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PUBLIC SERVICES DEPARTMENT  
Contracts and Procurement Division

**REQUEST FOR PROPOSALS**  
**RFP NO.: 12-013**

Sealed proposals for **Civil and Traffic Engineering Planning and Design Services for West Colorado Avenue / Manitou Avenue** will be received by the El Paso County Contracts and Procurement Division Manager, 200 S. Cascade Avenue, Upper Floor, Colorado Springs, CO 80903, UNTIL: **2:00 P.M., TUESDAY, MARCH 6, 2012. Faxed proposals will not be accepted.** This project is being funded through the following sources: Federal/State (CDOT Project No. NH C040-032 18778). **There is a DBE Goal set at TBD for consulting services provided for this project. This project is exempt from Davis-Bacon requirements.**

A **MANDATORY PRE-PROPOSAL CONFERENCE** will be held on Thursday, February 23, 2012 at 2:00 P.M. at the Budget Conference Room, Contracts and Procurement Division, 200 S. Cascade Ave., Upper Level, Suite 150, [note new address], Colorado Springs, CO 80903. Interested firms should meet at the date, time and location noted above. When attending the pre-bid conference, please bring your business card. Questions need to be submitted no later than 2:00 p.m., Monday, February 27, 2012, preferably in email or fax format; all technical questions need to be submitted in email or fax format.

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

PLEASE USE OUR WEBSITE ONLY.

**PLEASE CONTACT THE CONTRACTS and PROCUREMENT DIVISION AT 719-520-6402 TO REQUEST A SPECIFICATION PACKAGE OR LOG ONTO OUR WEBSITE AT [WWW.ELPASOCO.COM](http://WWW.ELPASOCO.COM) TO DOWNLOAD DOCUMENTS.**

Any questions regarding this proposal should be directed to Brenda Gordon, CPPB, Procurement Specialist, email: [brendagordon@elpasoco.com](mailto:brendagordon@elpasoco.com) or 719-520-6392. Do not contact any other individual regarding this solicitation. All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

BOARD OF COUNTY COMMISSIONERS  
EL PASO COUNTY  
/s/ EILEEN GONZALES  
CONTRACTS MANAGER

**PUBLICATION DATES:**

**Fountain Valley News:** February 8, 2012  
February 15, 2012  
February 22, 2012  
**Gazette:** February 12, 2012  
February 19, 2012  
**Denver Post:** February 12, 2012  
February 19, 2012

**If you are not interested in bidding on this project or similar projects, please contact the Contracts and Procurement Division at (719) 520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of bids and proposals for El Paso County. Your cooperation is appreciated.**

200 S. CASCADE AVENUE  
OFFICE: (719) 520-6390  
[WWW.ELPASOCO.COM](http://WWW.ELPASOCO.COM)



COLORADO SPRINGS, CO 80903  
FAX: (719) 520-6396

EL PASO COUNTY  
CONTRACTS and PROCUREMENT DIVISION

**RESPONSE CHECKLIST**  
For  
**Civil and Traffic Engineering Planning and Design Services**  
**for West Colorado Avenue / Manitou Avenue**  
**(CDOT Project No. NH C040-028 18778)**

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 RFP (Request for Proposal) may be cause for rejection of the proposal.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer shall check each box indicating compliance:

- Response Checklist
- Addendum(s) Acknowledged (If Applicable)
- Qualification Statement
- Copies of Professional Liability, General Liability Insurance and Workers Compensation (If Applicable) Certificates
- ONE (1) ORIGINAL hardcopy **and** SEVEN (7) hardcopies of Proposal Package
- ONE (1) ORIGINAL hardcopy **and** SEVEN (7) hardcopies of Cost Proposal (**in a separate sealed envelope**)
- ONE (1) Public Copy of Proposal (hardcopy) **and** (1) Public Copy of Fee Proposal (hardcopy **in the separate sealed envelope**)
- ONE (1) digital version (CD) of the proposal & the fee proposal, **and** the public copy proposal & fee proposal (these items can be on same CD).

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

<b>COMPANY NAME</b>	<b>PHONE NUMBER</b>
<b>STREET ADDRESS</b>	<b>FAX</b>
<b>CITY, STATE, ZIP</b>	<b>Email</b>
<b>AUTHORIZED REPRESENTATIVE NAME (PRINT)</b>	<b>TITLE</b>
<b>AUTHORIZED REPRESENTATIVE SIGNATURE</b>	<b>DATE</b>

EL PASO COUNTY  
CONTRACTS and PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS  
FOR  
Civil and Traffic Engineering Planning and Design Services  
for West Colorado Avenue / Manitou Avenue**

The El Paso County Public Services Department (COUNTY) is seeking proposals from qualified, experienced professional engineering firms, specifically with specific planning and engineering experience in the area of transportation corridor planning, to provide Civil and Traffic Engineering Planning and Design services for improvements to West Colorado Avenue / Manitou Avenue between North 31<sup>st</sup> Street and the State Highway 24 off ramp which will be known as the SH 24 Business West Corridor Study.

The successful firm shall enter into a Professional Services Contract with the COUNTY to provide the services outlined herein. This collaborative planning study is intended to document the specific purpose and need for improvements, develop and screen a range of reasonable alternatives, identify a preferred alternative and provide a corresponding conceptual design. The consultant services requested in this request for proposal (RFP) primarily include project coordination, project management, corridor study, alternatives analysis, conceptual design, and solicitation of public involvement. The Contract type will be Project Specific - Non Task Specific. Work will be performed on an "as needed basis", meaning that neither COUNTY nor the Consultant has any obligations under the Contract until a task order is issued.

The major elements of this Contract include the following services: development of a Work Plan that documents the approach, processes, procedures, strategies, and methodologies for preparation of the West Colorado Avenue / Manitou Avenue Planning and Environmental Study; data collection; corridor traffic study / travel demand forecast; public communication process and outreach; development and screening of alternatives including multi-modal needs (as well as the No-Action alternative); estimation of planning-level costs; general right-of-way analysis; land use evaluation; environmental data collection for alternative development and screening, and for selection of the preferred alternative; Access Management Plan; identification and prioritization of segments of independent utility documented in a Project Implementation Plan; final report; and conceptual design plans.

This study will not result in a NEPA decision document. Rather, the study's purpose is to provide the necessary transportation planning and early decision-making for the West Colorado Avenue / Monument Avenue corridor that can provide the basis for future projects and NEPA studies within the study area.

This study should be considered a part of a continuous process starting with planning at the MPO level and continuing through programming, NEPA studies, and environmental permitting. As a "link" between planning and NEPA, this study will focus only upon the development of a specific purpose and need and on sufficient environmental and cost analyses as well as public and agency involvement to evaluate and eliminate alternatives and arrive at a preferred alternative.

Additional scope beyond the corridor and alternatives analysis phase is generally outlined within this scope of work; however the future scope may be reduced or expanded to include other portions depending on the findings during the planning study and alternatives analysis phase. The Scope of Work may be expanded at a later date to encompass all the NEPA activities that are required to complete a Categorical Exclusion, Environmental Assessment or Environmental Impact Statement for improvements to sections of independent utility within the project area. The COUNTY, at its discretion, may choose to have the consultant perform additional project coordination and project management during future project phases - preliminary design, final design, NEPA documentation, property acquisition services, and design support during the construction phase, as well as construction management.

This corridor and alternatives analysis phase of the project is budgeted at \$300,000 and is federally funded through the CDOT Regional Project Priority Program. Funding for future phases has not yet been determined, but may be considered for possible future PPRTA funding should the PPRTA capital program be reauthorized beyond its current 2014 date.

A DBE goal of zero percent (0%) has been established for this phase of the project. The terms and conditions of IGA between the County and the state of Colorado Department of Transportation (Project Number NH C040-032 (18778) apply to this Request for Proposals.

## **I. GENERAL**

### **A. PURPOSE**

The overall purpose of this RFP is to select and contract with one consultant team that is qualified and capable of providing all necessary services outlined in this proposal. Since this phase of the project is budget constrained, the consultant shall structure its proposal to allocate resources to provide the Best Value to the COUNTY in developing alternatives and proposed solutions to the corridor issues. The consultant should clearly identify in their proposal the appropriate level of effort/study proposed for each task during this phase as well as identifying which portions of those tasks are more appropriately deferred to a later phase including the rationale for such deferral. The goal of this phase is to: identify the issues, obtain agency and public input concerning the needs of the corridor, and develop alternatives and conceptual design that will allow the project to move forward into preliminary design when additional funding is available. The successful firm shall enter into a Professional Services Contract with the COUNTY to provide the services outlined herein.

