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

**REQUEST FOR PROPOSALS**  
**RFP NO.: 22-052**

Sealed proposals for **El Paso County (“EPC”) Americans with Disabilities Act (“ADA”) Asset Measurement Project** for the El Paso County Department of Public Works (Engineering Division) will be received by the El Paso County Contracts & Procurement Division, until **Wednesday, May 18, 2022 at 11:00 AM (MDT)** through electronic proposals submitted through Rocky Mountain E-Purchasing System.

The Project is being funded through the following sources: CDOT Multimodal Options Funds (MMOF) (MTF C040-067 (24016)) and El Paso County.

This solicitation is subject to the requirements 23 C.F.R. Part 172 and Colorado Revised Statutes Title 24 Government State §§ 24-30-1401 through 24-30-1408. All work to be done by such Consultant shall comply with all applicable requirements of and the foregoing and the provisions of 23 U.S.C. §112. All of the foregoing provisions are incorporated by reference and hereby made a part of this solicitation.

A recommended pre-proposal conference will be held on **Tuesday, May 3, 2022 at 2:00 PM (MDT)** at 3275 Akers Drive, Colorado Springs, CO 80922.

All questions regarding this request for proposal should be submitted through Rocky Mountain E-Purchasing System no later than **Thursday, May 5, 2022 at 11:00 AM (MDT)**.

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO [www.bidnetdirect.com](http://www.bidnetdirect.com) TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL 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.**

BOARD OF COUNTY COMMISSIONERS  
EL PASO COUNTY  
/s/ TRACI GORMAN  
CONTRACTS DIVISION MANAGER

**PUBLICATION DATES:**

BidNet: Wednesday, April 20, 2022

EL PASO COUNTY  
 CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST  
 FOR  
 EPC ADA ASSET MEASUREMENT PROJECT**

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.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE**

<b>PLEASE SUBMIT ONE (1) ORIGINAL AND ONE (1) PUBLIC COPY OF THE FOLLOWING DOCUMENTS</b>	
	Response Checklist
	Addendum(s) Acknowledgement (if any)
	Statement of Qualifications - SF FORM 330
	Specimen copies of requested Insurance Certificate(s)
	Qualification Statement
	Project Plan
	Exceptions to contract documents (if any)
	Byrd Anti-Lobbying Certificate
	Non-Collusion Affidavit

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  
EPC ADA ASSET MEASUREMENT PROJECT**

The El Paso County Department of Public Works (“County”) is seeking proposals from qualified, experienced professional engineering Consultants to provide Civil Engineering Design services (“Work”) for the EPC ADA Asset Measurement Project (“Project”). The Project is being funded through the following sources: CDOT Multimodal Options Funds and El Paso County.

There will be Federal, State (“CDOT”) and El Paso County oversight of the project. There is a 0% DBE goal associated with design of this project.

The County of El Paso, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Consultant shall enter a Services Contract with the County to provide the services outlined herein. The services requested in this RFP primarily include project coordination, project management, ADA asset data collection, planning and design. Additional future optional services may include construction management, field inspection review, property acquisition services, and/or executive meetings. Any follow-on construction will be accomplished as a separate, competitively bid solicitation through El Paso County Procurement.

**RFP TIMETABLE**

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

RFP NOTICE ADVERTISED	Monday, April 20, 2022
PRE-PROPOSAL CONFERENCE	2:00 PM (MDT), Tuesday, May 3, 2022
FINAL RFP QUESTIONS DUE	11:00 AM (MDT), Thursday, May 5, 2022
<b>PROPOSAL DUE DATE</b>	<b>11:00 AM (MDT), Monday, May 18, 2022</b>
PROPOSAL REVIEW	<i>Week of May 18<sup>th</sup></i>
CLARIFICATIONS / INTERVIEWS	<i>Week of May 23</i>
ESTIMATED NOTICE TO PROCEED	<i>Early June</i>

**I. GENERAL**

**A. DESCRIPTION**

The County is seeking written proposals from qualified and experienced Consultants to provide consulting services, including all necessary labor, materials, and equipment, to evaluate the County’s ADA infrastructure network, which includes, but is not limited to, curb ramps, sidewalks, crosswalk striping, signalized intersections and right-of-way requirements (where applicable). Each of the aforementioned components contain key attributes such as slopes, widths, vertical rise, material types, signalization, condition, and others. The project will allow the County to evaluate the current state of the system, determine compliance with current standards, create an overall GIS-based inventory and assist with planning efforts required for upgrades.

The current ADA infrastructure system contains around 6,400 curb ramps, 541 miles of sidewalks, and 2800 intersections with pedestrian crossings. Ancillary to the ADA infrastructure system are approximately 1,178 total centerline miles of paved roadways maintained by the County.

All work referenced in this RFP will be performed in accordance with the County's ADA Transition Plan Section II: Public Right of Way (approved October 2019). Moreover, due to sensitive grant funding programmed for the project, all work inherent with this project shall be completed by May 1, 2023.

