

**REQUEST FOR PROPOSAL**  
**TOWN OF JOHNSTOWN LITTLE THOMPSON RIVER TRAIL PROJECT**

The Town of Johnstown is requesting proposals from qualified consulting firms or teams to provide preliminary and final engineering design, and design support during construction of the Town of Johnstown Little Thompson River Trail Project. The successful firm/team will address all of the tasks, issues and deliverables identified in their proposal; will possess the expertise and experience necessary to complete the project on time and within the established budget; and will be motivated to work with the Town of Johnstown, the Colorado Department of Transportation (CDOT), and other stakeholders to accomplish the goals and objectives associated with this project. This project contains federal funding, and therefore all work associated with the project must be in accordance with all CDOT specifications. **A Disadvantaged Business Enterprise (DBE) goal of 8% has been established for the design phase of this project.**

Tasks to complete the project include, but are not limited to, those outlined in the Scope of Work.

Please limit the total length of your proposal to a maximum of 25 pages (excluding covers and dividers).

**I. INTRODUCTION**

The Town of Johnstown is seeking professional consulting services to design the Town of Johnstown Little Thompson River Trail Project. The Colorado Department of Transportation (CDOT) will oversee the Town of Johnstown (Town) when town designs and constructs the following: Little Thompson River Trail beginning east of the railroad tracks on CR 46.5, traveling eastbound to CR 19 (Herein referred to as “this work”). CDOT and the Town believe it will be beneficial to perform this work to provide alternate transportation and recreation opportunities in Johnstown. This segment of trail is part of the Johnstown-Milliken Parks Trails and Open Space Master Plan as well as the NFRMPO’s 2040 RTP and Regional Bicycle Corridor 2. The trail section will measure approximately 5,000 linear feet based on project costs and availability of funds.

This project will conform to all applicable state and federal regulations and standards. The design phase will begin in the winter/spring of 2020 and will be followed by a construction phase. Construction will begin in the summer/fall of 2020 and will be completed shortly thereafter.

The Town of Johnstown, Colorado is a municipal corporation duly organized and existing under its Home Rule Charter adopted pursuant to Article XX of the Constitution of the State of Colorado

The Town has secured Transportation Alternative Program (TAP) funds for the design and construction of the Little Thompson River Trail Project

Goals for the Little Thompson River Trail Project:

- Create a multimodal connection to complete the trail in Milliken to Johnstown that runs parallel to the Little Thompson River.
- Support the economic viability of the project area.
- Maintain compatibility with the existing drainage patterns of the area.

- Coordinate with CDOT, Weld County and the Town of Milliken, as necessary.

## **II. CONSULTANT SELECTION PROCESS & PROJECT SCHEDULE**

On time delivery is imperative for this project. Proposing teams should explain their approach and innovative delivery strategy for ensuring an efficient schedule.

### **1. Consultant Selection Process**

- Pre-proposal meeting: March 9, 2020 –  
10:30 am at 450 S. Parish Avenue, Johnstown, CO 80534
- Proposal Due Date: March 16, 2020
- Selection of up to three qualified consulting firms/teams: Week of March 23, 2020\*
- Conduct interviews: Week of March 30, 2020\*

*\*If Necessary*

### **2. Project Schedule**

It is the Town of Johnstown's goal to begin construction of the project in 2020. Below are anticipated phases for the project. Proposing teams should demonstrate their understanding of necessary time for each phase in order to meet the construction goal.

- Preliminary Engineering
- Historic and Environmental Clearances
- Final Engineering
- Construction

*Construction of the project will be addressed through a future bid process and is not included in this RFP.*

It is the intent of the Town of Johnstown to hire a single design team capable of the topographic survey, historic and environmental evaluations, public and stakeholder involvement, detailed engineering design, and design support during the construction of this project. Proposing teams should address their capability, experience and expertise in all of these areas.

The goal of this contract is to develop topographic survey data and develop preliminary and final engineering plans and specifications for project. This includes the preparation of bid documents and a detailed project construction cost estimate.

## **III. SCOPE OF WORK**

The following is an outline of a general scope of work. The successful Consultant should expand each of the tasks listed below. Additional tasks that the Consultant firm/team determines necessary to achieve a successful project should be added to this list. The Consultant should provide an estimation of hours and scope of work for each phase in order to demonstrate a thorough understanding of the work necessary to complete required tasks.

The following standards shall serve as guidelines for design. This list is not all inclusive. The consultant is encouraged to utilize other applicable resources as necessary. Final design may need to incorporate context sensitive solutions.