The project goal is to develop a plan that can be approved and adopted by local entities (City of Colorado Spring, City of Manitou Springs, CDOT and El Paso County) that identifies the capacity and safety issues on West Colorado Avenue / Manitou Avenue and results in the selection of a preferred alternative that addresses those issues.

The planning study will:

1. Document a Purpose and Need for improvements
2. Develop, evaluate, and screen a range of alternatives (Development of Alternatives) and contain a preferred alternative(s) to best improve safety, mobility, traffic flow, drainage improvements, infrastructure repairs and maintenance, and streetscape
3. Establish priorities for improvements
4. Document each step in the collaborative planning process so that decisions made during this study will not need to be reevaluated during subsequent NEPA studies
5. Clarify a plan for obtaining ROW control by the local jurisdiction(s)
6. Complete a Corridor study using CDOT's guidelines that all jurisdictions' governing bodies can support and formally approve/adopt.

This study will address safety, mobility, traffic flow, drainage, infrastructure and streetscape on West Colorado Avenue / Manitou Avenue within the study area. It will clearly define a corridor Purpose and Need, project termini, segments of independent utility, traffic operations improvements, and an access management plan. The Consultant will examine a reasonable range of alternatives for improvements, including the No-Action Alternative.

### **B. BACKGROUND AND GENERAL DESCRIPTION**

The West Colorado Avenue / Manitou Avenue corridor to be studied under this proposal extends from North 31<sup>st</sup> Street in the City of Colorado Springs to the intersection with the State Highway 24 off ramp in the City of Manitou Springs. Portions of the corridor are in unincorporated El Paso County.

The road is also the SH 24 (Business Route) and therefore falls under the responsibility of the Colorado Department of Transportation (CDOT).

This stretch of road connects Old Colorado City, a National Historic District on the southwest side of Colorado Springs, with the City of Manitou Springs, which is also a National Historic District. Each of these areas has its own character and is a destination stop for many tourists visiting the collection of galleries, specialty shops, gift shops, clothing boutiques, and antique stores in each area.

For several years, the four governmental entities have been meeting to find solutions needed to establish common ownership responsibilities, implement improvements and to enhance safety along the Avenue. The current road structure has not been modified and does not include improvements expected in a modern urban environment: areas without curb/gutter & sidewalk, no underground storm water system, undefined driveway access locations, many overhead utilities. The bridge over Fountain Creek has a low sufficiency rating (51.8) and may need improvements to better accommodate pedestrians as well as motor vehicular traffic. Also, the pavement structure has a steep roadway crown section which needs to be addressed.

In December, 2008, El Paso County, the City of Colorado Springs, and the City of Manitou Springs submitted an application under the State Maintenance Incentive Pilot Program (MIPP), whereby maintenance of this stretch of roadway would be shared by the City of Colorado Springs and by the City of Manitou Springs. This application, although not approved, contains good background information regarding the issues in this corridor, and is included as an available document.

In August 2010, the City of Colorado Springs in partnership with the City of Manitou Springs and El Paso County submitted an application for a TIGER II Grant under the Federal Transportation Improvement Generating Economic Recovery Program. This application, which was not approved for Tiger II funding, also contains good background information regarding the issues in this corridor, and is included as an available document.

### **C. CONSULTANT RESPONSIBILITIES AND DUTIES**

This Contract will be a Task Order format with the Consultant performing services on various elements as required by COUNTY. The Consultant will be responsible for full planning, coordination, and public relations during the planning study with individual scopes to be defined in each future task order.

The Consultant is responsible for:

1. Determining transportation needs for the area and affected communities.
2. Providing continuous communications with affected agencies.
3. Developing a series of proposed alternatives, analyzing the feasibility of proposed alternatives, refining the most feasible proposed alternatives and determining impacts of the proposed alternatives if they are implemented.
4. Preparing a preliminary report of all socioeconomic and environmental studies that will be required.
5. Developing traffic projections for West Colorado Avenue / Manitou Avenue and intersections that connect to it. This work may include activities related to traffic engineering, intersection evaluation and concept design, traffic flow management, access evaluation, and traffic control plan development.
6. Assisting COUNTY in interagency coordination with affected local entities, such as, but not limited to: City of Colorado Springs, City of Manitou Springs, and CDOT.
7. Progress meetings and other pertinent meetings.
8. Small group meetings with local entities, developers, and affected citizens and business owners.
9. Public meetings during the public involvement process.

10. Project documentation and document control as it pertains to that portion of the design and environmental work which the Consultant performs.
11. Coordinating with the COUNTY Project Manager (COUNTY PM) and others for all activities, tasks, meetings and deliverables.
12. Conceptual Estimate, Construction (or Phasing) Packaging and Schedule Recommendations
13. Developing a list of possible funding sources for the project(s)

The aforementioned roadway shall be evaluated during the planning study and alternatives analysis phases, and shall consider previously approved development plans (as well as those development plans that are in progress) for the corridor. Preliminary design and final design requirements are generally outlined within this scope of work; however the preliminary and final design scope may be reduced or expanded to include other portions depending on the findings during the planning and conceptual design phases.

The overall planning and engineering work will be advanced in phases that may include the Planning /Alternatives Analysis phase, Preliminary Engineering phases, Final Design phases, property acquisition, and Construction Phases. It is intended that through this process the selected consultant shall manage the planning and engineering phases and shall be responsible for overall coordination of work with its sub-consultants as well as agencies and/or departments both internal and external to El Paso County Public Services Department. It is expected that based upon corridor preservation priorities, changing access needs, and increasing travel demand in some parts of the corridor, the alternatives analysis will help identify a prioritization for preliminary design, final design and/or construction phasing for the West Colorado Avenue / Manitou Avenue Project. Other recommended improvements within the corridor will be identified and/or confirmed during the conceptual development stage of this project and identified for inclusion in the bid packages, as appropriate.

#### **D. AVAILABLE DOCUMENTS AND GEOSPATIAL DATASETS**

The following documents will be available to proposers without cost. Electronic documents will be provided when available, otherwise documents will be provided as paper copies.

1. **El Paso County Major Transportation Corridors Plan** adopted September 2004, available at "<http://adm.elpasoco.com/Transportation/>" (El Paso County website).
2. **Engineering Criteria Manual** for El Paso County, Revision 1, adopted 9 January 2006, and 2008 supplement available at "<http://adm.elpasoco.com/Transportation/>" (El Paso County website).
3. **Drainage Criteria Manual, Volume I & II**, available at "<http://adm.elpasoco.com/Transportation/>" (El Paso County website).
4. **El Paso County Policy Plan** adopted January 1998, link available at "[http://adm.elpasoco.com/Development\\_Services/Development\\_Services\\_Long\\_Range\\_Planning/](http://adm.elpasoco.com/Development_Services/Development_Services_Long_Range_Planning/)" (El Paso County website).
5. **El Paso County Parks and Leisure Services Master Plan** adopted September 2005, link available at "<http://adm.elpasoco.com/Parks/>" (El Paso County website).
6. **Moving Forward 2035 Regional Transportation Plan** adopted Spring 2008, link available at "<http://ppacg.org/transportation/regional-transportation-plan>" (Pikes Peak Area Council of Governments Website).
7. **2035 Long Range Transit Plan Mountain Metropolitan Transit** dated March 2008, link available at <http://www.springsgov.com/Page.aspx?NavID=3371> (City of Colorado Springs website).
8. **US Highway 24 Business Route Maintenance Incentive Pilot Program Application** dated December 2008, available from El Paso County Procurement and Contracts Office.
9. **US 24 West Business Route-west Colorado Ave./Manitou Ave. Revitalization Project – Tiger II Grant Application**, dated August 2010 available in .pdf from El Paso County Procurement and Contracts Office.
10. **US 24 West Environmental Assessment project information**  
<http://www.coloradodot.info/projects/us24west>

11. **CDOT I-17-H Structure Inspection and Inventory Report**, available in .pdf from El Paso County Procurement and Contracts Office.