## **B. PROJECT GOALS**

The services requested in this RFP will assist the County with meeting the following project goals:

- Effective project management and coordination of the identified tasks;
- Data and attribute collection of the County's ADA infrastructure network (see attachment for a description of proposed attributes);
- Asset evaluation, improvement recommendations and preliminary engineering (project report);
- Construction cost estimates; and
- Final design and preparation of construction plans and specifications, which shall include the following where necessitated:
  - Pedestrian Access Route (PAR) improvements;
  - Grading and erosion control, traffic management, drainage design and storm water management plan;
  - Right-of-Way (ROW) plans;
  - Utility plans;
  - Environmental assessments;
  - CDOT clearances; and
  - Other possible government clearance requirements.

## **C. AVAILABLE INFORMATION**

The following data and information are available to the Consultant at no cost through a License Agreement with El Paso County. This information and data will be shared after the Notice to Proceed date. The County's Project Manager will initiate correspondence between the Consultant with the County's Information Technology group. The Consultant shall assume that it will take about three (3) weeks to receive the information after the application for the License Agreement has been submitted.

- a. Comprehensive GIS data of the County's transportation assets to be evaluated with this RFP, which include:

Sidewalks - 541 miles.  
Pedestrian Curb Ramps – 6443 existing ramps and 809 proposed locations.  
Signalized Intersections – 749 total signals.  
Pavement Markings – 551 total markings.

Road Signs – 30,490 total signs.  
 Intersections – 5,229 total intersections.  
 Other transportation assets related to ADA (ROW, parcels, etc.).  
 See link below to AGOL map:

<https://epcdpw.maps.arcgis.com/apps/instant/basic/index.html?appid=385c0b53a8cb42868b00aad28c03c1a8>

If available, additional basemap data that will help ensure successful completion for the data collection portion of this project or that is required for creation of any map products as required by the ADA Transportation Facility Transition Plan will be provided to the successful Consultant. Attachments to this RFP include a vicinity (heat) map; an AGOL map (see above link) which identifies schools, hospitals, fire stations, etc.; and the ADA RFP Asset Counts provided for reference.

Additionally, the following documents are available on the El Paso County, Colorado website at:

<https://publicworks.elpasoco.com/policies-manuals/>

- El Paso County *Engineering Criteria Manual*, adopted 12/23/2004, revised 10/14/2020.
- Drainage Criteria Manual Volume 1 and Volume 1 Updated.
- Drainage Criteria Manual Volume 2.
- Pikes Peak Region Asphalt Paving Specifications, Version 5, March 20, 2019.
- 2040 Major Transportation Corridor Plan.

CDOT Manuals, Bulletins and Guidelines can be found on CDOT’s website at:

<https://www.codot.gov/library/manuals>

**D. DEFINITIONS**

For clarity in the assignment of responsibilities, the following definitions may have been used:

AASHTO	American Association of State Highway and Transportation Officials
ACOE	Army Corps of Engineers (may also be referred to as USACE)
BOCC	Board of County Commissioners
CDOT	Colorado Department of Transportation, Region 2
County	El Paso County Public Services Department
DBE	Disadvantaged Business Enterprise
EPC	El Paso County, Colorado
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
LOCAL AGENCY	El Paso County, Public Services Department Jennifer E. Irvine, PE, County Engineer 3275 Akers Drive, Colorado Springs, CO 80922
State	State of Colorado
USFWS	United States Fish and Wildlife Service

ADA	Americans with Disability Act
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## II. STATEMENT OF WORK

### A. PROJECT MANAGEMENT / ADMINISTRATION

This task shall include general administration, coordination, documentation, scheduling, reporting, and related activities for the overall successful completion of the Project.

- 1. Project Manager:** The Consultant shall identify a Project Manager for this Project who shall work directly with and support the County's Project Manager ("EPC PM") in the management and administration of the Project. The Consultant's Project Manager shall be responsive Monday through Friday during regular business hours to the EPC PM throughout the Project. The Consultant shall also identify an assistant Project Manager capable of filling in for the Project Manager if the Project Manager is not available due to travel, illness, or other event that will be longer than one week in length.
- 2. Schedule:** The Consultant shall provide, track, and update the Project schedule and milestones utilizing *Microsoft Project* critical-path-method project management software, to be compatible with the County. The schedule shall be developed in sufficient detail to track all Project tasking reflected in the statement of work submitted in the approved proposal. Additional tasks and sub-tasks shall also be included in the schedule where appropriate. An updated schedule along with a narrative report detailing progress, key issues, as well as a one-month "look ahead" of upcoming work efforts, shall be provided to the EPC PM with the monthly invoice at the end of each month for the Project duration.

The Consultant shall be held responsible for meeting the milestone dates established and approved by the County for the duration of the Project. If milestones cannot be met or the schedule slips, the Consultant shall provide an update to the EPC PM with justification for not meeting the milestone date(s) and a recommended way forward for the County's approval. If the schedule slip is determined to be within the Consultant's control, the Consultant shall be prepared to assign additional staff, as appropriate, to "catch up".

