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FINANCIAL SERVICES DEPARTMENT
TRACI GORMAN, CPPO, CPPB, CONTRACTS & PROCUREMENT DIVISION MANAGER

**REQUEST FOR PROPOSALS
RFP NO.: 22-003
MAJOR TRANSPORTATION CORRIDORS PLAN (MTCP), ROADWAY FUNCTIONAL CLASSIFICATIONS
AND ROAD IMPACT FEE UPDATES**

El Paso County Department of Public Works (County) is accepting sealed proposals from qualified, experienced, consulting firms to provide **Major Transportation Corridors Plan (MTCP), Roadway Function Classifications and Road Impact Fee Updates**. Sealed proposals shall be received by the El Paso County Contracts & Procurement Division, 15 E. Vermijo Avenue, Colorado Springs, CO 80903, **via Rocky Mountain E-Purchasing System by no later than 10:00 AM (MT), December 13, 2021**, at which time they shall be publicly opened and read aloud via teleconference.

A **Voluntary Pre-Proposal Conference** shall be held **on November 29, 2021 at 10:00 AM (MT)**. The pre-proposal conference shall be held via teleconference.

Questions should be submitted via Rocky Mountain E-Purchasing System no later than 10:00 AM (MT), December 1, 2021.

PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO www.bidnetdirect.com TO DOWNLOAD DOCUMENTS.

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION SHALL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.

PUBLICATION DATES:
Fountain Valley News:
November 17th & 24th, 2021

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY
/cc/ TRACI GORMAN, CPPO, CPPB
DIVISION MANAGER

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

**RESPONSE CHECKLIST
MAJOR TRANSPORTATION CORRIDORS PLAN (MTCP), ROADWAY FUNCTIONAL CLASSIFICATIONS
AND ROAD IMPACT FEE UPDATES**

*The following items must be submitted through Rocky Mountain E-Procurement Website.
See Proposal Submission section for details.*

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

	Response Checklist
	Addendum(s) Acknowledgement (if any)
	Specimen copies of requested Insurance Certificate(s)
	Project Plan
	Exceptions to contract documents (if any)
	Non-Collusion Affidavit
	Fee Proposal

PLEASE READ THE “**INSTRUCTIONS FOR SUBMITTING PROPOSALS**” INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

GENERAL SPECIFICATIONS

for

**E MAJOR TRANSPORTATION CORRIDORS PLAN (MTCP), ROADWAY FUNCTIONAL CLASSIFICATIONS
AND ROAD IMPACT FEE UPDATES**

El Paso County Department of Public Works (County) is seeking proposals from qualified, experienced consulting firms to provide services necessary to update the 2016 Major Transportation Corridors Plan (MTCP) and Road Impact Fee Program (Program). Current versions are located on the County's website at <https://publicworks.elpasoco.com/road-bridge-planning/mtcp/> and <https://publicworks.elpasoco.com/road-impact-fees/>. The MTCP Update (Update) shall be recommended for approval by the Highway Advisory Commission, and El Paso County Planning Commission shall consider adopting the MTCP as an element of the El Paso County Master Plan. The Board of County Commissioners may concur with the MTCP and shall consider adopting the Road Impact Fee Program Update.

RFP TIMETABLE

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.

RFP NOTICE ADVERTISED	November 17 th & 24 th , 2021
PRE-PROPOSAL CONFERENCE	10:00 AM (MT), Monday, November 29, 2021
FINAL RFP QUESTIONS DUE	10:00 AM (MT), Wednesday, December 1, 2021
PROPOSAL DUE DATE	10:00 AM (MT), Monday, December 13, 2021
<i>PROPOSAL REVIEW</i>	<i>Week of December 13th – January 6th</i>
<i>CLARIFICATIONS / INTERVIEWS</i>	<i>Week of January 10th</i>
<i>ESTIMATED NOTICE TO PROCEED</i>	<i>Late January</i>

For the purpose of this solicitation the words bid/bidder and proposal/proposer are used interchangeably.

I. GENERAL

INTRODUCTION

The MTCP is the long-range plan focusing on the multi-modal transportation system in unincorporated El Paso County. The Plan will provide:

- An updated vision for future transportation,
- A prioritized list of transportation improvements,
- A funding plan for ensuring adequate resources to build the future transportation system,
- A review of multimodal transportation needs,
- A long-term right-of-way preservation plan for each roadway corridor,
- Policies and strategies to implement the plan, and
- A basis for the Road Impact Fee.