GIS data sets are available without cost to the successful consultant; however a request must be made to El Paso County's Information Technologies Department. The acquisition of County data will require the execution of a license agreement. The license agreement form is found on the County website; [http://www.elpasoco.com/gis/licensed\\_data\\_catalog.asp](http://www.elpasoco.com/gis/licensed_data_catalog.asp). 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.

The following digital data will be available from El Paso County to the successful consultant:

- Soils (NCRS grouped by HSG)
- Land Uses using County land use categories for 2005 thru 2030
- LIDAR Ground Data-2002 (contours are not provided but may be derived from manipulation of the LIDAR data)
- Aerial Photography
- Storm sewer facilities
- Floodplains
- Basin Boundaries
- Streamlines
- Parcel and Right-of-way ownership
- Roadways
- Wildlife habitat or wildlife impact developed by the Colorado Department of Wildlife
- Wetlands

All of the County data is geo-referenced to the same coordinate system; however, the precision of each data set may vary. The consultant will 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.

## II. STATEMENT OF WORK

### **TASK 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.

The consultant shall identify a project manager for this project who shall work directly for and support the COUNTY Project Manager (PM) in the management and administration of the project. The consultant's project manager shall be responsive on a daily basis Monday through Friday to the COUNTY PM throughout the project. The consultant shall also identify an assistant project manager capable of filling in for the project manager in the event that the project manager is not available due to travel, illness, or other event that will be longer than one week in length.

1. Initial Project Meeting: An initial project kick-off meeting will be held with COUNTY. The meeting may include an on-site inspection to familiarize the entire project team with the character and conditions of the area. The Consultant shall coordinate the meeting, send notices with a draft agenda, and provide meeting minutes to all those invited.
2. Project Management Plan: The Consultant shall submit a plan for managing the project, including task orders, a modified schedule, document quality assurance program and other project needs.
3. Resource Review: Consultant shall review relevant standards and specifications and document environmental requirements applicable to the project. This task shall include meetings with the COUNTY, City of Colorado Springs, City of Manitou Springs and CDOT representatives to discuss the initial work efforts of the project.

4. Project Study Area Boundary: Project logical termini will be established by the Consultant in coordination with COUNTY staff.
5. Project Schedule: The consultant shall provide, track, and update the project schedule and milestones utilizing Microsoft Project critical-path-method project management software. The schedule shall be developed in sufficient detail to track all project tasking reflected in the statement of work. 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 two-month "look ahead" of upcoming work efforts, shall be provided to the COUNTY PM at the end of each month for the project duration. This information should also accompany the monthly invoice submittal.
6. Project Updates: The consultant shall provide periodic project updates (as necessary to keep the public adequately informed) ready for publishing to the El Paso County website. Depending on the phase of the project, the frequency required could be bi-monthly, monthly, weekly or daily. This data shall be provided in adobe acrobat .PDF (or Microsoft Word) format and may include aerial photography, AutoCAD/digital planimetrics, digital photographs, as well as verbiage. It is anticipated that bi-monthly updates to the website will be sufficient through the final design phase, with a higher frequency once we move into construction. As required, the consultant shall also prepare presentation materials including Power Point presentations in accordance with project outreach and communications efforts.

#### **TASK B – PROJECT COORDINATION**

Throughout each phase of the project, the Consultant shall work closely with the COUNTY PM to identify impacted or interested parties and to develop strategies and action plans for facilitating communications, obtaining information, coordinating regulatory approvals and utility issues, as required, for advancing the project.

After approval of the action plans by the COUNTY PM, the Consultant shall take the lead in scheduling and coordinating all meetings necessary to coordinate with the stakeholders, other affected parties, and to advance the project. The consultant shall not schedule or attend meetings (charged to the contract) with agencies, developers or other outside parties without the direction and approval of the COUNTY PM.

It is anticipated that bi-weekly progress meetings will be held at County offices. These meetings will involve a management team composed of the participating entities including the City of Colorado Springs, City of Manitou Springs, and El Paso County. Meetings with other stakeholder agencies, regulatory agencies, utility companies, and other impacted parties will be scheduled as required, and if appropriate, may be incorporated into the bi-weekly progress meeting. 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 assist and support the COUNTY PM in developing appropriate presentation materials that may be utilized for such meetings or for briefing various advisory bodies

Coordination will be required with, but not limited to, the following known agencies:

- El Paso County Public Services Department
- City of Colorado Springs
- City of Manitou Springs
- Colorado Department of Transportation (CDOT)
- Mountain Metropolitan Transit
- Pikes Peak Area Council of Governments
- Army Corps of Engineers
- Department of Wildlife
- United States Fish and Wildlife Service
- Colorado Department of Public Health and Environment



- Colorado Department of Local Affairs
- United States Postal Service
- Utility Companies
- Metropolitan districts
- School and fire districts
- Law Enforcement Agencies (EPCSO, Colorado Springs Police Department, Monitou Springs Police Department)
- Local Neighborhoods and private citizens' groups, such as Council of Neighborhood Organizations (CONO) and Organization of Westside Neighbors (OWN)
- Businesses
- Developers
- Other interested Agencies such as Silverkey, Goodwill, etc.
- County Departments: IT/GIS, Parks Department, Environmental Services Department, and Development Services Department

Coordination specifically with the appropriate government entities coordinating development within their jurisdictions will be required to identify land use and/or zoning impacts and neighborhood impacts. Coordination with Mountain Metropolitan Transit will be required to identify needs related to transit services.

Coordination with other Concurrent Efforts: There are several concurrent planning studies within this area that may require coordination with other agencies and/or consultants and that may influence efforts and data utilized in this project:

1. Update of the El Paso County Major Transportation Corridors Plan (sponsored by EPC Public Services Department - expected completion date of Fall, 2011).
2. 2040 Regional Transportation Plan (Sponsored by PPACG - expected completion date of Fall 2011).
3. Update to the 2035 Long Range Transit Plan (Sponsored by Mountain Metropolitan Transit - expected completion date Summer 2011).
4. US 24 West Environmental Assessment (Sponsored by CDOT- expected completion Spring 2012)

### **TASK C – PUBLIC INVOLVEMENT PLAN AND PROJECT SCOPING**

1. Public Involvement Plan - The Consultant shall prepare a Public Involvement Plan for communicating with the public and other interested parties during the planning study process. This plan shall include recommendations for disseminating information to agencies and the public, including meetings, workshops, printed materials and displays, and communication tools such as newsletters, media advertisements and a project website. The Public Involvement Plan will identify the target audience at each stage during the planning study, and will recommend the appropriate outreach effort.
2. Project Planning and Scoping Meeting - The Consultant shall schedule, prepare a scoping packet for, and conduct one COUNTY Project Planning and Scoping meeting to:
  - a. Discuss and answer questions about the Planning and Environmental Linkage Study process;
  - b. Set out the known resources, issues and concerns of the agencies, the general public and local officials;
  - c. Discuss how the project elements for this planning study will proceed; and
  - d. Discuss and identify a potential project study area.

This scoping meeting may include a field visit. The Consultant shall prepare and distribute official meeting minutes of this scoping meeting and summarize the comments received and actions identified. All available project information will be reviewed with the meeting attendees.

3. Project Planning and Scoping Meeting with Local Agencies - The Consultant shall schedule, prepare for, and conduct individual Local Agency Scoping meetings to:
  - a. Discuss and answer questions about the Planning and Environmental Linkage Study process;
  - b. Discuss the known issues and concerns of the agencies, the general public and local officials;
  - c. Discuss how the project elements for this planning study will proceed;
  - d. Discuss possible transportation alternatives that may be considered, including the No-Action alternative; and,
  - e. Discuss and identify a project study area.

The Consultant shall prepare and distribute official meeting minutes of these scoping meetings, and summarize the comments received and actions identified. All available project information will be reviewed with the meeting attendees. These meetings may also include a field visit.