- Colorado Department of Transportation Standard Specifications for Road and Bridge Construction – 2019
- Colorado Department of Transportation Standard Plans, M&S Standards – 2019
- Colorado Department of Transportation CDOT Design Guide – 2005

### **Preliminary Engineering**

As part of this phase, a preliminary-level engineering plan set shall be developed. The primary purpose of this phase is to identify the desired ROW/easement corridor, provide a topographic survey, and establish FIR level plans showing the alignment and grade of the proposed improvements.

Included in preliminary engineering work is the identification of the most cost effective route for the trail construction. The alternatives to consider will be evaluating whether to construction the trail on the north or the south side of the Little Thompson River. This evaluation should be made based on estimated costs for the project based on either alternative..

Also included in preliminary engineering work is evaluation of existing drainage patterns along the corridor and replacing and/or installing new culverts to maintain historic drainage patterns across and along the corridor.

Improvements must be designed and constructed to be environmentally sensitive. Additionally, total project funding should be considered when determining appropriate design elements.

The following activities shall be completed as part of Preliminary Engineering. Work items are identified according to Town of Johnstown responsibilities and Consultant tasks. Proposing firms/teams should provide an anticipated list of necessary tasks to complete Preliminary Engineering.

#### **Town of Johnstown Tasks:**

- Provide corridor map(s)
- Secure necessary easement/ROW as necessary based on the preferred route based on which alternative is most cost effective.
- Coordination with impacted businesses and residents regarding proposed improvements
- Collaboration with affected entities such as Weld County, railroad company, and ditch company(s) as applicable.

#### **Consultant Activities (list is not exhaustive)**

- Development of topographic map data relative to Town of Johnstown proposed easement/ROW boundaries
- Design, drafting and compiling the preliminary construction plans

## **Historic and Environmental Clearances**

The Consultant will be responsible for developing all necessary documentation in order to obtain historic and environmental clearances on behalf of the Town of Johnstown.

Wetland Determination (survey) – Conduct an initial wetlands assessment. If it is determined that wetlands exist within the project area, a wetland delineation shall be conducted according to the guidelines outlined in the 1987 Corps of Engineers (Corps) Wetland Delineation Manual. Wetland boundaries will be surveyed into the project plan sheets, and temporary and/or permanent impacts determined. If the wetlands are jurisdictional, project activities will be subject to Section 404 permitting through the US Army Corps of Engineers (Corps). If the project results in permanent impacts of 500 square feet or a combination of permanent and temporary impacts of 1,000 square feet or more, including wetlands not regulated by the Corps, a Wetland Finding Report will be required that includes a detailed mitigation plan. For permanent impacts of 1/10 of an acre or more, a FacWet, functional assessment will also be conducted and results included in the Wetland Finding Report. Any mitigation needed, will be at a 1:1 ratio.

Historical Resources – In order to comply with Section 106 of the National Historic Preservation Act, conduct a file search through History Colorado's COMPASS cultural resource database. If the project has the potential to directly or indirectly impact properties 50 or more years old, including but may not be limited to the GWRR, conduct intensive-level survey to document and evaluate the significance of historical resources per the National Register of Historic Places eligibility criteria. If appropriate, prepare inventory forms and draft determination of eligibility and effects letter to facilitate consultation with the State Historic Preservation Officer (SHPO). The consultant responsible for these tasks must meet the Secretary of the Interior's Professional Qualifications Standard for historians and/or architectural historians. Region 4 Staff historian will approve APE and will initiate consultation with SHPO, if needed. If the project should result in a finding of no adverse effect to a historic resource under Section 106, services should also include the preparation of 4(f) *de minimus* letter for FHWA review and approval.

Migratory Bird – Surveys and assessments will be conducted for all migratory birds that could potentially occur within the project site and affected by the project. This can include removal of trees, work on bridges or other structures, clearing and grubbing of vegetation, etc. Additionally, CPW Recommended Buffers Zones and Seasonal Restrictions for Colorado Raptors should be followed.

SWMP and MS4 compliance – If the project occurs within CDOT owned ROW, the LA will have to follow all CDOT SWMP development and MS4 (permanent Water Quality) requirements including reviews and approvals by CDOT staff authorities.

Noxious Weeds – Identify all noxious weeds within the construction area (any disturbed areas). If noxious weeds are abundant and/or can be spread during construction activities we would then need a weed management plan for both control and treatment.

