



## REQUEST FOR PROPOSAL (RFP)

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### *Transportation and Civil Engineering Services for South Beaver Creek Road*

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**DEADLINE: September 9, 2024 at 12:00 pm**

#### **I. Introduction**

Gilpin County is inviting proposals from qualified consulting firms to provide transportation and civil engineering services for the evaluation and restoration of South Beaver Creek Road in Gilpin County. 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 consulting firm(s) is to provide all the necessary labor, research, and data required for the satisfactory completion of transportation and civil engineering services, as described in this RFP.

##### **Investigative Phase**

The engineering firm will conduct all necessary investigations/surveys to determine conditions, appropriate level of service, mitigation required, and material needs to restore and possibly realign the existing road of South Beaver Creek Road. This will include, but is not limited to:

- a. Determine level of service through interviews, traffic volume measurements, or other methods.
- b. Evaluate drainage through current and historical water runoff routes and flood areas, culvert placements, open channel capacities, impact of snowpack freeze/thaws, and ice damming.
- c. Evaluate traffic control and safety including stopping sight distances, passing sight distances, current traffic control signage, guard rail placement, bridge approaches, and vehicle accident history of the roadway.
- d. Determine appropriate road grade by identifying road crown, vertical and horizontal curves, rolling resistance, and grade resistance under wet and dry conditions.

- e. Provide for right-of-way design through evaluation of carriage/lane width, shoulder margins, design speeds, and points of tangent and intersection.
- f. Perform targeted and random geotechnical investigations and analysis along the roadway to investigate subsurface conditions.
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- h. Incorporate existing drive entry points.
- i. Incorporate safety and high-speed deterrent measures.

**Public Meetings:**

The successful firm will advertise and host two public town hall meetings for public input on the project. The first meeting will be held at 20% of project completion and the second meeting will be held at 80% of project completion.

**Design:**

The successful 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 successful 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 for the South Beaver Road Project. The Engineering firm will be asked to deliver a professional cost estimate at this time.

**Construction RFP Development, Evaluation, and Construction Administration**

The successful firm will assist in developing the construction RFP 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 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 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.

**Project Timeline**

Q4 2024 – Contracting and First Public Meeting

Q1 2024 – Second Public Meeting and Final Plan Deliverable

### **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. The RFP submittal shall include the following:

#### **Letter of Transmittal**

The Letter of transmittal, addressed to Ray Rears, Gilpin County Manager, 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 evaluators

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.

**Cost Proposal**

Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. 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 a detailed cost schedule for any service engagements necessary to meet the goals, if appropriate. Electronic copies of proposals will include separate files for cost and technical proposals.

- a. The proposal must contain a fee schedule that includes hourly billable rates for the work and/or services required.
- b. Describe how your services are priced, and any specific pricing you are able to provide.
- c. Define any additional charges (e.g. travel expenses).

**Descriptive Pages and Brochures**

All standard descriptive and/or information pages and/or brochures should be submitted as an appendix following the previous sections and labelled as such.

**IV. Evaluation Criteria and Process**

Evaluation Criteria	Weight
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Years in business / experience / history working with government	15%
Understanding of the project and / or services required	20%
Methodology / functionality / service or project plan	15%
Preference for local and state business	5%
Preference for minority and women owned businesses / labor surplus area firms	5%
Management plan / administration	10%
Total cost	30%
TOTAL	100%

### Evaluation

A project team will evaluate all proposals received on the basis of the Evaluation Criteria above. Following an individual rating period, the project team will meet to discuss the initial rating. The team may make recommendation to the County Manager for selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. Individual interviews may be required for the top firm(s) who have submitted the required information. Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

This RFP is not a competitive bid based on price only. Gilpin County will select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, experience, methodology, timeliness, and service capabilities and other factors relevant to the County's policies, programs, administrative resources, and budget. Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein and to waive any technicalities.

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.

### 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: [sbower@gilpincounty.org](mailto:sbower@gilpincounty.org).

### Publishing

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 Gilpin County Website, and all proposers are responsible to periodically check both locations for relevant updates prior to the submittal of a proposal.

**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 September 9, 2024. The submission must be labeled as “RFP Transportation and Civil Engineering Services for South Beaver Creek Road” in the subject line and sent to this email address: [sbower@gilpincounty.org](mailto:sbower@gilpincounty.org). Physical submissions will not be accepted.

**Schedule of Activities:**

<b>Activity</b>	<b>Date</b>
RFP Issued	August 20, 2024
Written Question Deadline	August 30, 20224
Responses to Written Inquiries Published	September 3, 2024
Proposal Submission Deadline	September 9, 2024
Anticipated Award	September 23, 2024
Project Start	November 1, 2024

**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.

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

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