4. Public Meetings / Workshops - The Consultant shall schedule, prepare for, and conduct one public scoping meeting to generally discuss the planning study, discuss how the project elements may proceed, present the possible conceptual project elements, and identify public issues and concerns. At least two additional public meetings are anticipated to apprise them of the project progress and to gather comments. The Consultant shall prepare graphics, attend the meetings, and prepare meeting minutes.
5. Small Group Meetings - The Consultant shall conduct small group meetings with business groups, special interest groups, and elected officials to apprise them of the project progress and to gather comments. The Consultant shall prepare graphics, attend the meetings, and prepare meeting minutes.
6. Website – The consultant shall develop and maintain a project website for the duration of the project. The consultant shall continuously update the website with pertinent project information to provide current information in the form of meeting minutes, memos, project status reports, drawing, calendars, schedules, budget, project team contact list, exhibits and any other information deemed important to keep stakeholders informed of task/project progress or status.
7. Future Phases – Additional public and / or small group meetings may be required.

#### **TASK D – WORK PLAN**

The Consultant shall develop a Work Plan in coordination and consultation with COUNTY that will provide the necessary guidance to assure that this project remains focused on the appropriate level of decisions for a planning study. It will identify key milestones and the approaches, strategies, measures, and controls need to meet the project goal within the agreed upon schedule. The Work Plan is a detailed “roadmap” or guide for the development of this planning study. The Work Plan shall include the following elements:

1. Key milestones during the planning study, such as workshops, public meetings, and key work products
2. Proposed approaches for gathering, sharing, and disseminating data, including workshops, meetings, and paper or electronic communications
3. Proposed number and frequency of meetings and workshops with technical staff of the planning partners
4. Proposed organizational structure for technical or advisory committees or other groups involved in decision-making.
5. Identify key decision making or concurrence points.
6. Recommended strategies for developing concurrence or consent from planning partners, decision-makers, and the public within the project schedule.

7. Proposed measures to ensure open communication, a problem-solving environment, and collaborative decision-making
8. Recommendations for involvement of state and federal participating agencies and consulting parties
9. Recommended processes, procedures, and controls -- including the development of agreements (MOUs) or "charters"-- to maintain focus on planning-level data, decisions, and products by all involved parties, to prevent "scope creep", and to make lasting decisions that can be carried forward into future NEPA documents. Agreements or charters will include a description of the roles and responsibilities of planning partners; a plan for working together; an agreement to provide necessary staff resources throughout the study process; guiding principles; and a commitment to provide information, comments, and decisions at key milestones within established timeframes. These agreements will focus upon cooperation and coordination, rather than detailed regulatory processes. However, if disputes arise, these agreements will include processes and procedures to resolve them.

The Work Plan shall also address the following:

1. Issues that can be decided and finalized during the planning study
2. Challenges for this study and proposed measures to overcome them
3. Measures to ensure agreements and decisions made today will withstand organizational changes and be honored by institutions over time.

The Consultant shall propose and define within the Work Plan a sequence of events that are necessary to accomplish this planning study within the proposed schedule. The events are expected to include:

1. Project planning and pre-scoping with COUNTY
2. Project introduction and development of agreements with planning partners
3. Approval of agreements
4. Project introduction to participating agencies, consulting parties, and the public
5. Study scoping with planning partners and agencies
6. Discussion of preliminary resource methodologies with planning partners and agencies
7. Collection of data and development of study products (e.g., Purpose and Need, traffic and environmental studies, results of workshops and meetings, etc.)
8. Agency and public workshops and meetings
9. Preparation of the final report and documents required for adoption of the preferred alternative.

Because the Work Plan provides a guide to the overall development of the planning study, it is anticipated that preparation of the Work Plan and its approval by COUNTY will be one of the first tasks undertaken by the Consultant.

#### **TASK E – PURPOSE AND NEED**

The Consultant shall develop a Purpose and Need statement supported by sufficient data to serve as a chapter, section, or component of a subsequent NEPA document. It is expected that the purpose and need developed for this study will be based upon information and decisions contained in State and Local Transportation Plans, as well as, data and studies developed for this planning study. Preparation of the purpose and need for this planning study should utilize the key principles and requirements from the Council on Environmental Quality (CEQ) NEPA regulations, 40 C.F.R. Part 1500; FHWA NEPA regulations, 23 C.F.R. Part 771; and CEQ and FHWA guidance documents. The Consultant should review the AASHTO Practitioner's Guide, "Defining the Purpose and Need and Determining the Range of Alternatives for Transportation Projects," particularly Section 2, "Determining the Need," under "Practical Tips." The consultant shall obtain concurrence from the local jurisdictions, Colorado Department of Transportation and Federal Highway Association on purpose and need statement.

## **TASK F – TRAFFIC STUDY**

1. **Traffic Modeling and Projections and the Analysis of Traffic Operations** – The Consultant shall obtain from available sources present day traffic counts and other traffic data for the corridor and surrounding roadway network to evaluate existing traffic operations. The consultant shall review available modeling data from the PPACG traffic demand model and undertake traffic counts and other analysis, as appropriate, to assess the corridor improvements based upon the projected 2035 (or 2040 as applicable) long-range Transportation Plan. The consultant shall review the El Paso County Major Transportation Corridors Plan, and the Moving Forward (Pikes Peak Area) 2035 Regional Transportation Plan. This model may require refinement, adjustment, and balancing at a sub-area level to accurately reflect future year traffic projections. The consultant shall incorporate, as appropriate, the recommendations and principals outlined in the documents in developing the proposed improvements. These documents serve as long range planning tools and contain baseline planning information that should be considered in the development of the corridor improvements, including corridor preservation considerations, access management considerations, truck and transit route suitability, and provisions for development of trails, walkways, and bike lanes. The consultant shall develop projections for 2040 for the No-Action Alternative and for proposed alternatives, using the refined model and other appropriate traffic models and simulation techniques. The Consultant shall balance model assignments, develop traffic volumes (ADT and AM and PM peak hours) for major roadway segments within the study area, and generate intersection levels of service for major intersections affected by each roadway alternative.

Based upon existing and projected traffic volumes developed by the Consultant, the Consultant shall determine the number of through-traffic and intersection turn lanes required for acceptable traffic operations on West Colorado Avenue / Manitou Avenue and its connecting roadways. For the analysis of alternative modes, the Consultant shall develop appropriate assumptions for the diversion of trips from the roadway mode to alternatives modes and evaluate their effectiveness for reducing traffic congestion on West Colorado Avenue / Manitou Avenue and its connecting roadways. The data from these analyses shall be used to aid in the screening of alternatives and the selection of the preferred alternative.

The consultant shall also perform an analysis on the effects of proposed alternatives, including the No-Action Alternative, to the surrounding roadway network and intersections using existing and 2040 projected volumes. This analysis shall consider traffic volumes, travel access patterns, LOS, delays, and travel times and speeds in neighborhoods and other areas of anticipated traffic congestion.

For preparation of the traffic study, the Consultant shall consider traffic studies and analyses prepared for other transportation projects within the study area. In the development of alternatives, the Consultant shall consider the context of the study area and shall recommend traffic and operations improvements that would potentially avoid or mitigate adverse impacts to residential and commercial neighborhoods. Finally, the Consultant shall also identify and evaluate potential traffic impacts that may result from the prioritized projects included in the Project Implementation Plan.

The consultant shall factor data obtained from the traffic analysis in developing recommendations for the proposed improvements, including but not limited to lane width, access management, design vehicle types, impacts to neighborhoods and businesses, zoning, noise issues, air quality, site circulation and traffic patterns, determination of functional classification and selected alternative. The consultant shall summarize data, findings and recommendations in a traffic analysis report for the corridor.

2. **Safety Assessment Report** - The Consultant shall obtain existing reports and information and prepare a Safety Assessment Report which identify existing safety problems on West Colorado Avenue / Manitou Avenue. The Consultant shall address these issues for alternatives on West Colorado Avenue / Manitou Avenue. For other alternatives, the Consultant shall consider appropriate measures to mitigate potential safety issues, including conflicts with pedestrians and bicycles.