- 3. Progress Payments:** The Consultant shall prepare and submit to the County, no more than monthly charges for costs incurred relative to the Project. 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.
- 4. Project Updates and Presentations:** The Consultant shall be prepared to provide periodic project updates ready for publishing to the El Paso County website. This data shall be provided in an editable format and/or Adobe Acrobat format and may include aerial photography, AutoCAD/digital planimetrics, digital photographs, as well as verbiage. The Consultant shall also be ready to prepare presentation materials including *Power Point* presentations in accordance with Project outreach and communications efforts.

### B. PROJECT COORDINATION

The Consultant shall work closely with the EPC PM to identify impacted or interested parties and to develop strategies and action plans for facilitating communications, obtaining information, and coordinating regulatory approvals, utility issues, and property acquisition needs as required for advancing the Project.

The Consultant shall take the lead in scheduling and coordinating all meetings necessary to coordinate with the stakeholders, other affected parties, agencies, and utilities with respect to the Project schedule. The Consultant shall facilitate these meetings and provide meeting agendas to all participants prior to the meeting. The Consultant shall provide meeting minutes and track discussion and action items generated by the meeting

attendees. The Consultant shall not schedule or attend meetings with agencies, developers, or other outside parties without the direction and approval of the EPC PM. The EPC PM shall review the Project schedule and the Consultant shall maintain it throughout the Project.

Bi-weekly progress meetings shall be held with the EPC PM and informal progress plans shall be provided for discussion. Assume telecom or virtual meetings for the duration of the Project.

- i. **Technical Team Meetings:** it is anticipated that regular coordination meetings shall be held with the key stakeholders on a periodic basis, as required. These meetings may include CDOT staff assigned to the Project and/or any other applicable stakeholders. These meetings may or may not be attended by or supplemented with additional meetings with regulatory agencies, utility companies, and other impacted parties shall be scheduled as required. The Consultant shall facilitate these meetings and provide meeting agendas to all participants prior to the meeting. The Consultant shall provide meeting minutes within five working days. When a definable task is discussed during a meeting, the minutes shall identify the "Action Item," the agency responsible for accomplishing it, and the proposed completion date.

Unless otherwise specified in writing, all deliverables shall be submitted to the EPC PM for distribution. Following review by County staff and other team members, requested changes, modifications, or additions to plans shall be made by the Consultant.

## C. PROJECT REQUIREMENTS

This Project includes data collection of the El Paso County ADA assets. There is a list of minimum required attributes to be collected (see attached data collection attribute list). This Project shall include design of some of the necessary and required ADA improvements. These design projects shall require construction ready plans, specifications and estimates to receive CDOT approvals for construction. El Paso County reserves the right for scheduling purposes to direct the Consultant to begin design on a few key identified projects as necessary and as soon as sufficient attribute collection is collected.

1. **Technical Requirements:** Design and construction for the Project shall use and incorporate the following documents in order of precedence:
  - a. "El Paso County Engineering Criteria Manual" (ECM) (Revised 10/14/2020)  
<https://publicworks.elpasoco.com/policies-manuals/>
  - b. "El Paso County Drainage Criteria Manual" (DCM) (Revised 10/31/2018)  
<https://publicworks.elpasoco.com/policies-manuals/>
  - c. "Pikes Peak Region Asphalt Paving Specifications" (March 20, 2019, version 5)  
<https://publicworks.elpasoco.com/policies-manuals/>
  - d. "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", Colorado Department of Transportation, State of Colorado (2021)
  - e. "COLORADO STANDARD PLANS, COLORADO DEPARTMENT OF TRANSPORTATION, M&S STANDARDS" (2019)
  - f. Construction signage shall follow the federal "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", latest edition (MUTCD).

The Consultant shall be responsible for procuring sufficient copies of the specified documents. The design shall meet the criteria specified in the ECM. If a deviation from criteria is anticipated, the

Consultant shall present the deviation to the EPC PM for consideration. If approved, a formal deviation request shall be required as specified in the ECM.

## 2. Permits:

- Permission to Enter (PTE) forms must be prepared by the Consultant and have signed approval by the property owners prior to entry. PTE forms will be needed for all work on private property, including, but not limited to: survey work, utility locates and other data-gathering activities. Multiple work activities may be included on a single PTE form. El Paso County personnel and its agents shall be identified in the list of permittees. The County will provide the Consultant with its standard PTE template to be used in developing the form.
  - El Paso County Work in the Right of Way Permit (fee waived).
  - Other permits as required (example would be environmental permits if applicable)
3. **Design Survey:** The County will make available Light Detection and Ranging (LIDAR) data through License Agreement with El Paso County that may be used to produce digital topography for planning purposes. The LIDAR data is not sufficient for final design purposes. The mapping utilizes ground coordinates and the NAVD88 vertical datum.