The purpose of the MTCP Update is to understand present conditions, evaluate functional classifications of existing roads, to identify future transportation network improvements, and to ensure that adequate future Right of Way is reserved. The primary results of the project shall provide updated MTCP maps that establish the functional classifications, numbers of lanes, locations of urban and rural cross-sections, and locations of all

major roads based on the projected population and land use needs in year 2045. The MTCP is used daily inland use and development review, determining right of way dedication and reservation requirements, and in capital project and program planning. The update process shall evaluate a range of alternatives to meet demand, including variable travel modes, capital investments and land uses. Specific recommendations shall be made to preserve corridor resources for ultimate improvement requirements necessary through 2065. Specific network improvements shall be identified, cost estimates shall be developed, projects shall be priorities based on relative need, timing, cost, and a balance of multiple constituencies.

The intent of the MTCP Update is to consider major transportation resources that serve El Paso County needs, emphasizing functionality rather than jurisdictional boundaries. It is also the intent of the Update to consider short-term (2030), mid-term (2035), and long-term (2045) needs and build out (2065) horizons.

In addition, the Update shall be used as the basis for a Transportation Impact Fee Program. The Program's goal shall be to use an equitable methodology to ensure that all development in the County fairly contributes towards upgrades to the road system that are needed due to growth. While the fee program has an approved methodology, the unit costs, determination of development trips, road improvements and cost per trip need to be updated.

Finally, the County is also proposing to update its roadway functional classification data base for all roads owned and maintained by El Paso County. El Paso County has approximately 2300 centerline miles of roadway within its inventory and the various required functional classification designators are generally described in more detail herein. Each roadway within the County shall need to be evaluated and its functional classification designations need to be updated as they relate to federal, state, and local planning and engineering requirements. The results of the analysis shall be used to update the County's roadway asset inventory and shall be used to request revisions as necessary to CDOT through Pikes Peak Area Council of Governments and the Central Front Range Transportation Planning Region.

The primary services requested in this RFP include project management, data collection and network data development, public participation and stakeholder coordination, land use and socioeconomic/scenario development and travel demand forecasting, MTCP plan and implementation update, and the Road Impact Fee Study and Program Update.

Sub-Consultants are permitted and are to be identified in the proposal response. There may be tasks described herein that may be completed by County staff in conjunction with the Consultant. Throughout each phase of the project, the selected Consultant shall work closely with the County Project Manager to advance the project. Some tasks are expected to run concurrently, and the timeframe does not represent actual billable hours. It is expected that the process shall be completed by December 2023.

II. STATEMENT OF WORK

The general services and deliverables include, but not limited to, the following items:

A. TASK 1 PROJECT MANAGEMENT

I. Deliverables:

1. Consultant shall provide a project schedule, budget, work plan with resource allocation. Consultant shall finalize detailed work program and schedule in coordination with Project Manager (PM). After approval of the task work plan by the County Project Manager.
2. Consultant shall submit monthly invoices with schedule updates in sufficient detail to facilitate project management. Monthly invoices with defined hours and tasks are required to be eligible for payment.

3. Consultant shall attend meetings with EPC staff as needed. Consultant shall not schedule nor attend meetings or conduct analysis without the direction and approval of the County Project Manager. It is anticipated that regular coordination meetings shall be held with key stakeholders monthly.
4. Consultant shall complete and finalize documentation to the County in electronic form to include GIS data, website, excel spreadsheets, model outputs, and documents in PDF and editable formats.

B. TASK 2 DATA COLLECTION AND NETWORK DATA DEVELOPMENT

1. Consultant shall be expected to perform data development tasks, including but not limited to the following: data development tasks shall update information to describe existing transportation network conditions and support alternatives analysis and modeling.
2. Consultant shall coordinate with DPW's Asset Management staff to understand GIS data and roadway attributes to ensure accurate analysis and maps.
3. Consultant shall use Land Use Data to coordinate with the Planning and Community Development Department (PCD).
4. Consultant shall collect, evaluate, and augment existing data for use in the planning process in consultation with County and other staff including, but not limited to:
 - a. Existing plans
 - b. Functional class
 - c. GIS data on assist and attributes
 - d. Other existing GIS data
 - e. Geocoded crash data
 - f. Street photography from DPW
 - g. Traffic counts (use of Streetlight data)
 - h. Master Plan data
 - i. 2020 Census data and other data as recommended
5. Consultant shall provide an updated functional class review, evaluation, and update. The County maintains asset data for roadways and other transportation facilities. There are a variety of uses of roadway functional classes including by COOT for HUTF, by PPACG for transportation planning as the regions MPO, and future functional classifications from the MTCP for the 20-year plan and the corridor preservation plan. The County needs an evaluation of roadway functional classes based on the roadway criteria in the Engineering Criteria Manual as well as federal and state requirements when compared to the characteristics of the roadway as currently constructed. Having a GIS data set functional class of currently built assets will allow a more accurate determination of future roadway improvement needs. The Stantec Roadmatrix photography should be useful for comparing ECM criteria with built roadway conditions.
6. Consultant shall ensure the El Paso County's MTCP planning process is effectively coordinated with state, regional, and other county and city planning groups. Following is a listing of the key recent and ongoing transportation planning process that most closely relate to the County's MTCP update whose results shall be incorporated into the MTCP, including but are not limited to:
 - a. City of Colorado Springs ConnectCOS Plan
 - b. El Paso County Strategic Plan
 - c. Pikes Peak Area Council of Governments Long Range Transportation Plan
 - d. El Paso County Master Plan - Including other El Paso County Master Plan Documents. This plan's results will be the basis of the land use scenario for the travel demand model.
 - e. Hodgen Road Access Management Plan
 - f. US Highway 24 Access Management Plan/US 24 East Planning and Environmental Linkages Study, COOT