**TASK G – ENVIRONMENTAL DATA COLLECTION FOR ALTERNATIVE DEVELOPMENT, SCREENING, AND SELECTION OF A PREFERRED ALTERNATIVE**

The Consultant shall utilize existing data to determine environmental issues and constraints that will be used to help:

1. determine a social, economic, and environmental context;
2. develop alternatives;
3. evaluate the range of alternatives; and
4. arrive at a preferred alternative.
5. prepare a corridor report documenting impacts and mitigations for the preferred alternative compared to the no action alternative

This data may be drawn from public comment and from other available sources. PPACG maintains an extensive environmental database that was developed in conjunction with the 2035 Regional Transportation Plan. Most of the PPACG information is available in GIS formats. Original field data collection will be limited to the verification of data, if necessary, for the development and screening of alternatives. The following indicates the potential environmental resources and issues that may be utilized in the development of a project context, the development and screening of alternatives, and the selection of the preferred alternative:

1. **Archaeology** - The Consultant shall obtain information regarding (historic and pre-historic) archaeological sites recorded at the state Office of Archaeology and Historic Preservation. This information will remain confidential as required by state and federal regulations. Recorded archaeological sites will not be identified on displays or other public exhibits or documents.
2. **Paleontology** - The Consultant shall obtain information regarding recorded paleontological sites from the CDOT staff paleontologist.
3. **Water Quality** - The Consultant shall identify all water resources in and adjacent to the study area (groundwater, drinking water, wastewater treatment plants, etc.) and identify any potential water quality issues, including potential runoff effects on surface and ground water and any extraordinary measures that would be required to manage and mitigate runoff pollutants. The consultant shall also investigate and identify best management practices (BMPs) that currently exist and will be required for managing construction and post-construction storm water quality.
4. **Ecological Assessment (including wildlife and vegetation)** - The Consultant shall consult with the U.S. Fish and Wildlife Service, the Colorado Division of Wildlife, and other sources to identify animal and plant species and their potential habitat that are present in the study area, including those species listed as threatened and endangered, candidates for listing (identification of all species within the corridor), noxious weeds or species of state concern.
5. **Historic Sites, Districts, and Bridges** - The Consultant shall identify any historic sites, districts, and bridges that have been previously recorded with the State Historic Preservation Office, including those sites that are listed on or eligible for the National Register of Historic Places. The Consultant shall coordinate with local history groups and consulting parties to gather local issues, data, and comments.
6. **Floodplain and Drainage Assessment** – The Consultant shall obtain (existing and develop any proposed) FEMA flood plain data and mapping and other available drainage studies and plans that may be available from the Region Flood Plain Administrator or other relevant sources.
7. **Right-of-way (ROW)** - The Consultant shall identify potential right-of-way requirements including potential residential relocation and business acquisition. The Consultant shall provide a right-of-way cost estimate for each alternative.

8. **4(f)/6(f) Activity** - The Consultant shall identify potential properties that may be protected under the provisions of Section 4(f) and Section 6(f) (e.g., publicly owned parks and recreation areas, historic sites, and wildlife and waterfowl refuges, and public outdoor recreation areas that received Land and Water Conservation Funds).
9. **Riparian Areas and Wetlands** - The Consultant shall obtain information, if any, regarding previously mapped and recorded wetlands. If no information is currently available, the Consultant shall determine the presence of wetlands and estimate their size based upon a windshield survey of each alternative.
10. **Hazardous Materials Sites** – The Consultant shall identify any known hazardous material sites from available data sources and determine if any presents a "fatal flaw" for any alternative.
11. **Existing Roadway Structures** – The bridge over Fountain Creek is structurally obsolete and functionally deficient and is due for replacement. The Consultant shall determine from available records the existing condition of other roadway structures and whether their replacement would be required for any alternative.
12. **Utilities** - The Consultant shall identify utilities from a windshield survey and other readily available sources, and determine the potential for exorbitant costs or other factors that would represent a fatal flaw for any alternative. All existing public and private utility systems and future utility systems must all 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.
13. **Economics** - The Consultant shall identify the direct and indirect effects of the project alternatives on commercial and industrial enterprises, and using available data, determine the potential impact on employment, local tax base, regional earnings, etc. The Consultant shall use this information to determine the potential for unusual economic impacts and future opportunities for economic growth associated with any alternative.
14. **Social Considerations and Environmental Justice Requirements** -The Consultant shall identify potential effects of project alternatives on low income and minority populations, community cohesion, safety and security, neighborhood impacts, and accessibility of public facilities and services.
15. **Aesthetics-Visual Impacts** – The Consultant shall identify visual characteristics, the visual resources and viewers affected, the significance of the main visual issues, the effects of the project alternatives and any mitigation measures. Aesthetics shall be considered in the visual impact assessment.

The information described above for this task shall be used to determine benefits, issues and constraints for the development of alternatives. To the maximum extent practicable, alternatives shall be developed that avoid and minimize potential impacts and reflect the issues and concerns expressed by the public. If impacts can not be avoided or minimized, strategies will be developed to mitigate them. The likelihood that these strategies could be implemented in the future shall be considered in the screening of alternatives and the selection of a preferred alternative. (For example, are there likely to be institutional or financial barriers, such as legal and jurisdictional issues or exorbitant cost, which might prevent future implementation.)

It is recognized that for this study, those impacts identified at this planning level will be imprecisely defined and more qualitative than quantitative. However, it is the goal of this study that these social, economic, and environmental issues and constraints will provide a context that will help determine and shape the proposed alternatives. After alternatives have been developed that meet the Purpose and Need, these social, economic and environmental factors will be used to screen and rank alternatives and select a preferred alternative.

This task could be supplemented for additional as-yet unidentified work tasks if COUNTY determines additional work is warranted or needed.

## **TASK H – DEVELOPMENT OF ALTERNATIVES**

The goal of this project is to thoroughly examine the transportation needs of West Colorado Avenue / Manitou Avenue and its vicinity, to develop a transportation solution that meets the Purpose and Need while reflecting the social, economic, and natural environmental context of the study area, and to generate a plan of action for future implementation, irrespective of potential funds and sources for any identified improvements. The development of alternatives shall occur through a collaborative process and in coordination and consultation with El Paso County, City of Colorado Springs, City of Manitou Springs, and CDOT. The Consultant shall not consider alternatives until there is an agreed upon Purpose and Need for the project and the context of the study area is thoroughly understood.

The Consultant shall consider current and 2040 traffic projections and operations, the Purpose and Need for the project, and the context of the study area, including land use, roadway network, social, economic, and environmental factors, in order to develop a range of reasonable alternative. The range of alternatives shall consider multi modal use (such as transit, bicycle, and pedestrian use) as well as Transportation System Management/Transportation Demand Management and other congestion management options and strategies that not only could totally or partially meet the Purpose and Need, but also could result in solutions to the capacity and safety problems on West Colorado Avenue / Manitou Avenue. These modes, strategies, and options shall be developed and evaluated based upon the extent they capture or divert trips from West Colorado Avenue / Manitou Avenue or other roadways. Data and assumptions used in the 2040 Regional Transportation Plan, including proposed transit, bicycle, and pedestrian facilities, as well as ridership and use factors, shall be used to evaluate potential trip diversion.

The consultant shall research and obtain available existing engineering and planning information, reports, etc. which may provide data for the project such as, but not limited to, existing drainage reports for the area, adjacent subdivision and land use actions and approvals, traffic studies, existing and future utility plans, aerial photography, property ownership information, and topographic survey.

The consultant shall analyze existing available information and develop options for the corridor improvements that will address the range of issues and planning concerns including but not limited to issues related to site planning, pedestrian safety, streetscape environment, access management, roadway functional classification, alignments and cross-sections, drainage, options for required structures, right-of-way and easement needs, utility relocation requirements, impacts to private property, intersection configurations, environmental compliance and permitting, corridor preservation needs associated with future phases, project costs, and maintenance concerns.

In the process of developing conceptual alternatives, the Consultant shall consider, among other factors, the context of the study area, alternative routes, alternatives that avoid or minimize community and environmental impacts, accident history, the potential effects on congestion to the existing and proposed roadway system (i.e., potential traffic diversion to other roadways and “cut-through” traffic), and right-of-way impacts. The alternatives must address current, as well as, projected 2040 traffic volumes as documented by PPACG for the 2040 Long Range Transportation Plan and refined through the Consultant’s adjustments to the transportation plan model and other traffic modeling or forecasting methodologies.

The Consultant shall develop criteria for the evaluation and screening of alternatives. The Consultant shall present the evaluation criteria both schematically and in narrative form to the planning partners, participating agencies, consulting parties, and the public. The rationale for the elimination or advancement of alternatives based upon the screening process shall be thoroughly documented. The No-Action Alternative must be defined and carried forward through the entire alternative evaluation and assessment process.