The Consultant shall undertake additional survey investigations, as required, to develop base plans in sufficient detail to advance the design(s). As a minimum, this survey information should be sufficient to show existing alignments and conditions including general topography. The survey information should also establish control, include utilities, and identify existing monuments. The base survey and data collection efforts shall also be sufficient to generally identify property acquisition and/or easement needs and areas of environmental interest or concern.

The Consultant shall provide base mapping of the corridor. Planimetrics will also be provided on the base mapping. For design purposes, base mapping shall include no greater than 1-foot contour interval topography. Mapping coverage shall extend as needed to 50' minimum on either side of existing or proposed roadway centerlines. These minimums should be extended as required to accommodate drainage, water quantity and quality needs, specific areas of design, or to address other project concerns including impacts to adjacent properties. The mapping shall utilize state plane coordinates, NAD83 and NAVD88 datums or other as directed (depending on the datum to be used, the Consultant shall provide for appropriate conversion equation between datum).

4. **Drainage Analysis and Design:** All Pedestrian Access Route (PAR) improvements shall be ADA compliant and properly maintain drainage. Drainage design shall adhere to the County drainage and water quality policies and standards. The designer shall provide a drainage system to accommodate the needs of the PAR and shall meet the requirements as outlined in the El Paso County Engineering Criteria Manual and Drainage Criteria Manual.
5. **Stormwater and Water Quality:** The Consultant shall analyze and address all stormwater and water quality requirements anticipated for each alternative to ensure that each alternative shall be compliant with both the El Paso County Engineering Criteria Manual and the El Paso County Drainage Criteria Manual. The analysis and backup documentation shall be presented in a memo format and shall be incorporated into the Drainage Report. The Consultant shall also investigate and identify Best Management Practices (BMPs) for managing construction and post-construction stormwater quality. The BMPs to be incorporated into the corridor may dictate greater needs for Right-of-Way (ROW) or permanent easements. The results of these investigations and recommendations, including a conceptual list of the recommended BMPs, shall be summarized in the report. PAR and ROW requirements shall be included in the PAR construction plans (as outlined below).



- 6. Utilities:** The improvements may impact existing underground and overhead utilities. All existing public and private utility systems and future utility systems must be considered in the design of the recommended improvements. Contact with, and coordination of, utility companies' facilities during the development of alternative phase is imperative. Plans shall clearly identify existing and planned utilities. Feasibility shall be performed to determine joint utility corridor or co-location within the road right-of-way and/or platted easements as alternatives to purchase of individual, exclusive easements, depending upon individual utility company needs and prior easement agreements. The Consultant shall determine utility corridor requirements within the roadway right-of-way and identify any easement or acquisition requirements that may be required. The results of these investigations and recommendations shall be summarized in a report.
- 7. Environmental Review and Report:** It is anticipated for any selected design project that the consultant shall be required to obtain CDOT environmental clearances. It is anticipated that potential projects shall have a categorical exclusion "CatEx". If environmental work is required, the Consultant shall be expected to follow the NEPA processes for state review. The Environmental report(s) shall summarize findings of the environmental data collection and critical environmental issues, including maps, figures and tables as appropriate. "Next steps" for environmental analysis in future NEPA processes shall be identified. The Consultant shall take the lead in initial coordination with environmental agencies including local and State, and Federal agencies as appropriate, U.S. Army Corps of Engineers, Colorado Division of Wildlife, US Fish and Wildlife, the Regional Floodplain Administrator to determine appropriate processes and permitting required:
- 8. Data Collection:**

  - The Consultant shall collect and make updates to: current GIS data and inventory; geospatial locations; attribute tables; and any other pertinent information needed for existing County maintained transportation ADA facilities within the El Paso County Road Network.
  - The Consultant shall create additional GIS data points of proposed ADA improvements where existing facilities do not currently exist.
  - The Consultant shall evaluate current conditions of existing County ADA facilities.
  - Prior to data collection, the Consultant shall develop a Data Collection Plan, Project Schedule, and GIS Data Schema for approval by County staff. GIS data shall be submitted to the County on a mutually agreed upon interval for QA/QC checks.

**PLEASE NOTE:** The successful Consultant shall be responsible for verifying the quality and accuracy of any County provided GIS Transportation Asset data, providing quality control for all data collection operations, and providing a schedule for completion for data collection services to the County.
- 9. Preliminary proposed ADA improvement Project plan including assessment and analysis of data:** Upon completion of Data collection, the successful Consultant shall provide a preliminary proposed project plan with proposed priorities based on ADA compliance criteria for those inventory items needing improvements. El Paso County reserves the right for scheduling purposes to direct the Consultant to begin design on a few key identified projects as necessary and as soon as sufficient attribute collection is collected.
- 10. Develop Design Project Alternatives:** The Consultant shall select and develop several design alternatives from the necessary and proposed recommended ADA required improvements. The quantity of alternatives shall be based on cost and available funding, but it is anticipated there will five to ten alternatives required to be presented. Consultant shall address the project goals and objectives, account for potential impacts and any necessary improvements within the EPC ADA network and the

proposed and selected project limits. Each alternative shall include a discussion of individual components required for the necessary improvements. The Consultant shall then identify the reasonable alternatives that could be considered for construction within this project budget and timeframe. The alternative analysis shall also consider the type of improvements to be used. The Consultant shall evaluate the potential concerns and critical issues of each alternative concept related to the purpose and need. The appropriateness of each alternative will be reviewed and evaluated by the Technical Team as appropriate.