- g. CO 83 Access Control Plan, COOT 2021
 - h. EPC Parks and Trails Master Plan
 - i. Transportation plans from City of Fountain and Monument
 - j. Marksheffel Road Access Management Plan
 - k. Woodmen Road Access Management Plan
 - l. Woodmen Road Corridor Improvement Project
 - m. Stapleton/Judge Orr Corridor Study
 - n. Highway 105 Corridor Study
 - o. Meridian Road Corridor Plan
 - p. EPC Briargate/Stapleton Corridor Plan
 - q. EPC South Powers Corridor Plan
 - r. Statewide Transportation Plan, Colorado Department of Transportation (COOT)
 - s. US 24 West Environmental Assessment, COOT, 2012
 - t. Powers Corridor Environmental Assessment (EA) Document, COOT, 2010
 - u. 1-25, Monument to C-470 Planning and Environmental Linkages Study, COOT
 - v. El Paso County Road Safety Plan, 2021
 - w. Current construction projects
 - x. Other planning documents as needed.
7. Consultant shall develop an existing condition assessment with the purpose of assessing the current state of the County's transportation system and, at a minimum, focus on the following elements:
- a. Travel patterns-mode share, origin-destination patterns
 - b. Roadway network-volumes, classification, number of lanes, congestion, roadway conditions and topography
 - c. Non-motorized Facilities-bicycle, trails, sidewalks
 - d. Safety-high crash intersections and corridors
 - e. Population data, socioeconomic data, and map
 - f. Legislative requirements and transportation trends to be considered for the plan
 - g. Functional class evaluation consisting of a review of roads as built vs. the current ECM standards for the functional class
 - h. Compilation and summary of existing plan recommendations, construction projects and maps

Deliverables:

1. Consultant shall provide data sets in the proper for modeling, outreach materials, and information for the final report. All data shall include definitions for fields and attributes to allow the County to properly understand and utilize the date in the future.
2. Consultant shall provide a report summarizing data used, including but not limited to, data developed in consultation with DPW Asset Management Group and PCD staff.
3. Consultant shall provide existing conditions report.
4. Consultant shall prepare final documents in print and web-based form, and an editable version.
5. Consultant shall provide complete and final documentation to the County.

Available Information:

GIS data sets are available without cost to the Consultant. However, a request must be made to El Paso County's Digital Strategic Technology Department. The acquisition of County data shall require the execution of a license agreement. The license agreement form is found on the County website: <https://admin.elpasoco.com/information-technology/licensed-gis-data/>. The Consultant shall be responsible for acquiring data in the transfer media available from the County. The data can be made available on CDs

and DVDs and from an FTP site. Free GIS data can be accessed at <https://admin.elpasoco.com/free-gis-data/>.

1. Geospatial Datasets:

Upon request, the following information shall be made available to the Consultants, at no cost, through a License Agreement with El Paso County. The License Agreement form is found on the El Paso County website: <https://admin.elpasoco.com/information-technology/request-gis-data/>. The Consultant shall coordinate with the County PM to obtain requested information.