Parks and Wildlife SB 40 - An application for SB 40 wildlife certification will be completed.

Threatened or Endangered Species (T&E) - Review and conduct an initial threatened or endangered species assessment (USFWS IPaC) for all Federal and State listed T&E species that could potentially occur in or be affected by the project. This should include

the five species that occur downstream of the project site along the South Platte River. If it is determined that habitat or potential habitat for any listed species occurs, formal consultation following Section 7 with USFWS should occur as well as consultation with CPW for state listed species.

Non-historic 4(f) – Compliance with and completion of all non-historic 4(f) documents with review by CDOT and submittal by CDOT to FHWA. This includes any mitigation.

## **Final Engineering**

### **Final Engineering Design**

- Includes all tasks necessary to deliver final engineering plans, construction specifications, quantity take-offs, bid tabulations, and cost estimates. Plans must be produced in accordance with all CDOT standards. Plans, specifications, quantity take-offs, bid tabulations and cost estimates must be submitted to the Town of Johnstown electronically. The Town of Johnstown will not be responsible for quality control of the plans.
- Attend and conduct Field Inspection Review / Final Office Review (FIR / FOR) submittal(s) and meeting(s). Meeting agenda and minutes to be developed and provided by Consultant.

Proposing firms/teams should provide a description of deliverables necessary to completing Final Engineering tasks. Final deliverables will depend on agreed upon scope of work.

## **Public and Stakeholder Involvement**

The Town of Johnstown will develop and implement a public involvement process and conduct stakeholder coordination. The process will include potentially affected interests such as the Town of Milliken, Weld County, the Colorado Department of Transportation, area property and business owners, and bicycle and pedestrian advocacy groups.

Potential Consultant tasks to support the public and stakeholder involvement process include:

- Graphics production/reproduction
- Preparation of presentation materials
- Attendance at public meetings

For proposal purposes, Consultant firms/teams should describe anticipated Consultant support needed for the following meetings:

- Public open houses
- Project coordination meetings

#### **IV. National Environmental Policy Act (NEPA) Special Requirements**

The Service Provider will be responsible for preparing documents in accordance with the National Environmental Policy Act of 1969 (NEPA) and federal, state and local environmental regulations. It is anticipated that the projects will be covered by a Categorical Exclusion (Cat Ex).

An environmental scoping meeting will be conducted with CDOT after a contract has been developed. The following items may be required to be evaluated as part of the study. These documents will be in CDOT's format and presented to CDOT for review and submittal to FHWA for the following clearances as applicable:

#### **Threatened or Endangered Species**

If it is determined that habitat for any threatened or endangered species could potentially occur within or adjacent to the project site, a biologist qualified to conduct T&E assessments and/or surveys will need to be retained. It will be the biologist's responsibility to follow survey protocol and obtain all applicable permits to conduct the survey which will include, but may not be limited to: Review and conduct an initial threatened or endangered species assessment (USFWS IPaC) for all Federal and State listed T&E species in Weld County that could potentially occur in or be affected by the project. This should include the five species that occur downstream of the project site. If it is determined that habitat or potential habitat for any listed species occurs, formal consultation following Section 7 with USFWS should occur as well as consultation with CPW for state listed species.

#### **Wetlands**

If it is determined that wetlands exist within the project area, a wetland ecologist or other qualified person will conduct a wetland determination and if needed, a wetland delineation. The wetland delineation shall be conducted according to the guidelines outlined in the 1987 Corps of Engineers (Corps) Wetland Delineation Manual. Wetland boundaries will be surveyed into the project plan sheets, and temporary and/or permanent impacts determined. If the wetlands are jurisdictional, project activities will be subject to Section 404 permitting through the U.S. Army Corps of Engineers (Corps).

#### **Section 404 Permitting**

If a Section 404 permit is required, the applicant will be responsible to ensure all conditions of the permit are adhered to, including preparation of a mitigation plan. CDOT requires a copy of the Corps permit.

#### **Mitigation/Wetland Findings**

If project activities result in permanent impacts of 500 sq. feet or combined temporary + permanent impacts of 1000 sq. feet, including wetlands not regulated by the Corps, CDOT will require a Wetland Findings Report that will include a detailed mitigation plan. For permanent impacts of 1/10 of an acre or more, a FacWet, functional assessment will also be conducted and results included in the Wetland Finding Report. Unless otherwise noted, mitigation will be at a 1:1 ratio. For all mitigation requirements, coordination with Jim Eussen, CDOT R-4 Planning and Environmental Unit (970.350.2167) will be initiated.