**11. Design Drawings and Design Criteria:** The Consultant shall develop a design package that defines the required improvements that shall be advanced into the preliminary and final design stages, and which incorporates the findings from the investigations identified in the above items. At a minimum, the design package shall include base mapping and plan drawings (scale: 1" = 40') showing existing conditions, proposed improvements, existing and future utility lines and corridors, existing and proposed right of ways, and easements. These plans should identify all anticipated impacts due to the improvements. The design package should also include vertical alignment information as well as typical cross sections showing lane widths, medians, shoulders, ADA facilities, drainage elements, permanent water quality BMP's, and utility corridors as appropriate. The design package shall also identify the key design criteria that will be utilized in the preliminary and final design development.

**12. Estimate / Project Phasing / Project Schedule:** The Consultant shall develop a cost estimate, phasing plan, and data collection schedule. Design and construction estimates shall be required for recommended alternative improvement packages. A cost estimate for each of the alternatives shall be presented and shall be considered in the selection of the proposed alternative. The estimate shall include but not be limited to provisions for design and construction, right-of-way easement and/or property acquisition, drainage design, utility relocation, environmental clearances (including mitigation property costs) and construction management services. It shall be incumbent upon the Consultant to recommend project phasing options which will result in expeditious project completion including bidding of the construction documents and final construction for this project if optional services are required.

**Cost Estimate:** A total cost estimate shall be developed in whole or phases of the recommended alternative. Preliminary and final engineering, ROW, construction engineering, and construction shall be analyzed.

**13.** Construction ready plans will require CDOT approvals. Construction ready plans and submittals will require completed design for ROW, Utility, and Environmental clearances.

#### D. DELIVERABLES

El Paso County expects a high level of quality control before submitting any deliverables to the County for review and approval. The Consultant shall include work efforts and resources to produce the required reports and documents identified for this task immediately following Notice to Proceed. Prior to document submission, the Consultant shall also provide draft and/or progress documents to the County in sufficient time to allow County review and incorporation of comments into the final document submittal. For scheduling purposes, the Consultant should allow 12 to 16 working days (3 to 4 weeks) for County review, depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule.

Electronic copies of each submittal are required unless indicated otherwise. Deliverables shall include:

- Project Schedule;
- Data Collection Plan;
- GIS Data Schema; and

- **Final GIS Data** including current and proposed ADA facilities within County right-of-way.
  - Deliverable GIS data shall be in ESRI ArcGIS 10.8 file geodatabase format unless otherwise stated by County Staff.

**Media:** The Consultant shall deliver data on an external hard drive with USB 2.0 or 3.0 interface such that it can be copied directly from the USB drive to the County server. The Consultant must guarantee the delivered media to be virus free. The County reserves the right to inspect all devices prior to connection to any county resource.

- Project report(s) identifying network deficiencies, preliminary engineering, priorities of identified projects, and recommendations required for compliance;
- Construction drawings and specifications required for construction of proposed ADA improvements;
- Construction cost estimates;
- Environmental Clearance documents; and
- Summaries of right-of-way implications and clearances likely needed from neighboring agencies, CDOT, resources agencies or environmental reviews, and utility owners.

## E. OPTIONAL SERVICES

The Consultant shall estimate optional services costs separately from the base bid costs. The need for these optional services will be determined as design of the project progresses and as funding allows. Costs for these services should be priced individually in the fee proposal and completely separated from the base bid. The Consultant shall reflect in their proposal their understanding and availability to provide the additional services, if they are later required.

1. **OPTIONAL: Construction Management (CM)**  
After review and acceptance of the project design schedule by the County, the Consultant may provide Construction Management Services to include engineering support during the procurement and construction phases. The Consultant may oversee the planning, design, and construction of a project. Coordination with the El Paso County Engineering Division is required. For estimation purposes, the Consultant shall assume and price construction management services for one (1) project of medium complexity. Include breakdown on proposed CM team including anticipated level of effort for a single project.
2. **OPTIONAL: Field Inspection Review Services**  
A plan will be made and submitted in preparation for a Field Inspection Review (FIR). The FIR is the on-site review of preliminary construction plans that signifies the end of the preliminary design phase. Field Inspection Review plans are preliminary in nature, but still must contain applicable required items and details. The FIR is held to conclude unresolved issues identified during preliminary design and to establish the specific criteria and direction to be used in the final design. The FIR will be held, and the preliminary design finalized and approved prior to proceeding with final engineering design services. For cost estimation purposes, include estimated cost for approximately 1000 lineal feet of Pedestrian Access route including curb ramps.
3. **OPTIONAL: Property Acquisition Services**  
Examples of Property Acquisition Services may include: title commitments, legal descriptions and preparation of sketch exhibits, official letters and Memorandum of Agreements, property staking and appraisals/valuations, offers and negotiations, property closings, Right-of-Way (ROW), and easement

status reports, etc. For cost estimation purposes, staff has estimated that twenty-five (25) properties may require property acquisition services.