- a. Aerial photography of corridor flown in the early summer of 2020; one-foot resolution; GeoTIF format.
 - b. LIDAR terrain geospatial point data suitable for preliminary design phase (verses final design) two-foot contours; flown in 2011; ESRI shapefile format AND/OR ESRI elevation grid; 1.4-meter resolution.
 - c. Assessor's parcel features geospatial dataset with attributes available (beyond schedule number).
 - d. Land Uses using County land use categories for 2005 thru 2030.
 - e. Water features geospatial dataset, including creeks, lakes/reservoirs, wetlands. Wetland's data has been certified by the United States Fish and Wildlife Service.
 - f. Floodplains.
 - g. Drainage Basin boundaries.
 - h. Soils geospatial dataset originally developed by Natural Resources Conservation Services (NRCS).
 - i. Wildlife habitat or wildlife impact of geospatial datasets originally developed by the Colorado DOW.
- 2.** Information from the pavement management system (Stantec RoadMatrix) and the photographs from the most recent driving of all paved and gravel roads. Images of all roads paved and gravel with a 120-degree viewing angle (4,360 lane miles) were collected. Photographs were taken approximately every 15 feet. This imaging will be used for the road safety audit and supplemented with aerial photography and in person inspections as needed.
- 3.** Geocoded Crash data from 2015-2019 developed as part of the Local Road Safety Plan.
- 4.** El Paso County also has traffic information from Streetlight Data Essential Package that the contract may be assigned a seat for access. (<https://www.streetlightdata.com/>)

All the County data is geo-referenced to the same coordinate system. However, the precision of each data set may vary. The Consultant shall be responsible for determining the sufficiency of the available data and identify any deficiencies that will interfere with the completion of the Scope of Work. The Consultant shall also collect documents and data as needed to update available County data sets.

C. TASK 3 PUBLIC PARTICIPATION AND STAKEHOLDER COORDINATION

1. The Consultant shall propose a comprehensive process by which appropriate agencies, relevant advisory committees, military bases, and the public are communicated and coordinated with throughout the planning process. The public participation process should engage the public and affected stakeholders in productive conversation using cost effective methods. The County is looking for methods other than traditional public meetings and for methods to steer the public to the website.

2. The Consultant shall be actively engaged in the public participation process including, governmental agencies (including but not limited to City of CO Springs, City of Fountain, Monument, Ellicott, Calhan, and Ramah, military bases and Pikes Peak Council of Governments and Pikes Peak Rural Transportation Authority), community organizations, relevant advisory groups (EPC Advisory Committees include: Highway Advisory Commission, Planning Commission, and the Road Impact Fee Advisory

Committee), the development community, trade groups and public individuals as stakeholders in the Update's outcome. A broad vision shall be established that can help guide the planning for future roadways, connectivity, and their classifications. It should also look to the most appropriate ways to preserve the function of those roadways over time through the development of goals and strategies. Information gathered through public involvement and the Steering Committee shall be considered in this task. The adoption process shall require at least two meetings with the Planning Commission, recommendation for approval from the Highway Advisory Committee and the Road Impact Fee Advisory Committee and concurrence by the Board of County Commissioners.

3. Consultant shall be expected to manage a public participation program, including but not limited to:
 - a. Input will be obtained and documented for goals and objectives, screening criteria, alternatives analysis, plan implementation strategies, draft and final plan and the fee program.
 - b. Strategy and materials to publicize the planning process including media and paid advertising.
 - c. Create and maintain a website including information and input options and surveys.
 - d. Presentations to advisory committees, public meetings, stakeholder group processes, and for adoption.

Deliverables:

1. Consultant shall provide public involvement plan that identifies public participation opportunities and methods.
2. Consultant shall provide project Web Site with surveys, mapping, and input options.
3. Stakeholder advisory committee process that includes attendance, meeting materials, and meeting summaries for the project stakeholder team and other related committees.
4. Consultant shall provide an appendix to the final report that documents all public comments and response by the project team.
5. Consultant shall provide a final transportation vision, goals, and objectives, implementation strategies and revenue analysis.
6. Consultant shall provide a Resolution, meetings, and process to adopt the MTCP as an element of the County Master Plan.
7. Consultant shall prepare final documents in print and Web-based form, and editable version.
8. Consultant shall provide complete and final documentation to the County.

D. TASK 4 LAND USE AND SOCIOECONOMIC/SCENARIO DEVELOPMENT AND TRAVEL DEMAND FORECASTING

1. Consultant shall be expected to perform data development tasks, including but not limited to the following:
 - a. Data development tasks will update information to describe existing, future and build out conditions and to support alternatives analyses.
 - b. Scenarios shall include land use and socioeconomic assumptions and data from the EPC Master Plan, 2021 and supplemented with 2020 Census data and projections from the State Demographer, and other data as needed.
 - c. Traffic counts, origin/destination, and other data available from the Streetlight.com subscription should be used. If available data appears inconsistent with known development trends, recommend adjustments that would be consistent.