The consultant shall develop conceptual level plans and designs to support the alternatives analysis and identify those issues that will have to be studied and further developed in the future preliminary and final design phases of the project.

Based on the options developed, a preferred alternative for corridor improvements will be identified for advancement into the preliminary design phase. The preferred alternative may be one of the options identified or some subset or combination of the options.

The consultant shall develop conceptual plans and cost estimates for the preferred alternative, including construction packages (or phased approach) as appropriate. The conceptual plans should define the major components of the preferred alternative, including but not limited to site plans, roadway plan and profile, roadway functional classification, typical sections, proposed structures, access changes, intersection configurations, utility and roadway relocations, major drainage improvements, key landscaping and streetscape elements, and other key components of the proposed improvements, as well as, proposed right-of-way and easement needs. The selected alternative is not necessarily expected to be a single set of plans or plan, but may include a series of plans that depict a recommended phasing strategy involving interim safety/capacity improvement projects, intersection safety work, etc. addressing multiple phases of construction.

## **1. Design Survey**

The consultant shall investigate and obtain available route survey and design survey information for the corridor and site to utilize for planning purposes. Information shall be obtained from the County, CDOT, City of Colorado Springs, City of Manitou Springs, utility companies and other agencies, as appropriate.

The consultant shall undertake additional survey investigations, as required, to develop base plans in sufficient detail to advance the future phases of the project to preliminary and final design. As a minimum, this survey information should be sufficient to show existing alignments and conditions including topography, establish control, locate utilities, identify property corners and identify existing monuments. The base survey and data collection efforts shall also be sufficient to identify property acquisition or easement requirements and areas of environmental interest or concern.

The consultant shall provide base mapping of the corridor. Planimetrics shall also be provided on the base mapping. For conceptual planning and preliminary engineering purposes, base mapping will include a 2-foot contour interval for topography. Mapping coverage shall extend to 200' minimum on either side of existing or proposed roadway centerlines. These minimums should be extended as required for specific areas of design or to address other project concerns including impacts to adjacent properties. The mapping shall utilize state plane coordinates, NAD88 vertical datum and/or other as directed (depending on the datum to be used, the consultant shall provide for appropriate conversion equation between datum).

For final design, detailed topography information (regardless of source data) will need to be verified and additional surveys and data collected to provide for 0.01-foot final design drawing accuracy.

## **2. Geotechnical and Subsurface Investigation Report**

The consultant shall identify soil and subsurface information requirements necessary to advance the planning and design of roads, structures and utilities. The consultant shall develop a detailed geotechnical investigation plan including borings and test pits for obtaining the information necessary to advance the planning and design. If the consultant opts to phase the geotechnical investigation, the consultant shall indicate which data will be obtained as part of the corridor planning effort and which will be deferred to the preliminary and final design phases, including the



rationale for such deferral. The consultant shall prepare a geotechnical and subsurface investigation report that summarizes the findings and establishes the design parameters for the various project elements.

### **3. Drainage**

This stretch of Colorado Avenue / Manitou Avenue transcends three different drainage basins: Camp Creek, Columbia, and Balanced Rock. Drainage Basin Planning studies are not available for these basins.

The consultant shall assess the needs of the area as well as the impact of the proposed improvements on the drainage basins and develop an approach to drainage improvements and major drainage way crossings that will provide a positive impact to the drainage issues in the basins. The drainage evaluation should also include and MS4 and floodplain requirements. All roadway drainage design shall adhere to El Paso County, City of Colorado Springs, City of Manitou, and CDOT drainage and water quality policies and standards. The consultant shall also identify the work related to drainage system improvements that will be required to be completed during the preliminary and final design process (i.e. CLOMR, LOMR, any additional studies for the drainage basins, etc.).

### **4. Alignment and Typical Section**

One of the primary purposes of this work is to confirm and/or modify the master plan requirements/classification for the roadway and other uses within the corridor which will best service the community, while promoting the recommendations of the Major Transportation Corridors Plan.

The consultant shall analyze the available information and recommend the typical road section template that is appropriate for this corridor including multi-mobility provisions (if determined to be necessary), future expansion, curb and gutter sections, shouldering and ditching (as necessary), and utility location. Also, provide recommendations for purchase of additional right-of-way or easements to adequately accommodate the road section.

### **5. Utilities & Stormwater Quality Management**

Plans shall clearly identify existing and planned utilities. 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 consultant shall evaluate whether it is feasible for a joint utility corridor or co-location within the road right-of-way as alternatives to purchase of individual, exclusive easements, depending upon individual utility company needs and prior easement agreements.

Construction and permanent Stormwater BMPs to be incorporated into the design, as well as, utility requirements may impact corridor preservation requirements and may dictate greater needs for ROW. The results of these investigations and recommendations, including a conceptual list of the recommended BMPs, shall be summarized in a report. Corridor preservation and ROW requirements shall be included in the Corridor Preservation Plan (as outlined below).

### **6. Environmental Clearances/Permitting**

During the planning / alternatives analysis phase, the consultant shall do a preliminary environmental assessment and investigation to identify environmental clearance, mitigation(s), and permitting issues associated with the planned corridor improvements. The consultant shall also detail additional studies and processes that will be required during future phases in order to

advance the project. In future phases the consultant shall be responsible for identifying and providing appropriate documentation for any required clearances.

The consultant shall investigate conditions in the corridor and identify in conjunction with County staff any required environmental permitting or environmental clearance requirements necessary to advance the project including but not limited to modified environmental site assessment, evaluation of Threatened and Endangered Species (T&E), archaeology, paleontology and historic clearance issues floodplain permitting, wetlands mitigation/permitting and water quality (401/402,404), farmland protection, wildlife (Senate Bill 40), hazardous waste and materials (environmental site assessment), noise analysis, air quality, wildflowers and noxious weeds, etc. The findings and recommended plan for moving forward to obtain the requisite approvals and clearances shall be summarized and included in the "Corridor Preservation Plan" Report.

The consultant shall take the lead in initial coordination with environmental agencies including local, State, and Federal agencies, U.S. Army Corps of Engineers, Colorado Division of Wildlife, CDHPE (Stormwater Discharge Permit), US Fish and Wildlife, the Federal Emergency Management Association (FEMA) Regional Floodplain Administrator to determine appropriate processes and permitting required for this project. These efforts shall commence immediately upon "Notice to Proceed" for the project.

## **7. Documentation for Approval**

The Consultant, in consultation with COUNTY and the planning partners, shall develop all documents, exhibits, resolutions, and agreements necessary for the approval of the preferred alternative.

### **TASK I – ACCESS MANAGEMENT PLAN**

The Consultant shall evaluate the impacts of the proposed improvements to existing and proposed intersections and driveways. Needs for new traffic signals or modifications to existing traffic signals should be analyzed. The area masterplan(s) recommendations shall be adhered to as much as feasibly possible. Minimum spacing for access points shall be identified. An Access Management Plan (AMP) shall be prepared and include existing, interim, and ultimate access accommodations throughout the corridor, to be coordinated with recommended phasing of safety improvements, interim construction, and capacity improvements. The AMP will include a concise report and accompanying maps.

The Consultant shall prepare appropriate documents and exhibits for adoption of the Access Management Plan. The Consultant shall coordinate with the staff of the boards and commissions of the planning partners, as required, to schedule and arrange briefings and meetings with their policy body and to present information and address questions and issues required to adopt the Access Management Plan.

### **TASK J – CONCEPTUAL DESIGN / PLANS**

#### **1. Conceptual Design Drawings and Design Criteria**

The consultant shall develop a conceptual design package that defines the improvements that will 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 conceptual design package will include base mapping and plan drawings (scale: 1" = 100') showing existing conditions, proposed improvements, existing and future utility lines and corridors, existing and proposed right of ways. These plans should also identify environmentally sensitive lands that are affected by the improvements. The conceptual design package should also include preliminary vertical alignment information as well as typical cross-sections showing lane widths, medians,

shoulders and utility corridors as appropriate. The conceptual design package shall also identify the key design criteria that will be utilized in the preliminary and final design development.