**4. OPTIONAL: Executive Meetings**

Coordination meetings with partner agency decision makers and executive staff may be held at key points throughout the planning process. These meetings will report on project progress, coordinate interdepartmental issues, answer questions to provide high level direction to the technical team and assist with final adoption of the report results. Participation of these agencies will be based on the design projects selected, i.e., project requirements and proximity. Up to 5 Executive Team meetings may be required.

**F. ACCEPTANCE FOR DATA COLLECTION**

**1. Data.** Data shall be subjected to the following tests of reasonableness:

- a. Processing the data to ensure integration with current County GIS;
- b. Reviewing the Consultant data against selected County-collected data and actual field observations; and
- c. Ease of loading the information onto our server.

**2. Experience –** Consultant's experience in successful project completion.

**3. Project Execution:** Timeliness of project execution:

- a. El Paso County would like the Data Collection to be completed within 3 to 6 months or sooner from Notice to Proceed.
- b. The total Project funding deadline date is June 1, 2023. This means all Project closeout needs to be completed before June 1, 2023.

**III. INVOICING AND PAYMENT**

An itemized invoice with backup must be submitted to the EPC PM and approved by County staff prior to payment. Supporting documentation may include timesheets, receipts, Subconsultant invoices, travel log or other similar documents. County staff will process all payment requests for approval through El Paso County administrative personnel.

To meet the obligations of the Project's funding program, the final invoice will be approved by the County no later than May 1, 2023. This date includes submittal and approval time (allow 2 weeks as a minimum).

**A.** The County will reimburse the Consultant's reasonable, allocable, allowable costs of performance of the Work, not exceeding the maximum agreed total amount. To be eligible for reimbursement, costs by the Consultant shall be:

- 1. In accordance with the terms and conditions of this contract;
- 2. Necessary for the accomplishment of the Work;
- 3. Reasonable in the amount for the goods and services provided;
- 4. Actual net cost to the Consultant (i.e. the price paid minus any refunds, rebates, or other items of value received by the Consultant that have the effect of reducing the cost actually incurred);

5. Incurred for Work performed after the effective date of this contract; and
  6. Satisfactorily documented.
    - All allowable costs charged to the Project shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature of the charges.
    - Any check or order drawn up by the Consultant, including any item which is or will be chargeable against the Project account, shall be drawn up only in accordance with a properly signed voucher then on file in the office of the Consultant, which will detail the purpose for which said check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents shall be clearly identified, readily accessible, and to the extent feasible, kept separate and apart from all other such documents.
- B.** The Consultant shall prepare and submit to the County, no more than monthly, charges for costs incurred relative to the Project:
1. Invoices shall include the contract number, purchase order number, "Pay Request Number", a description of the services performed, the dates of performance and the amounts, description of reimbursable expenses, and any other Project specific information requested by the County. There should be a summary of accounting to include: initial contract amount, additional amount(s) added to contract via change order, amount previously billed, amount billed with current invoice, total amount billed to date including current billing and amount remaining in the contract.
  2. Invoices shall include a status report that briefly summarizes the work completed within the invoiced pay period and anticipated work for the next month.
  3. If personnel (title and/or name) that is not listed on the contract approved rate sheet is used on the Project, the Consultant shall provide a brief introduction of the employee including their Name, Title, billable rate and short description of their previous work, on-going work and/or future work on the Project. This information shall be included on the Status Report sheet.
  4. Invoices shall be signed by the Project Manager prior to submittal to the County.
- C.** 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. RFP PROCESS AND SELECTION**

##### **A. PRE-PROPOSAL CONFERENCE**

A recommended pre-proposal conference will be held on **Tuesday, May 3, 2022 at 2:00 PM (MDT)** at the 3275 Akers Drive, Colorado Springs, CO 80922.

##### **B. PROPOSAL SUBMISSION**

Bids must be received via **Rocky Mountain E-Purchasing System no later than Wednesday, May 18, 2022 at 11:00 AM (MDT)**.