Deliverables:

1. Consultant shall provide existing and land use and socioeconomic data sets in the proper formats to support the short-term (2030), mid-term (2035), and long-term (2045) and build out (2065) horizons for the plan update.
 2. Consultant shall prepare the final documents in print and Web-based form, and an editable version.
 3. Consultant shall provide complete and final documentation to the County.
2. Consultant shall be expected to complete the following travel demand model tasks, including but not limited to the following:
- a. Utilize best practices to develop a multimodal travel demand model (TOM) to forecast improvements to support plan goals and the Road Impact Fee.
 - b. In addition, identify background, through traffic and new traffic by number of trips. All assumptions, discussions, factors, and results shall be documented in sufficient detail to enable an outside observer to validate model development and usage

Deliverables:

1. Consultant shall provide the most recent data sets in the proper formats for modeling and in a format that can be utilized without a model.
2. Consultant shall provide maps of corridor boundaries that identify corridors that reflect patterns of movement between activity centers or major route junctions; bracket corridor segments as needed to capture unique issues, specific bottlenecks, or functional character for alternatives analyses.
3. Consultant shall develop and document feasible alternatives that meet transportation goals and screening criteria; comparison alternatives and generation of visualizations to allow the public to compare and comment on alternatives and define preferred alternatives.
4. Consultant shall provide maps of existing and future functional classes/lanes.
5. Consultant shall provide maps of congested areas/corridors and existing deficiencies.
6. Consultant shall provide lists and maps of needed multimodal improvements.
7. Consultant shall provide comparison with the 2016 improvements.
8. Consultant shall identify, and trip assumptions to support the Road Impact Fee Program.
9. Consultant shall prepare final documents in print and Web-based form, and an editable version.
10. Consultant shall provide complete and final documentation to the County.

E. TASK 5 MTCP PLAN AND IMPLEMENTATION UPDATE

1. Consultant shall update the MTCP document including but not limited to all existing chapters and topics. The plan shall go through revision and refinement, in consultation with the public, staff and the project Committees, prior to the development of the final Plan. After a Draft Plan has been approved by Staff and the project committees, another public input opportunity shall be held. The Plan shall include goals,

strategies, and implementation actions as well as the Functional Classification Map and Future Road Corridor Map. There shall be a public involvement component for review of the final version.

2. Consultant's plan implementation shall include maps and a list of improvements for short, medium, long term, and corridor preservation timeframes, including functional class, number of lanes, multimodal assets, and urban or rural cross-sections. Identify preliminary local, regional, state, and federal financing sources and the ability of these sources to meet roadway needs. The funding analysis will develop two sets of project costing, one to use as a planning level estimate of the projects for the MTCP and one for unit costs for the Road Impact Fee Program. The Road Impact Fee unit costs will be a simple update of the existing unit costs. Implementation policies and strategies to address program needs will also be updated. Implementation should be considered in 10-year increments

Deliverables:

1. Consultant shall draft final versions of the MTCP report in print and web formats including but not limited to lists and maps of improvements, current, future and corridor preservation functional classifications, urban/rural cross-section, multimodal assets, and lanes, including estimated scope, costs, needs and project timing; list and map of improvements to be implemented by the short-term (2030), mid-term (2035) and long-term (2045) and build out (2065) horizons.
2. Consultant shall provide updated stakeholder, growth, transportation trends and legislative considerations, and funding analysis sections. And an updated Implementation policies and strategies shall be produced.
3. Consultant shall ensure all work products are provided to the county in "usable and writable" formats for print and for use on a website. Complete and final documentation shall be provided to the County including GIS files and model results. Web versions of at least four maps that allow users to zoom in/out to better see the maps and individual roads are required.
4. Consultant shall provide complete and final documentation to the County

F. TASK 6 ROAD IMPACT FEE STUDY AND PROGRAM UPDATE

1. Consultant's task is to update the established methodology for transportation impact fee for the county. The program is designed to fund roadway infrastructure improvements to accommodate growth from development. The Fee Program is developed to be implemented on a per trip basis for residential and commercial land uses. As new developments are proposed, their land uses are converted to trips based on the land use categories and adjusted trip rates. The improvements needed to support new development, minus existing deficiencies will be divided by the number of new trips to determine a new fee amount.
2. The tables and maps of eligible improvements shall be updated and signals on major roads are to be included as well.
3. The unit costs to determine the fees and credit shall be updated and recommended by the Road Impact Fee Advisory Committee. Trip rates must be derived from the most current version of the ITE Trip Generation manual.
4. Transportation Improvement Fees shall be established for development proposals by multiplying the estimated trip generation by the cost per trip.
5. Consultant shall coordinate and work with the County's Finance Department (or firm) to conduct an analysis of PIO revenues and the split between property tax revenues and upfront fee amounts.
6. Consultant shall ensure that any approved credits and credit agreements are included in the Fee Program.