### **Colorado Parks and Wildlife Senate Bill 40**

Senate Bill (SB) 40 requires any state, or state funded project to obtain wildlife certification from the Colorado Parks and Wildlife when construction is planned in any stream, streambanks or tributaries, either under CDOT Programmatic protocol or a formal request, if required. Documentation will consist of completion of draft SB 40 application. CDOT will approve draft SB 40 application and facilitate consultation with Colorado Parks and Wildlife.

### **Hazardous Materials**

An initial site assessment using CDOT form 881 will be conducted to determine if any hazardous materials may exist in the project area. If upon this assessment, hazardous materials were found to exist in the area, CDOT will determine whether a Phase I Site Assessment will be required.

A Phase I Site Assessment (if necessary) will be conducted in accordance with ASTM E 1527-05 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process.

### **Storm Water Discharge Permit Associated with Construction Activity (CDPS)**

During construction if one acre or more of earth disturbance is anticipated a CDPS permit is required. A Storm Water Management Plan (SWMP) is one of the requirements for the CDPS permit. All SWMP's must be approved by R4 region environmental. CDOT must approve any seeding mix used for revegetation within CDOT right-of-way.

### **NOTE: CDOT WILL BE RESPONSIBLE FOR:**

- Archeology
- Paleontology
- Non-historical 4(f)

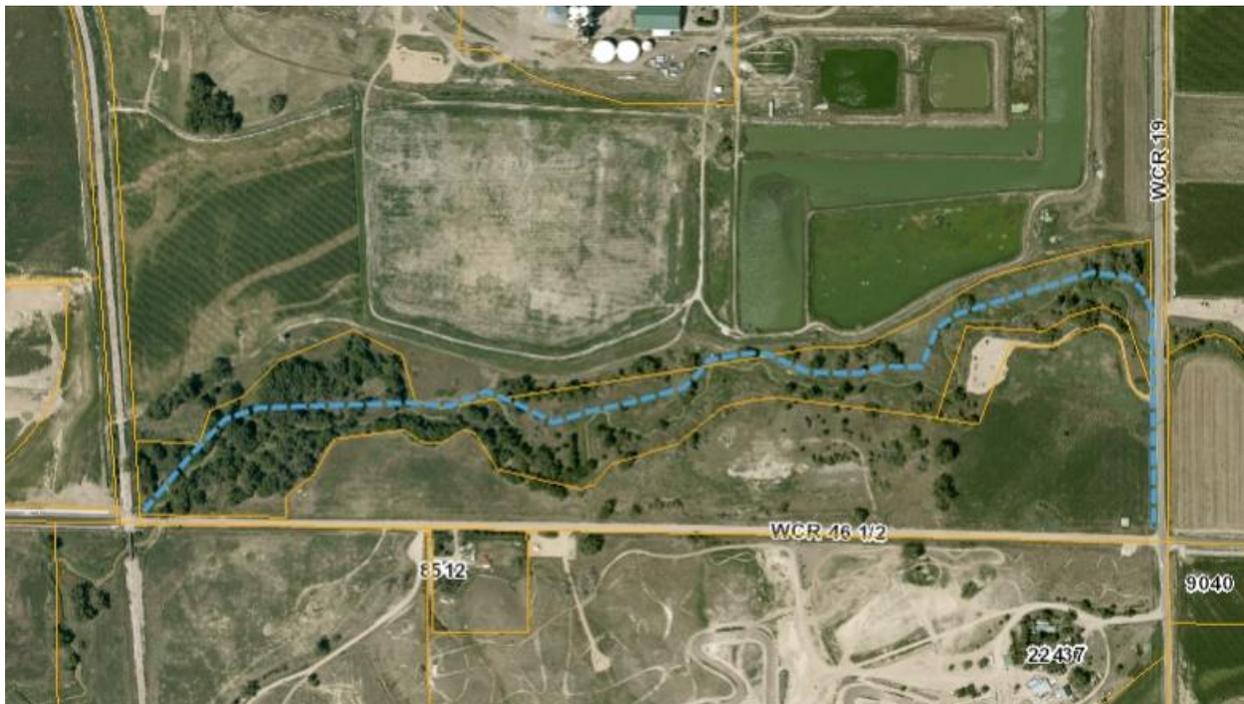
## V. CONTACT INFORMATION

Town of Johnstown Project Contacts:

Marco Carani  
Public Works Director  
450 S. Parish Avenue  
Johnstown, CO 80534  
Phone (970) 587-4664  
Email [mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)

Matt LeCerf  
Town Manager  
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## VI. VICINITY MAP



NOTE: THE ABOVE MAP SHOWS THE APPROXIMATE LOCATION OF THE EASEMENT/ROW FOR THE TRAIL CONSTRUCTION WHICH MAY BE ON EITHER SIDE OF THE LITTLE THOMPSON RIVER BASED ON THE COST BENEFIT ANALYSIS.

