

REQUEST FOR QUALIFICATIONS

Arkansas Riverwalk Trail System – Florence to Canon City Trail Extension Project

1. INTRODUCTION

The City of Florence (the “City”) in partnership with The Cañon City Area Metropolitan Recreation and Park District (the “District”) requests proposals from highly qualified planning, design and engineering firms for the planning, design and engineering of a non-motorized pedestrian – bicycle trail from Florence to Canon City running from Mackenzie Avenue to the Florence River Park. The trail is part of the Eastern Fremont County Trails, Open Space and River Corridor Master Plan (“EFC Master Plan”) and part of the City of Florence Master Plan. The services of the planning firm will center on community outreach & meetings, research, route selection process, working with diverse stakeholders such as CDOT, landowners, County Commissioners, and interest groups, City of Florence and Canon City Area Metropolitan Recreation and Park District.

The Cañon City Area Metropolitan Recreation and Park District and the City of Florence led a community effort that developed the 2015 EFC Master Plan, and the City of Florence adopted that plan in 2015. Many parts of the 1997 and 2015 master plans have been implemented and completed including new sections of the Arkansas Riverwalk Trail, open space projects, new parks, and recreational river features. The present project is a highly requested project from numerous citizens, local groups and is a part of the Arkansas Riverwalk extension trail, although various challenges on this stretch means some or all of the trail may or may not be located along the Arkansas River.

Non-Motorized Trail Goals

- To solicit citizens of the community, community leaders, and landowner feedback, work with CDOT staff and others to prioritize 2 to 3 routes from Florence to Canon City according to safety, cost, acquisition, community and landowner support. Assist staff in determining a final preferred route.
- To generate cost estimates for the all alternate route options.
- To generate construction level documents and detailed cost estimates for the preferred route.
- To develop trail alignments, crossings, and specifications for the trail in the expected various conditions (off street, on street, and waterway crossings)
- To identify priority sections & phasing, long-term funding, grant funding opportunities and implementation strategies.

2. INQUIRIES

Any questions regarding this Request for Proposals should be directed to:

City of Florence
Attn: Wade Broadhead, Planning Director
600 W. 3rd Street
Florence, CO 81226. Email: wbroadhead@florencecolorado.org.
Phone: 719-371-5914

3. SUBMITTAL DATE AND LOCATION

Proposals shall be submitted to:

City of Florence
Attn: Wade Broadhead, Planning Director
600 W. 3rd Street
Florence, CO 81226

Submittal date: All proposals must be received prior to 4:00 p.m. on September 19th, 2017.

Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR QUALIFICATIONS – Florence to Canon City Trail Extension Project"

4. CONDITIONS OF PROPOSAL SUBMITTAL

All proposing firms shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

The proposal must be signed by a duly authorized official of the proposing firm submitting the proposal.

Only one (1) submittal will be accepted from any firm.

The City will not return proposals, or other information supplied to the City, to the Firm.

5. EVALUATION OF PROPOSALS

All proposals will be evaluated by a committee made up of District and City Staff. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. On the basis of the proposals received, the committee is expected to recommend up to three Firms for further consideration by the selection committee made up of Florence City Council and representatives from the District. An award will be extended to the selected firm who will enter into a contract with the City of Florence after approval from CDOT.

6. EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City and District, both in service cost and in scope of the services offered.
- B. Responsibility of the proposing firm and their experience in dealing with local governments on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceed the terms of the Request for Proposal.
- D. Experience with CDOT funding partnership and associated grant reporting for the local agency.

7. PROPOSAL ELEMENTS & FORMAT

Proposals shall contain all information as requested herein and any additional information necessary to summarize the services and overall benefit of the proposal to the City.

Proposals shall include the following:

- A. A cover letter stating the name, address, telephone number, fax number and emailing address of the proposing firm. The letter must bear the signature of the person having the authority to make the proposal for the firm and bind the firm in a formal contract with the City.
- B. A response that defines the methods and means by which the proposing firm will perform the services outlined in the Request for Qualifications.
- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.
- D. A list of what portion of the work, if any, will be subcontracted and the name of the subcontracting firms or individuals that will be used.
- E. A list of at least three (3) references for which services have been provided by the proposing firm and each subcontractor, if any subcontractors are to be used. Include contact names, addresses, telephone numbers and email addresses.
- F. Any other information deemed necessary by the proposing firm.
- G. Please provide one (1) original and six (2) copies of the proposal.

Submittal of a proposal shall be taken as *prima facie* evidence that the firm has full knowledge of the scope, nature, quality, and quantity of work to be performed, and the detail requirements and conditions under which the work is to be performed.

8. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM

Professional service or creative work, including consultation, evaluation, planning, design, engineering, surveying, etc., must be performed by a registered professional licensed to practice in the State of Colorado.

The successful proposing firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City.

The successful proposing firm and its employees will operate as an independent contractor and will not be considered employees of the City.

The firm will include as part of their Proposal, a Statement of Qualifications. This Statement shall include a list of those individuals who will be working on the project either as employees or principals of the firm, and the names of the subcontractor entities who will work on the project under the supervision of the firm. For employees/principal/subcontractors of the firm, a brief statement of individual education, professional registrations, areas and years of relevant experience is required, as well as a brief list of representative clients.

The City and District shall be provided with and shall have the right to use all data, documents, maps, photographs, drawings and specifications resulting from the firm's efforts on the project. Reuse of any such materials by the City and District on any extension of this project or any other project shall be allowed. Firm shall have the right to retain copies of all materials. Firm retains the right of ownership with respect to any patentable concepts or copyright materials arising from its services, provided that the work to be developed hereunder shall be the sole property of the City and District and may be copied, distributed, amended, and used by the City and District and others for any purpose deemed appropriate by the City and District.

9. SCOPE OF WORK / SERVICES

The minimum scope of work is outlined below. The firm is encouraged to recommend additional scope of work items, if certain items have been omitted.

- Project Start-Up Meetings
- Project Site Assessment
- Review of previous 1997 and 2015 EFC Master Plans
- A minimum of 2 Public Meetings
- A minimum of 6 Stakeholder Interview Meetings
- Prepare At least 2 Alternative Alignments
- Prepare a Listing, With Maps, of Proposed Routes
- Public Review and Comment
- Prepare Preferred Alignment maps and details and challenges
- Prepare Construction Cost Estimates
- Prepared engineered stamp construction level documents
- Establish Project Prioritization Schedule

The anticipated timeframe for this project process is six to seven months for a draft and must be completed by September 1, 2018.

10. RESPONSIBILITIES OF THE CAÑON CITY AREA METROPOLITAN RECREATION AND PARK DISTRICT AND THE CITY OF FLORENCE

A hardcopy of the 2015 EFC Master Plan will be provided upon request, and various documents and correspondences related to this project, copies of the City of Florence Master Plan and associated trails planning files will be made available.

Provide public and stakeholders meeting locations and feedback from City and District Staff and liaison with various agencies and stakeholders.

11. INDEMNIFICATION

The Firm agrees to indemnify and hold harmless the City and the District, its officers and staff, from and against all liability, claims, demand, and expenses, including court costs and attorney fees, on account of injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the firm, subcontractor of the firm, or any officer, employee, or agent of the firm. Nothing in this RFQ or acceptance / negotiation of any proposal should be interpreted or construed as a waiver of the City's governmental immunity, as outlined in the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et. seq.*

12. INSURANCE

Firm agrees to provide and maintain during the performance of the Services:

- A. Statutory Workers' Compensation coverage.
- B. Employer's Liability
- C. General Liability insurance coverage in the sum of \$1,000,000
- D. Automobile Liability insurance coverage in the sum of \$1,000,000
- E. Certificate of Insurance, naming the City and District as an additional insured.

13. INCURRING COSTS , LIMITATION AND AWARD

Request for Proposal does not commit the City of Florence to award a contract, nor to pay any costs incurred by successful or unsuccessful firms in the preparation and submission of proposals in anticipation of a contract. The City reserves the right to reject any or all proposals received, to waive formalities, to cancel or change the RFP, to negotiate and to award on basis other than anticipated cost to the City, and to proceed or not proceed with the trail extension project plan as it deems to be in the City's best interest. After a priority listing of firms is established, the City may negotiate a contract

with the top priority firm. If negotiations cannot be successfully completed with the top firm, negotiations may be initiated with next priority firm.

14. SUGGESTED TIMELINE FOR PROJECT

It is the intention of the City of Florence and Canon City Area Metropolitan Recreation and Park District to adhere to the following schedule:

Release Request for Proposals	August 30, 2017
Proposals Due Date	Sept 19, 2017
Committee Review of Proposals	Sept 21, 2017
Firm(s) Presentation	Sept 26/27, 2017
Project Awarded	October 2, 2017
Presentation of Draft Project Plan	January 26, 2018
Completion of Project Plan	March/April, 2018
Construction Drawings/Easements Obtained	September 1, 2018
Project Closeout	