Deliverables:

1. Consultant shall provide an updated fee study document that describes the fee methodology, costs, improvements needed, trip rate tables, credits, trip allocations for existing and new development; determination of fee cost per trip and PIO revenues and upfront Road Impact Fee cost, a comparison of eligible improvements from the currently adopted report and the updated report, documentation of fee program development process including comments from affected stakeholders.
2. Consultant shall provide an updated program documents to include, but not limited to the Fee Resolutions, Implementation Document, Fee Advisory Committee By-laws, and Frequently Asked Questions.
3. Consultant shall attend resolution, meetings, and process to adopt the Fee Program.
4. Consultant shall prepare final documents in print and Web-based form, and an editable version.
5. Consultant shall provide complete and final documentation to the County.

G. TASK 7 ROAD FUNCTIONAL CLASSIFICATION UPDATE

1. Consultant's task shall be to update the roadway functional classifications for the County and develop a County specific Functional Classification System Manual, 2021 to serve as a supplemental guide to the Federal Highway Administration's (FHWA) Highway Functional Classification Concepts, Criteria and Procedures, 2013 Edition in accordance with Title 23 Code of Federal Regulations (CFR) § 470 and the applicable COOT requirements. The County needs an evaluation of roadway functional classes based on the roadway criteria in the Engineering Criteria Manual as well as federal and state requirements when compared to the characteristics of the roadway as currently constructed. Having a GIS data set functional class of currently built assets will allow a more accurate determination of future roadway improvement needs.
2. El Paso County has approximately 2300 centerline miles of roadway within its inventory and the various required functional classification designations are generally described in more detail herein. Each roadway within the County will need to be evaluated and its functional classification designations need to be updated as they relate to federal, state, and local planning and engineering requirements. The results of the analysis will be used to update the County's roadway asset inventory and will be used to request revisions as necessary to COOT through Pikes Peak Area Council of Governments and the Central Front Range Transportation Planning Region. The Stantec Roadmatrix photography should be useful for comparing ECM criteria with built roadway conditions.

Deliverables:

1. Consultant shall provide functional classification evaluation and report in print and Web-based form, and an editable version.
2. Consultant shall provide justification for revisions in accordance with federal, state, and local requirements prepared for submission COOT through the appropriate MPO/TPR.
3. Consultant shall develop an EPC specific functional classification concept, criteria, and procedures manual.
4. Consultant shall provide a frequently Asked Questions document that can be published on EPC website.
5. Consultant shall attend resolution, meetings, and process to adopt the functional classification guide/criteria.

6. Consultant shall prepare final documents in print and Web-based form, and an editable version.
7. Consultant shall provide complete and final documentation to the County.

H. ADDITIONAL NOTES

Note that these services and deliverables are purposefully generalized in some cases in anticipation that the Consultant shall provide more specific recommendations for approaches, tasks, and deliverables as part of their proposals based on their expertise and experience.

The Consultant shall use MS Word (12 font size) and MS Excel (all Microsoft Office 2013), IBM PC compatible graphics packages and Auto CAD 2010 (or later version) to generate text, figures, tables, and drawings as needed. The Consultant shall obtain approval from the County of all graphics and other software proposed for use under this contract. All final deliverables shall be provided electronically. All deliverables shall be clearly organized and indexed for easy access and retrieval.

GIS formats shall be compatible with ESRI ArcGIS products, to include shapefiles, or feature class datasets stored in ArcGIS 10.4.1 file geodatabase. Metadata should also be created for each Feature Class provided to the County.

Projected coordinate system used is:

NAD _ 1983_ State _plane_ Colorado_ Central_FI PS_ 0502_Feet.

III. INVOICING AND PAYMENT

An itemized invoice with backup shall be submitted to the EPC Project Manager and approved by County staff prior to payment. County staff shall process all payment requests for approval through El Paso County administrative personnel. To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and final billings on this contract must be received by the County within 30 days after the end of the contract work.

IV. PROPOSAL PROCESS AND SELECTION

A. PRE-PROPOSAL TELECONFERENCE

There shall be a **VOLUNTARY PRE-PROPOSAL CONFERENCE** held **on November 29, 2021 at 10:00 AM (MT)**. While this meeting is not mandatory, it is strongly recommended that interested firms participate to have questions answered. The Pre-proposal conference shall take place VIA TELECONFERENCE utilizing the call-in information below:

Participate-guest login:

1. Dial access number: 1-720-279-0026
2. Enter the participant-guest pass code: 514880#

B. PROPOSAL SUBMISSION

Proposals must be submitted through Rocky Mountain E-Procurement System by no later than **10:00 AM (MT), December 13, 2021** via www.rockymountainbidsystem.com.