The Bid Opening for RFP 22-052 will take place VIA TELECONFERENCE utilizing the call-in information below:

Participant-guest login:

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

Public Copy will 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 must be submitted by **Thursday, May 5, 2022 at 11:00 AM (MDT) via Rocky Mountain E-Purchasing System**. As appropriate, questions submitted in writing shall be answered and published in an addendum(s) on [www.bidnetdirect.com](http://www.bidnetdirect.com). Bidders finding fault in the specifications contained in this RFP should notify the Procurement Specialist named above by the final questions due date and time 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. Statement of Qualifications (SOQ) Use SF-Form 330. (Include in the Project Plan).
4. Specimen Copies of requested insurance certificates.
5. **PROJECT PLAN**: The Project Plan shall be printed on both sides of the paper, divided into appropriate sections, and information submitted shall be comprehensive, concise and easily found. The following information must be included in the Project Plan, *in the order listed*:
  - a. **Cover Letter**: Include the following elements of information in the letter as a minimum:
    - i. RFP number and Project name.
    - ii. Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
    - iii. Name, telephone number, e-mail address, and fax number of the individual to contact regarding the submittal.
    - iv. The signature of an authorized principal, partner, or officer of the firm.

- v. *Maximum of one page in length (excluding the reservations, conditions, constraints or exceptions)*
  - b. State any reservations, conditions, constraints or exceptions to El Paso County's standard Professional Services Contract or exception to the any items addressed in this document. If none, please state none. Separate page(s) may be included as required. If separate page(s) are included, an "Exceptions" section must be included and clearly marked in the proposal.
  - c. Statement of Qualifications (SOQ) – SR Form 330
    - i. Follow instructions provided in the form
    - ii. For Part I, Section F: provide a maximum of 5 "Example Projects"
    - iii. Understanding and Approach: In Part I, Section H, provide a summary narrative describing the Firm's understanding and approach for completing the proposed work as described in this RFP:
      - Provide a clear understanding of the Project requirements and (unique) approach to management of the Project, for example, cost, schedule, constraints, or risks, etc.;
      - Provide a clear understanding of the Project requirements with respect to Federal funding and CDOT oversight;
      - Provide anticipated design concepts; and
      - Attach an overall estimated schedule to include key tasks and milestones.
6. **FEE PROPOSAL (DO NOT SUBMIT UNLESS REQUESTED BY COUNTY)**: The fee schedule shall be provided as a separate document, independent of the technical proposal **AND ONLY IF REQUESTED BY THE COUNTY**. If requested, Fee/Rate/Cost schedule for services proposed must include the following at minimum:
- a. Submit by task, labor category/title, associated rate and estimated hours per task. Include "all" anticipated labor categories/titles that may be used on the Project. The successful Consultant shall verify all mathematical calculations.
    - Include names of Key Personnel with their title, classification, unit rate, and labor hours.
    - In addition, 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 Schedule) for each title are not required. The final approved rate sheet will be included in the contract. A separate rate sheet from the schedule of services is anticipated.
  - b. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.
  - c. Hourly rates, unit rates, and markups not included as part of the Consultant's original fee schedule will not be considered.
  - d. A multiplier on personnel rates for overtime/off-hours work or field work conducted using upgrade levels of personal protection (i.e. Level C, B, or A) will not be considered.
  - e. Non-labor expenses shall be listed at cost (no loading on non-labor).

- f. Mileage will be paid at the approved Federal rate. This rate will be specified in the fee proposal and will be included in the contract.
- g. List any additions in Miscellaneous Expenses – be specific.
- h. Unit rates for Consultant owned equipment not listed will be accepted as long as the items are included as part of the Consultant's original fee schedule submitted in response to the RFP.
- i. Attach Subconsultant fee estimates.
- j. Total (not to exceed) Project cost.
- k. Costs for optional services should be priced individually in the fee proposal for each optional item one (1) through four (4) of the services listed in Paragraph II.E above. Costs for each optional item should be separate and distinct from each optional service and from the base bid in the fee proposal.

*Federal reimbursements for costs are limited to those costs allowable under the cost principles of 48 CFR 31. Fixed fees (profit) are determined with consideration given to size, complexity, duration, and degree of risk involved in the work. Profit is in the range of six to 15 percent of the total direct and indirect costs.*

**Fees and rates must be good for a minimum of one (1) year.** Rate changes are typically limited to re-evaluation with Contract Amendments. Any requested adjustment shall be fully documented and submitted, in writing, to the County at least sixty (60) days prior to the requested adjustment date. Fees and/or rates shall be considered for an adjustment only if adjustments occurred in the industry. Such adjustments shall be based on the latest yearly percentage change in the Denver-Boulder-Greeley Consumers Price Index (CPI) as published by the Bureau of Labor Statistics, U.S. County of Labor, and increases shall not exceed three percent (3%). The yearly increase or decrease in the CPI shall be the latest Index published and available for the prior 12 months, ending in the month that the adjustment was requested. Increases claimed by the Consultant in accordance with this formula must be documented by the Consultant to the County's satisfaction. The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient.

## **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 **Insurance Checklist** (attached). The successful Consultant will 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.

## **V. EVALUATION AND AWARD PROCESS**

### **A. CONSIDERATION OF PROPOSALS / RECEIPT, OPENING AND RECORDING**

The names of all Consultants submitting proposals and the names of all Consultants, if any, selected for interview will become public information. After approval of award, final ranking and evaluation scores for all proposals will become public information. The contents of any proposal will not be disclosed to competing Consultants during the negotiation process.



