



REQUEST FOR QUALIFICATIONS

DOWD JUNCTION TO MINTURN TRAIL PHASE I

GRANT ADMINISTRATION AND PROJECT INSPECTION

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 Town (Project Owner) and ECO Trails (Project Manager) are seeking professional services to assist with Grant Administration and Project Inspection. The contract for services will be between Town of Minturn and Consultant. Funding for the project is provided by the American Recovery and Reinvestment Act (ARRA) through the Colorado Department of Transportation.

In summary, the project includes construction 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.

Services needed:

GRANT ADMINISTRATION:

1. 60 hours is anticipated as the necessary time needed to complete the tasks described below.
2. Consultant will meet with Project Owner and Project Manager to review the plans, specifications, and associated CDOT and Federal forms and processes. Estimated 2 hour meeting. This meeting is critical for establishing an understanding of the scope of work and clear and efficient plan for communication during the life of this relatively small and fast project.
3. Consultant will attend the Pre-Construction Meeting to familiarize themselves with the project team, selected Contractor and schedule. 2 hour meeting
4. Consultant will spend an average of 8 hours per week tracking, preparing, noticing and otherwise managing required documentation and processes associated with the ARRA and CDOT processes for funding, for a total estimate of 56 hours through the project period. Consultant shall develop a comprehensive tracking list at outset of the project for forms and materials associated with the project as required by the ARRA and CDOT, and work to ensure all forms and requirements properly processed. These forms and processes relate to topics including, but not limited to, Construction Civil Rights, Labor Compliance and Final Acceptance and are listed in the Local Agency Contract Administration Checklist attached or the Bid Package attached (Bid Documents and Construction Plan Set). Additional forms may be required by ARRA and CDOT through the life of the project.
5. Each week, Consultant will provide a summary to the project team via e-mail memorandum. Meetings with Project Owner and/or Project Manager will occur as needed.
6. Individuals or Firms experienced in Civil Engineering, Project Construction Management and design or management of projects involving the Colorado Department of Transportation will be considered for this work.

FIELD INSPECTION SERVICES:

1. Consultant may be asked to provide back-up Project Inspection Services as needed. These services would include site visits as assigned to augment inspections by the Design Engineer (PE), Project Manager (PM), and Project Owner. The number and duration of the field inspections is to be determined but would include:
 1. Observation of Contractor's methods and adherence to the plan set specifications including construction of trail, construction of wall – general observation (geotechnical services are by others under separate contract), general observation of safety, erosion control, traffic control and other plan set and bid document provisions.
 2. Preparation of a Field Observation Report (in format provided by PM) and submittal of report within 24 hours of the field inspection to PM.
 3. Immediate notification of PM or PE of any urgent issues at construction site found in the course of field inspection.
 4. An average of 5 hours per week, or 30 hours through the project period, is anticipated for these services.
 5. Persons experienced in Project Management, Public Administration, Planning Consulting, Civil Engineering, Project Inspection or similar fields will be considered for this work scope.

SELECTION OF CONSULTANT:

Selection will be based on an evaluation of factors including, but not limited to the following. Each qualifications summary must include:

- Hourly fees for the services requested. Any anticipated charges for travel time must be identified separately.
- Name and qualification of the personnel assigned to the task. One or two persons maximum are requested assigned to the tasks, for clear communication purposes.
- Direct experience with CDOT forms and processes listed in the project checklist and bid documents/ plan set. Provide project name and contact and describe forms you have prepared (e.g. CDOT Finals forms, CDOT Civil Rights and Labor Compliance forms).
- Other experience with CDOT, or that American Recovery and Reinvestment Act provisions, that may be relevant.
- References (3 consecutive) from similar work, within the last two years.
- Office and staff location in relation to the project site.
- An interview may or may not be requested.

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 Qualifications 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. RFQ description (these three pages)
2. Colorado Department of Transportation Local Agency Contract Administration Checklist
3. Bid Documents
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.

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