Contractor(s) shall submit three .pdf files: The County prefers the .pdf files to be searchable. Contractors must follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 21-001 Tech)
Public Copy: Company Name RFP # Public. Example (ABC Cleaning 21-001 Public)
Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 21-001 Fee)

The Proposal Opening for RFP No.: 22-003 shall take place VIA TELECONFERENCE utilizing the call-in information below:

Participate-guest login:

3. Dial access number: 1-720-279-0026
4. Enter the participant-guest pass code: 514880#

Proposers are **NOT** required to participate. No in person entry to our building shall be permitted.

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals which are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County's objectives.

C. INQUIRIES

All questions shall be submitted in writing via www.rockymountainbidsystem.com. All final questions are due **no later than 10:00 AM (MT), December 1, 2021**. If needed, written responses to those questions shall be published as an addendum after the final questions are due. Do not contact any other individual regarding this RFP other than the Procurement Specialist listed above.

D. PROPOSAL SUBMITTAL REQUIREMENTS

The following items must be included in the proposal in the order listed herein:

1. The Response Checklist (form included in this RFP package).
2. Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
3. Copies of requested insurance certificates.
4. **PROJECT PLAN:** Project Plan shall be divided into appropriate sections, and information submitted shall be concise and easily found. **The following information must be included in the Project Plan, in the order listed:**
 - a. **Cover Letter:** Maximum one (1) page in length and shall include the following elements of information in the letter as a minimum:
 - i. RFP number and project name.
 - ii. Statement that the firm is qualified to perform the work.
 - iii. Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - iv. Name, telephone number, email address, and fax number of the individual to contact regarding the submittal.
 - v. The signature authorized principal, partner, or officer of the firm.
 - b. Company history, stability, and financial standing. Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private

financial statements shall be included in an appendix or under a separate cover; private financial information shall be kept confidential by the County.)

- c.** Ability of the firm to meet or exceed the requirements defined in the RFP:
 - i.** Describe/summarize the Consultant's relevant experience. Include a maximum of five (5) relevant projects with similar services, timelines, and/or magnitudes, as applicable.
 - 1.** Generally, describe project scope and services provided.
 - 2.** Specifically identify key personnel involved in the similar project.
 - ii.** Summarize/list the Consultant's applicable qualifications and/or certifications. The County may request proof of listed certifications prior to performing work.
 - iii.** References:
 - 1.** Provide five (5) maximum references other than El Paso County and preferably city or county governments, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
 - 2.** Provide: firm names, contact names and titles, phone numbers, and email addresses.
 - 3.** Provide a list of services and summarize type of service(s) and past performance. Limit descriptions of services of each reference to two (2) concise paragraphs.
- d.** Ability of Consultant's key personnel to meet or exceed the requirements defined in the RFP:
 - i.** Describe number and nature of professional staff available for this project.
 - ii.** Provide an organization chart with anticipated staff and key personnel that will be assigned to the project. The County may request additional and/or updated information about the personnel prior to performing work.
 - iii.** Provide a list of sub-contractors that will be used for the proposed work. Describe the scope of work that will be provide by each sub-contractor.
 - iv.** Provide current and projected workload of key personnel.
 - v.** Describe/summarize key personnel's relevant experience. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different company).
 - 1.** Generally describe project scope and key personnel's role in this project.
 - vi.** Summarize/list applicable qualifications, degrees, training and/or certifications of key personnel. The County may request proof of listed training, certifications and/or licenses prior to performing work.
 - vii.** Resumes for key personnel may be included if additional information is deemed necessary. If included, resumes shall be in an appendix and referenced in the proposal as applicable. Do not exceed one (1) page per resume.
 - viii.** Exclusive of the brief resumes and organization chart, the information provided in response to this item shall not exceed four (4) pages.
- e.** Understand and Approach

- i. Provide a summary narrative describing the Consultant's understanding of the County's expectations as described in the RFP.
- ii. Provide a summary narrative describing the Consultant's understanding and approach for completing the proposed work as described in this RFP:
 - 1. Describe your unique approach to the project, management of the project (i.e., budget, schedule, outreach, other) and the deliverables.
 - 2. Describe available services and associated support/resources.
 - 3. Clearly identify the Consultant's and key personnel's responsibilities.
 - 4. Provide an overall estimated schedule to include key tasks and milestones.
 - 5. Address any other response by this RFP.
 - 6. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e., budget, schedule, outreach, other).
- f. State any reservations, conditions, or constraints related to this RFP. If none, then state none.

