Proposal Submission Deadline	April 24 2024 3:15pm
Anticipated Intent to Award	June 11 2024
Project Start	July 15 2024

Miscellaneous

Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County’s sole judgment, best meets the requirements of the project.

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.

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.