## **2. Estimate/Construction Package (or Phasing) Plan/Construction Schedule**

The consultant shall develop a conceptual level cost estimate, construction package (or phasing) plan, and proposed construction schedule based on the recommended improvement package.

A preliminary cost estimate for each of the alternatives shall be presented, and will 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 services.

It will be incumbent upon the consultant to recommend project phasing options which will result in expeditious bidding of the construction documents and final construction for this project.

## **3. Project Schedule and Deliverables**

The project schedule will be determined upon award of the contract. In preparing the proposal, the consultant should propose a schedule in accordance with the forecasted budget. The consultant shall strive to schedule work efforts to utilize the available resources in the most efficient manner possible.

The consultant shall use MS Word (12 font size) and MS Excel (all Microsoft Office, latest version), IBM PC compatible graphics packages. 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 on CD and shall be in the original electronic form as well as .pdf form. All deliverables shall be clearly organized and indexed for easy access and retrieval.

The consultant shall schedule work efforts and resources so as to produce the required reports and documents identified for this task. Prior to final document submission, the consultant shall also provide draft and/or progress documents for COUNTY (and key stakeholder) review in sufficient time to allow for review and incorporation of comments into the final document submittal. For scheduling purposes, the consultant should allow a minimum of fifteen working days for review depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule. The consultant shall provide ten copies of each submittal unless otherwise indicated:

- a. Work Plan
- b. Public Involvement Plan and Documentation
- c. Purpose and Need Statement
- d. Traffic Analysis Report
- e. Design Survey
- f. Geotechnical and Subsurface Investigation Report
- g. Drainage, Utility and Stormwater Management Report
- h. Corridor level study (with preferred alternative) with documented public involvement
- i. Access Management Plan
- j. Project Implementation Plan
- k. Conceptual Design Drawings & Design Criteria (10 copies 11"x17" sets of drawings)
- l. Conceptual Estimate, Phasing Plan, Contract Packaging and Construction Schedule Recommendation
- m. All other working documents, exhibits, etc.

### **III. OPTIONAL SERVICES**

#### **A. PRELIMINARY ENGINEERING – OPTIONAL**

**The need for these services will be determined as the design and corridor preservation planning and ROW needs become defined.** If it is determined that such services (or a portion of the services) are required, a separate statement of work will be provided to the consultant for proposal purposes at that time and handled as a contract change. A firm fixed cost for these services therefore should not be included in the fee proposal, but will be based upon the rate/fee schedule included with the proposal. The consultant should, however, reflect in their proposal submittal how these services will be provided, if required. El Paso County reserves the right to do the work in-house or to contract all or portions of the preliminary engineering services to a separate vendor.

After review and acceptance of the Conceptual Design recommendations by the COUNTY, the consultant shall develop the preliminary design for the improvements. Coordination with the El Paso County Engineering Division is required.

A plan submittal shall be made in preparation for a field inspection review (FIR). The Field Inspection Review (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 of all salient features. The Field Inspection Review is held to conclude all unresolved issues identified during preliminary design and to establish the specific criteria and direction that are to be used in the final design. The FIR shall be held and the preliminary design shall be finalized and approved prior proceeding with final engineering design services.

#### **B. FINAL ENGINEERING DESIGN SERVICES – OPTIONAL**

**The need for these services will be determined as the design and corridor preservation/site planning and ROW needs become defined.** If it is determined that such services (or a portion of the services) are required, a separate statement of work will be provided to the consultant for proposal purposes at that time and handled as a contract change. A firm fixed cost for these services therefore should not be included in the fee proposal, but will be based upon the rate/fee schedule included with the proposal. The consultant should, however, reflect in their proposal submittal how these services will be provided, if required. El Paso County reserves the right to do the work in-house or to contract all or portions of the final engineering design services to a separate vendor.

Based on the approved preliminary design and contract packaging by the COUNTY, the consultant shall prepare final designs and construction documents for the COUNTY to use in bidding. Prior to commencing final plan production, all salient features of the typical section shall be determined for the roadway and bridge structures and approved by the COUNTY. Horizontal alignment data shall also be verified and approved by the COUNTY prior to developing the profile design for plan production.

A plan submittal shall be made in preparation for the Final Office Review (FOR). The FOR plan submittal shall be reviewed and approved prior to final plan production.

#### **C. BID PROCESS SERVICES – OPTIONAL**

**The need for these services will be determined as the design and corridor preservation/site planning and ROW needs become defined.** If it is determined that such services (or a portion of the services) are required, a separate statement of work will be provided to the consultant for proposal purposes at that time and handled as a contract change. A firm fixed cost for these services therefore should not be included in the fee proposal, but will be based upon the rate/fee schedule included with the proposal. The consultant should however reflect in their proposal submittal how

these services will be provided, if required. El Paso County reserves the right to do the work in-house, or to contract all or portions of the bid process services to a separate vendor.

Upon approval of final construction documents, the consultant shall provide the following services during the bid process: Reproduction of Plans and Specifications, Attend Pre-Bid Conference, Prepare Contract Addenda, Bid Opening and Analysis.

**D. CONSTRUCTION PHASE SERVICES – OPTIONAL**

The consultant shall provide Construction Phase design support services, as required. **The need and extent of such services will be determined during the final design phase.** If it is determined that such services are required, a separate statement of work will be prepared at that time for the defined services and handled as a contract change. Accordingly, cost for these services should not be reflected in the fee proposal. The consultant should, however, describe its ability and experience in performing such duties in the proposal submittal. El Paso County reserves the right to do the work in-house, or to contract all or portions of the construction support services to a separate vendor.

**OPTIONAL - Construction Management Services:** The COUNTY, at its discretion, may choose to also have the consultant perform various construction management services including such things as providing a Construction Project Engineer, assistants and other field and support staff to assist El Paso County Public Services Department in observing and managing the performance of the Work of the Contractor. If it is determined that such services are required, a separate statement of work will be provided to the consultant for proposal purposes at that time and handled as a contract change. A firm fixed cost for these services therefore should not be included in the fee proposal, but will be based upon the rate/fee schedule included with the proposal. The consultant should however reflect how these services will be provided, if required. El Paso County reserves the right to contract all or portions of the property acquisition services to a separate vendor.

**IV. PROPOSAL PROCESS REQUIREMENTS**

**A. INQUIRIES**

Questions related to this Request for Proposals (RFP) **must be directed to Brenda Gordon, C.P.P.B., Procurement Specialist, Contracts and Procurement Division, (719) 520-6392 preferably by e-mail: [brendagordon@elpasoco.com](mailto:brendagordon@elpasoco.com) or by FAX: (719) 520-6396.** Written responses to those questions will be forwarded to all vendors who received a copy of this RFP from the Contracts and Procurement Division. **Do not contact any other individuals regarding this RFP.**

**B. RFP SCHEDULE**

RFP MAILED	<b>02/08/12</b>
PRE-PROPOSAL MEETING	<b>02/23/12</b>
FINAL RFP QUESTIONS DUE	<b>02/27/12</b>
PROPOSAL DUE DATE	<b>03/06/12</b>
EVALUATION OF PROPOSALS	<i>Week of 3/6/12</i>
INTERVIEWS (IF APPLICABLE)	<i>Week of 3/12/12</i>
CONTRACT NEGOTIATIONS	<i>Week of 3/12/12</i>
SUBMIT TO BoCC BOARD FOR APPROVAL	<i>3/20/12</i>

**NOTE: THE DATES SHOWN ABOVE (in italics) ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.**

### C. PRE-PROPOSAL CONFERENCE

A **Mandatory Pre-Proposal Conference will be held Thursday, February 23, 2012 at 2:00 p.m. in the Budget Conference Room, Contracts and Procurement Division, 200 S. Cascade Avenue, Upper Level [note new address], Colorado Springs, Colorado 80903.** Attendees are requested to please bring a business card to the meeting. Questions after the pre-proposal meeting must be received by El Paso County Contracts and Procurement Division NO LATER than 2:00 pm, Monday, February 27, 2012, in email or fax format.