5. FEE PROPOSAL

Fee/rate/cost schedule for services proposed must include the following at a minimum:

1. Submit by labor category/title and associate rate.
2. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.
3. Hourly rates, unit rates, and markups not included as part of the Consultant's original Fee Proposal shall not be considered.
4. Non-labor expenses shall be listed at cost (no loading on non-labor).
5. Mileage shall be paid at a set approved rate. This rate shall be specified in the Fee Proposal and shall be included in the contract.
6. List any additions in Miscellaneous Expenses-be specific.
7. Unit rates for Consultant owned equipment not listed shall be accepted if the items are included as part of the Consultant's original Fee Proposal submitted in response to this RFP.
8. In addition, Consultant shall submit a comprehensive rate sheet with labor categories/titles and associated billable rates for all positions that are forecasted to be working on this project. Specific names (other than those specified in the Fee Proposal) for each title are not required. The final approved rate sheet shall be included in the contract.
9. Attach sub-contractor fee schedules.

E. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist and as stated in **Appendix C / Insurance Checklist**. The successful Consultant shall be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **naming El Paso County and its Board of County Commissioners and the Colorado Department of Transportation as additional insureds**, along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

See attached insurance checklist-Appendix C for required insurance and limits for this solicitation.

V. EVALUATION AND AWARD PROCESS

A. SELECTION PROCESS

An evaluation committee composed of representatives selected by the County shall perform an evaluation of proposals. The committee shall:

B. EVALUATION CRITERIA

1. All proposals deemed acceptable shall be initially rated based upon the submitted requirements.

Rating criteria shall include the following items and corresponding point values:

A. Project Team Key Personnel and Firm(s)- 25 points

1. *Ability to furnish transportation planning services- 5 points*
2. *Ability to furnish road impact fee services- 5 points*
3. *Qualifications/degrees/training-5 points*
4. *Relevant Experience- 10 points*

B. Understanding and Approach to the Work- 25 points

1. *Understanding of basic Project requirements and management approach- 5 points*
2. *Understanding of project requirements and approach for transportation planning and modeling- 5 points*
3. *Understanding of project requirements and approach for impact fee- 5 points*
4. *Innovative approaches- 5 points*

C. Cost- 20 points

C. TERM OF CONTRACT

Issuance of this RFP and receipt of proposal does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or part of this RFP.

The term of the contract shall be January 15, 2022 to December 31, 2023 or completion of the project if sooner. Award of a contract or renewal of a contract is contingent upon available and approved funding.

If proposer does not agree with any terms or conditions of the County's standard Contract or any items in this document, the proposer must present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract, Supplemental Contract Provisions and/or terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e., as a prime Consultant and as a sub-consultant to another prime Consultant). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred or suspended from submitting bids or proposals for federal contracts on the System for Award Management (SAM) Exclusions)

database and/or any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by Federal, El Paso County, Colorado or the State of Colorado.

VI. ATTACHMENTS

1. Instructions for Submitting Proposals
2. Services Contract
3. Appendix C – Insurance Checklist

Any questions regarding this RFP should be directed to Becky Schaffstein, Contracts & Procurement Division by e-mail to beckyschaffstein@elpasoco.com.

Becky Schaffstein, CPPB

PROCUREMENT SPECIALIST III

EL PASO COUNTY
CONTRACTS AND PROCUREMENT DIVISION
RFP 21-105

NON-COLLUSION AFFIDAVIT
FOR
MAJOR TRANSPORTATION CORRIDORS PLAN (MTCP), ROADWAY FUNCTIONAL CLASSIFICATIONS
AND ROAD IMPACT FEE UPDATES

STATE OF _____)
COUNTY OF _____) SS

A. _____, being first duly sworn, deposes and says that:

- 1. Representative is the _____ (Owner, partner, officer, representative or agent) of (name of firm) _____ who is submitting the attached bid.
2. Representative is fully informed respecting the preparation and contents of the bid and of all pertinent circumstance respecting such bid;
3. Such information provided as a response to RFP No: 22-003 is genuine and not collusive;
4. No representative(s) or any of the officer(s), partner(s), owner(s), agent(s), employee(s) or party(s) in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other company, firm or person replying to this IFB to submit information that is collusive or a sham in connection with such contract or has any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other company, firm or person to fix any overhead, profit or cost element of the submitted proposed price or the proposed price of any other company/firm submitting a bid, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against El Paso County or any person interested in the proposed contract; and
5. The price(s) quoted in the attached bid is fair and proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the company or firm submitting a bid or any of its agent(s), owner(s), representative(s), employee(s), or party(s) in interest, including this affiant.
6. Signed: _____

B. Subscribed and sworn to before me this _____ day of _____, 2021.

(NOTARY PUBLIC)

My commission expires: _____