



REQUEST FOR PROPOSALS

DOWD JUNCTION TO MINTURN TRAIL PHASE I

GEOTECHNICAL INSPECTION AND TESTING SERVICES

The Town of Minturn, in partnership with ECO Trails, is constructing a 1,300 foot paved trail in the area known as Dowd Junction on the north end of the Town of Minturn. The name of the project is Dowd Junction to Minturn Trail Phase I.

The Town is seeking professional services for geotechnical inspection and testing related to the construction, including completion of the required CDOT materials testing forms and forms associated with the federal funding received through the American Recovery and Reinvestment Act.

In summary, the project includes installation of a 1,300 foot long, 10 foot wide asphalt trail along Highway 24 starting at milepost 143.6 and ending at Minturn County Road 14 for purposes of a bike and walking trail. Estimated quantities include 235 tons of asphalt paving, 2,354 square feet of MSE wall and 555 feet of wall railing. Construction of the project is estimated at seven weeks from Pre-Construction Meeting to Project Opening.

REQUESTED OBSERVATION, TESTING AND ADMINISTRATIVE SERVICES ARE AS FOLLOWS:

1. Attend meeting with Project Engineer and Project Owner to review plans and specifications, 1 hour meeting
2. Attend Pre-Construction Meeting to determine Testing/Observation Schedule with Contractor, 2 hour meeting
3. Two and one half hours on-site for each day of wall construction, which may or may not be consecutive hours, depending on phase of construction. 13 work days of wall construction estimated as an average. Services to include testing, analysis of backfill suitability and observation of wall construction. 32.5 hours estimated for this task including preparation of field observation reports.
4. Complete required CDOT and Federal forms, for a total of 10 hours through project, including but not limited to:
CDOT Form #250, requires P.E. stamp upon completion
5. Laboratory testing and reporting of trail subgrade, basecourse, asphalt and concrete per CDOT standards and plan set and bid documents, estimated at 5 hours per week for 4 weeks, for a total of 20 hours through project.
6. Inspect and accept manufactured products, approve sources of materials, approve mix designs for asphalt and concrete, estimated at 6 hours through project.
7. Travel time is not included in this estimation of task hours.

SELECTION OF CONSULTANT:

Selection will be based on an evaluation of factors including, but not limited to the following. Each proposal must provide information addressing these items:

- Total Cost to provide the services described, broken down by tasks
- Rate sheet of hourly fees
- Any charges for travel time must be identified separately, if part of the cost proposal.
- Project billings will include hours spent on each task, as project progresses.
- Experience with CDOT testing and observation specifications, within last three years.
- Experience with CDOT materials forms, as listed above, and referenced in the attached Bid Documents and Construction Plan set.

- References (3 consecutive) from other observation, testing and documentation work, within the last two years.
- Names and qualification of personnel assigned to the project. One or two persons maximum are requested assigned to the project, for clear communication purposes.
- Office and staff location in regards to the project site, and estimated travel time to the project site.

SUBMITTAL INFORMATION:

RFQ questions will be accepted in writing at planner1@minturn.org until 3:00 p.m. July 28, 2009.

All interested firms are advised to check the Town of Minturn website at www.minturn.org on Thursday, July 30 after 5:00 p.m. for addendums addressing any questions or revisions to the RFQ and RFP.

Submittals from interested parties are limited to 6 pages and are **DUE BY 10:00 A.M. TUESDAY, AUGUST 4, 2009** to the Town of Minturn Planning Office, 302 Pine Street, Minturn or can be mailed to PO Box 309, Minturn, CO, 81645. Submissions may also be emailed to planner1@minturn.org. Any Proposal received after this time will be considered non-responsive and be returned.

Hard copies of this Request for Proposals package can be obtained from the between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Town of Minturn Planning Office at 302 Pine Street, Minturn.

The hard copy set is same as this website posted information, including:

1. RFP description (these two pages)
2. CDOT Form 250
3. Bid Documents (in two parts)
4. Construction Plan Set, 11x17 format

GENERAL INFORMATION:

Right to Reject Submittals. Town of Minturn reserves the right to reject any or all submittals, to waive any irregularities or informality in any proposals, and to accept or reject any item or combination of items. The award of the contract will be to the firm whose attributes best comply with all of the criteria set forth in this RFQ, upon agreement for contractual services. In the event that the firm or individual to whom the contract is awarded does not execute a contract, Town of Minturn may give notice to such firm of intent to award the contract to the next most qualified firm, or to call for new submittals, and may proceed to act accordingly.

Incorporation of RFQ Information in Contract Agreement. This RFP and the firm or individual's response, including all promises, warranties, commitment and representations made in the successful proposal shall be binding and shall become contractual in conjunction with the execution of the consulting contract, unless otherwise amended through final negotiation of and prior to execution of a consulting contract.

Cost of Preparing Submittal. Town of Minturn will not reimburse any firm submitting an RFQ the costs of preparing the submittal, the costs to clarify its submittal or supply additional material deemed necessary to assist in the selection, and to modify or alter any or all of the requirements herein.

Insurance. The consultant shall secure and maintain, prior to commencing any activities related to this RFQ, insurance coverage as required under Town of Minturn and Colorado statutes, including workers compensation insurance, general public liability, and professional liability insurance coverage.

Non-Discrimination. Respondents to this RFQ must agree that they will not engage in any discrimination on the basis of sex, race, color, creed, national origin, age (except minimum age provisions), marital status, or disability in dealings with Town of Minturn or Town of Minturn employees. Any violations of these provisions shall be considered a violation of a material provision of the consulting contract and shall be grounds for cancellation, termination, or suspension in whole or in part of the contract with Town of Minturn. The firm shall at all times in the proposal and contracting process comply with all applicable county, state, and federal anti-discrimination laws, rules, regulations and requirements.

Published in the Vail Daily:
Monday, July 20, 2009
Monday, July 27, 2009