### D. PROPOSAL SUBMISSION

Proposal responses **must be received in the El Paso County Contracts and Procurement Division, 200 S. Cascade Avenue, Upper Floor [note new address], Colorado Springs, CO 80903 no later than 2:00 P.M., TUESDAY, MARCH 6, 2012.** Responses must be mailed or delivered (one original and seven copies of proposal, one original and seven copies of cost proposal (cost proposals must be in a separate, sealed envelope); along with one Public Copy of proposal and one Public Copy of fee proposal; plus one electronic copy (CD)) in a sealed envelope to the above stated address and identified as **"RFP No.: 12-013 W. Colorado Ave. Study"** in the **bottom left-hand corner of each envelope.** NOTE: County offices are closed Saturdays and Sundays.

### E. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for professional and general liability, as well as workers compensation (where applicable). The successful firm must provide original certificates prior to commencing services, at its own expense, ***namely El Paso County and CDOT as additional insureds***, on the liability insurance, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the contract.

### F. PROPOSAL PRESENTATION

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

### G. EVALUATION AND AWARD PROCESS

An Evaluation Committee comprised of personnel from any or all of the following departments will evaluate all proposals:

1. County Department of Transportation
2. Other designated County or community representatives (if required)

The Evaluation Committee will evaluate all proposals received for completeness and the proposer's ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the "INSTRUCTIONS FOR SUBMITTING PROPOSALS".

### H. ORAL PRESENTATIONS/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical information

may be requested from any firm by the Evaluation committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

## **I. SELECTION CRITERIA**

Responses will be evaluated for completeness, quality and assessment of the proposer's ability to meet all specifications as outlined in this RFP. Additional technical information may be requested from any proposer for clarification purposes. These requests may be made prior to, during or after the evaluation, but in no way will change the original submitted responses. The Evaluation Committee will evaluate responses based on the following criteria:

1. Completeness of the response to the RFP as outlined in the "RFP Response Requirements" section.
2. Ability of the firm to meet or exceed the requirements defined in the RFP.
3. Firm capability: the firm's relevant experience in jobs of similar scope and complexity.
4. Project team: the experience, abilities, & qualifications of the personnel assigned to this project.
5. Past performance and references, identify whether individuals proposed for key positions on this RFP also worked on the jobs listed for firm experience, describe their roles and responsibilities on those jobs.
6. Approach to the project, including project goals, concept, control and critical issues, and the ability to meet the time requirements / schedule.
7. Capacity: current and projected work load, ability to furnish professional services.

## **J. TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals 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 for the successful proposer(s) will be from award through project completion (the final acceptance from the Contractor of the completed constructed project). Fees and rates must be good for a minimum of one year.

Any contract awarded between County and the successful firm(s) will consist of a Professional Services Contract (a copy of which is included in this RFP package) signed by the parties, this RFP and any addendum's, the submitted proposal, negotiations, the resulting Purchase Order and original certificates of insurance.

**NOTE:** If proposer does not agree with any terms or conditions of the Contract, the proposer **must** present its exceptions to the standard contract with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract will control. If proposer has contract modifications, deletions or additions it would like County to consider, such modifications, deletions or additions **must** be submitted with the proposal. County reserves the right to reject proposals based on exceptions to its terms and conditions.

## **K. RFP RESPONSE REQUIREMENTS**

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.

**The following information must accompany your proposal, in the order listed:**

- 1) Cover Letter: The cover letter shall be a maximum of two pages in length. Include the following elements of information in the letter as a minimum:
  - a. RFP number and project name
  - b. Statement that the firm is qualified to perform the work.
  - c. Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
  - d. Name, telephone number, e-mail address and fax number of the individual to contact regarding the submittal.
  - e. The signature of an authorized principal, partner, or officer of the firm.
- 2) The Response Checklist and compliance with all items required on the Response Checklist form (included in this RFP).
- 3) Brief history of your firm including size of firm and financial stability (annual public reports or private financial statements; private financial information will be kept confidential by the County).
- 4) Briefly describe the location of your firm's office(s), type and number of staff at each location. Provide an organizational chart indicating lines of responsibility and communications.
- 5) Include a statement of qualifications outlining expertise and prior experience of the Consultant and sub-consultants regarding specific planning and engineering experience in the area of transportation corridor planning, in jobs of similar scope and complexity, and examples of work products.
- 6) Identify specific individuals (including sub-consultants) assigned to the project by name, position, office location; including their experience and competence in specific planning and engineering experience in the area of transportation corridor planning. Any change to the project team during the course of the project must be approved in writing by the County.
- 7) List a minimum of three (3) projects (preferably other than El Paso County) for which you have provided services within the past five (5) years similar to what is required in this RFP. Provide contact names and telephone numbers, a brief description of the project including timeframe, and project cost. Identify whether proposed individuals for key positions also worked on the jobs listed for the firm's experience, and their roles and responsibilities on those jobs.
- 8) Identify any potential conflicts of interest. **List** any other work recently completed, in progress, or planned for the future with any entity involved in area developments or projects. This information will be held confidential by the County, and is only intended to provide a basis for the County to identify potential conflicts of interest with this project.
- 9) State any reservations, conditions or constraints related to this RFP.
- 10) Describe your approach to this project. Include comments regarding your understanding of the Scope of Services, and an outline/schedule(s) of services to be provided. Include comments on the proposed project schedule and indicate availability of staff assigned to this project to meet the proposed deadlines. Also, address the coordination effort you will require between your firm and the County Transportation Division.
- 11) **FEE SCHEDULE**: A fee schedule and estimated project cost (one original and seven copies, plus one public copy, **all in a sealed envelope separate from the balance of the proposal**), formatted per task item(s), project phases, and total project, must be submitted with the proposal including, at a minimum (in the usual CDOT/Federal format):
  - a. Labor classification, man hours and hourly billing rates for each of the key personnel listed in the proposal, in a format tied to the tasks, milestones, schedules of the proposal.
  - b. All direct and indirect costs associated with the project including, but not limited to, costs for expenses, deliverables, and fees for sub-consultants, identified as separate line items or subtotals in the fee schedule.
  - c. Any additional costs associated with providing the services as required, identified as separate line items or subtotals in the fee schedule.
  - d. Anticipated profit as a percentage of the total direct and indirect costs.
  - e. Total Project Cost.



**L. OTHER DOCUMENTS INCLUDED FOR REVIEW:**

- El Paso County Professional Services Contract

**All questions regarding this RFP should be directed to Brenda Gordon, Procurement Specialist III, Contracts and Procurement Division, (719) 520-6392, or email to [brendagordon@elpasoco.com](mailto:brendagordon@elpasoco.com).**

*Brenda Gordon*

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BRENDA GORDON, CPPB, PROCUREMENT SPECIALIST III

EL PASO COUNTY  
CONTRACTS and PROCUREMENT DIVISION

QUALIFICATION STATEMENT  
FOR  
Civil and Traffic Engineering Planning and Design Services  
for West Colorado Avenue / Manitou Avenue  
(CDOT Project No. NH C040-028 18778)

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it (in the number of copies requested) along with the other required proposal documents.

(PRINT)

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHORIZED REP.  
SIGNATURE:

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

1. TYPE OF BUSINESS:

2. TYPE OF LICENSE & LOCATION:

CORPORATION  INDIVIDUAL   
PARTNERSHIP  JOINT VENTURE   
OTHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. TYPE OF SERVICE TO BE PROVIDED FOR RFP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

5. ON A SEPARATE SHEET PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? NO  YES  IF "YES", EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS? NO  YES   
IF "YES", EXPLAIN:

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9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? NO  YES  IF "YES", EXPLAIN:

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10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? NO  YES  IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

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11. BANK REFERENCE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, OTHER THAN THE COUNTY) FROM THE LAST FIVE (5) YEARS--INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, SIZE OF PROJECT (CONTRACT AMOUNT):  
**(NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, SIZE OF PROJECT (CONTRACT AMOUNT).  
**NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

14. LIST OF SUB-CONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, TYPE OF WORK)

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_  
4. \_\_\_\_\_  
\_\_\_\_\_  
5. \_\_\_\_\_  
\_\_\_\_\_

15. BONDING COMPANY AND AGENT (if ever bonded):

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
(A) CURRENT BONDING RATE: \_\_\_\_\_  
(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: \_\_\_\_\_

16. SURETY REFERENCE FOR LAST FIVE (5) YEARS:

\_\_\_\_\_  
\_\_\_\_\_

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.