## B. SELECTION PROCESS

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

1. Evaluate the proposals submitted by the Offerors to establish a short-list. They may conduct interviews with or require presentation by top three (3) Offerors regarding their qualifications, their approach to the Project, and their ability to furnish the required services.
2. Rank the proposals according to the identified criteria and submit a recommendation of award to the County; or
3. Recommend termination of the selection process.

If no proposals have been submitted, the committee may recommend termination of the selection process.

## C. EVALUATION CRITERIA

1. All proposals deemed acceptable will be rated based upon the submitted requirements. **Price is not factor in the short-list selection process.** Price will be considered during the negotiation process.

Proposals should include a minimum of three (3) examples of relevant projects.

Rating criteria will include the following items, listed in no order of importance:

- a. Project Team / Firm(s)
  - i. Ability to furnish professional services
  - ii. Experience with Federal Funding
  - iii. Qualifications / licenses / training
  - iv. Relevant experience
- b. Project Team / Key Personnel
  - i. Experience with Federal Funding
  - ii. Qualifications / licenses / training
  - iii. Relevant experience
- c. Understanding and Approach to the Work
  - i. Understanding of basic Project requirements and management approach
  - ii. Understanding of Project requirements specific to federal funding and CDOT oversight
  - iii. Anticipated design concepts
  - iv. Additional elements of interest

2. Upon completion of the initial review of proposals, the County may contact the highest rated firm or up to the three (3) highest ranked firms and schedule interviews.

The County has the right to waive technical irregularities in the Consultant's proposal that do not alter the quality or quantity of the services if the Consultant submits exceptions.

If a Consultant who otherwise would have been awarded a contract is found not to be a responsible Consultant; the second most qualified Consultant will be considered.

#### **D. NEGOTIATIONS**

1. The County may negotiate a contract with the highest qualified Consultant for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the County will take into account the estimated value, scope, complexity, and professional nature of the services.
2. For cost-plus-a-fixed-fee professional service contracts, the County shall require the Consultant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation to be paid by the County for the professional services are accurate, complete, and current at the time of contracting.
3. Should the County be unable to negotiate a satisfactory contract with the most qualified Consultant at a price determined to be fair and reasonable, negotiations with that Consultant will be formally terminated. The County designee may then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified Consultant, the County designee will formally terminate negotiations with that Consultant.
4. The County may then undertake negotiations with the third most qualified Consultant.
5. Should the County be unable to negotiate a contract with any of the Consultants selected by the committee, additional Consultants will be ranked in order of their qualifications and the committee may continue negotiations in accordance with this section until a contract is signed with a qualified Consultant or the procurement process is terminated and a new request for proposals is initiated.
6. The County will publicly announce the Consultant selected for award.

#### **E. NOTICE OF AWARD**

After award by the County, a written notice of award will be issued by the County Contacts and Procurement Division after review and approval of the Proposal and related documents by the County within thirty (30) days of proposal opening.

#### **F. TERM OF CONTRACT**

The term of the contract will be from Notice to Proceed through June 1, 2023. A contract may be renewed for up to four (4) additional one-year options, at county's sole discretion, upon satisfactory performance by the contractor, approval, and adoption of the budget and/or re-appropriation for each fiscal year. A contract awarded between El Paso County and the successful Consultant will consist of a Cost-Plus Fixed Fee Services Contract, subject to CDOT standards, this RFP and any addendums, the submitted proposal, results of any negotiations, the resulting Purchasing Order, and certificates of insurance.

**If Consultant does not agree with any terms or conditions of the County's standard Contract or any items in this document, the Consultant must present its exceptions with its proposal.** If no concerns are expressed by Consultant, the County shall consider that all terms and conditions of the standard contract will

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 Consultant 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 Consultant, County employee, or any competitor.

The Consultant is prohibited from submitting multiple proposals in a different form (i.e. as a prime Consultant and as a Subconsultant to another prime Consultant). Submittal of multiple proposals in different form may result in the disqualification of all Consultants 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 Consultant 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.

Further, Consultant and authorized Subconsultants affirm they are registered on sam.gov and are not presently excluded from participation, debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise ineligible to participate in a federal payment program by any federal or State of Colorado department or agency. If Consultant or Subconsultant, or any of their respective employees or authorized agents, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the term of this contract, County will notify the State in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to County, the County, in its sole discretion, reserves the right to immediately cease contracting with Consultant and terminate this contract without penalty to the County.

## **VI. ATTACHMENTS**

1. Statement of Qualifications (Standard Form 330)
2. Vicinity (Heat) Map
3. Data Collection Attributes
4. Instructions for Submitting Proposals
5. Services Contract
6. Exhibit J – Additional Federal Provisions
7. Exhibit K – FFATA Supplemental Provisions
8. Exhibit M – OMB Uniform Guidance for Federal Awards
9. Byrd Anti-Lobbying Certificate
10. Insurance Checklist
11. ADA RFP Asset Counts