## **VII. PROPOSAL SUBMISSION AND EVALUATION CRITERIA**

Following are the response requirements for this RFP. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the Town of Johnstown's discretion, render the proposal non-responsive.

### **Offerors shall submit in a sealed package:**

- 4 Hard Copies and One (1) Electronic Copy of Proposal

### **Proposals must be received no later than: March 16, 2020 by 4:00 p.m. local time**

#### **Deliver proposals to:**

Town of Johnstown – Town Hall  
450 S. Parish Avenue  
Johnstown, CO 80534  
Attn: Little Thompson River Trail Project

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed below. Proposals that are determined to be at a variance with this requirement may not be accepted. The Town of Johnstown only accepts proposals in hard copy format and does not accept proposals submitted via fax, email, or other electronic means.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received on or before the proposal due date and time.

The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive.

- A. Cover Letter.** Include a cover letter introducing your company, summarizing your qualifications, and detailing any exceptions to this RFP (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFP, including address, telephone number, fax number, e-mail, and website (if applicable).
  
- B. Use of Subcontractors/Partners.** There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your proposal must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the Town of Johnstown will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.
  
- C. Company Information**
  1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.

2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

### **Proposal Review and Assessment**

Professional firms will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals and optional interview session. At discretion of the Town of Johnstown, interviews of top rated firms may be held, if necessary.

The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating and 5 being an outstanding rating.

<b>WEIGHTING FACTOR</b>	<b>QUALIFICATION</b>	<b>STANDARD</b>
2.0	Qualifications	Does the firm have necessary qualifications to complete the project efficiently and properly, to meet project objectives? Has the firm completed previous projects of this type and scope?
2.0	Approach to the Work	Does the firm provide a good project approach? Does this approach reflect an understanding of the project objectives? Is the method of approach appropriate for the level of survey and professional design services to provide an efficient and economical design and construction contract package?
2.0	Ability to Furnish Professional Services	Does the firm have the ability to provide the necessary professional services to complete the work within the necessary time frame? Are other qualified personnel available to assist in meeting the project schedule if required?
1.0	Motivation	Is the firm committed to completing the work in the required time frame?
2.0	Anticipated Design Concepts	Does the firm propose appropriate design concepts for the scope and objectives of the project?
1.0	Alternative Methods of Approach	Are alternative methods of approach provided for consideration to insure selection of an efficient and appropriate project design?

**Evaluation Factors for Final Selection**

At the discretion of the Town, professional firms will be evaluated on the following criteria based on submittal and/or interviews.

The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating and 5 being an outstanding rating.

<b>WEIGHTING FACTOR</b>	<b>QUALIFICATION</b>	<b>STANDARD</b>
2.0	Abilities of firm’s personnel assigned to the project.	The firm’s project manager and support staff abilities and experience with this type of project.
2.0	Past Performance	How has the firm and proposed project team performed on past similar projects? Have proposed project team members worked together on projects in the past? Reference check ratings will be included herein.
2.0	Willingness to meet the time and budget requirement	Does the firm believe the project is viable based on the current budget constraints and time schedule? If not, are ideas presented for staged construction or cost saving strategies?
1.0	Location of Firm	Is the firm office located near the project, and does the firm’s location have a negative impact on service delivery?
2.0	Current and Projected Work Load	Does the firm have the ability to complete this work based on other project commitments?
1.0	Ability of firm to meet established DBE goal	Is the firm capable of meeting the Disadvantaged Business Enterprise goal, and how?

**Reference Evaluation (Top Rated Firms)**

The project manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

<b>QUALIFICATION</b>	<b>STANDARD</b>
Overall Performance	Would you hire this Professional again? Did they show the skills required by the project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs? Did the Professional anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	<ul style="list-style-type: none"> <li>a) If a study, did it meet the Scope of Work?</li> <li>b) If Professional administered a construction contract, was the project functional upon completion and did it operate properly? Were problems corrected quickly and effectively?</li> </ul>