



**Montezuma County, Colorado
Request for Proposal for
Professional Engineering Services
September 2024**

Montezuma County hereby issues a Request for Proposal for Contract Engineering Services. The Scope of Work is outlined below:

Scope of Work:

Under contract to Montezuma County, prepare engineered design plans, specifications, and bid documents to Realign County Road 25:

- Design a portion of Road 25 to realign with State Highway 184 at the Heritage Center access.
- Design required turn, acceleration and deceleration lanes to meet CDOT Intersection Criteria.
- Provide engineering for survey lay-out to relocate Road 25.
- Follow Montezuma County Road Standards and CDOT Specifications.
- Act as Project Management and CDOT Liaison for Montezuma County.

During construction, County forces – staff and equipment – will be utilized to the fullest extent possible as determined by the County. The design will be completed to facilitate this goal.

- Complete the design to the post-Final Office Review (post-FOR) level. Once construction funds are identified the Engineer will be contracted by Montezuma County to finalize the design; complete the Plans, Specifications, and Estimate (PSE) package for advertisement, provide design support and act as Project Management under construction.
- Aid Montezuma County in development of an Independent Cost Estimate (ICE) for the project, to include labor, fees, material costs, equipment charges, and all other direct or indirect costs.

The successful engineering firm shall represent Montezuma County over other clients without creating a conflict of interest.

Engineer Qualifications must include:

- A degree in civil engineering, with current registration as a Professional Engineer in the State of Colorado.
- At least five (5) years of Professional Engineering experience.
- At least five (5) years of experience working with CDOT Requirements and Specifications.

Proposals should include a letter of interest and will be evaluated not only on past experience for this type of work, but also on the firm’s ability to successfully complete the project.

The County will review proposals and will evaluate them utilizing the following factors:

- Qualifications
- Ability to provide the required professional services for the project
- Anticipated design concept
- Cost of Services

Proposals must be received no later than 12:00 Noon on Thursday, October 17, 2024, at the Montezuma County Road Department, 1700 North Dolores Road, Cortez, CO.

The proposal must be placed in a sealed envelope marked:

Hwy 184 and Road 25 Proposal
Montezuma County Road and Bridge Department
Attention: Rob Englehart
1700 N. Dolores Road
Cortez, CO 81321

Any proposals received after the scheduled closing time will not be considered.

Proposals will be publicly opened and read aloud on Thursday, October 17, 2024, at the Board of County Commissioners Room at 109 West Main Street, Cortez, CO., at 1:00 p.m.

Awarding of the proposal will be done in accordance with the applicable requirements as set forth in the Montezuma County Procurement Guide.

The Montezuma County Board of County Commissioners reserves the right to waive any and all informalities or irregularities in the Request for Qualifications process, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

Proposal Requirements:

The Engineer will provide the following on a routine basis:

- Coordination of all contract activities.
- Periodic Reports and Billings.
- Minutes of all Meetings:
 - The minutes will be completed and provided to the County within five (5) working days after the meeting. When a definable task is discussed during a meeting, the minutes will identify the Action Item, the party responsible for accomplishing it, and the proposed completion date.
- General Reports and Submittals
 - In general, all reports and submittals must be approved by the County prior to their content being utilized.
- Management of the Construction Project.

Project Design Data and Standards:

General: The Engineer is responsible for obtaining and ensuring compliance with the most recent CDOT adopted version of the standards and specifications, manuals, and software or as directed by CDOT. Conflicts in criteria shall be resolved by the Engineer and CDOT.

Specific Design Criteria: The Engineer will use the current CDOT design criteria. The Engineer shall submit any proposed changes to the pertinent criteria to the County at one of the periodic progress meetings prior to initiating design.

Construction Materials/Methods: The materials and methods specified for construction will be selected to minimize the initial construction and long-term maintenance cost as well as optimize the amount of construction work that can be completed by Montezuma County forces. Non-typical construction materials and methods must be approved in writing by the County and if applicable by CDOT or other affected entities.

Project Initiation and Continuing Requirements:

The following list establishes the Engineer's individual task responsibility. The Engineer shall maintain the ability to perform all work tasks which are indicated below by an 'X' in the Engineer column, in accordance with the forms and conditions contained herein, and the applicable CDOT standards. Selected work tasks shall be scheduled and performed only after coordination and consultation with the County.

The following activities of communication, project team reviews, conceptual design, data gathering and documentation should be planned by the Engineer and coordinated with the County. The time of their accomplishment will overlap and parallel paths of activity and should be planned to finish the design phase in accordance with the shortest possible schedule. The type and number of meetings, documents, etc., will depend on the category and characteristics of the project work. The plan and schedule must be approved by the County before starting the work.

	PROJECT INITIATION & CONTINUING REQUIREMENTS	COUNTY	ENGINEER
Initial Project Meeting	An initial project kick-off meeting will be held, coordinated by the Engineer. The meeting will review the project scope, schedule, key milestones, and project boundary. The meeting may include an on-site inspection to familiarize the entire project team with the character and conditions of the area. The Engineer shall develop an invitation list, send notices with a draft agenda, and provide meeting minutes to all those invited.	X	X
Project Management Plan	The Engineer shall submit a plan for managing the project, including work assignments, project schedule, document quality assurance program, administrative record, document and agency reviews, and other project needs.		X
Resource Review	Engineer shall review relevant standards and specifications and document environmental requirements applicable to the project.		X
Project Area Boundary	The Engineer will perform necessary research and data collection to propose a study area boundary. The Engineer will coordinate with CDOT and Montezuma County in order to receive CDOT approval.		X
Project Schedule	The initial project schedule, to be prepared by the Engineer, will be reviewed with the County, CDOT and Project Team, and refined to provide detail as requested. Modifications shall be made for acceptance by the County and CDOT. The schedule will be reviewed and discussed at regular intervals and updated as necessary.		X
Obtain Necessary Trespass Rights and Permits	Some activities will require work on land not controlled by the County. In such cases the Engineer shall obtain the necessary written permission to enter the premises. The Engineer will assist the County with work efforts consisting of the following activities: <ul style="list-style-type: none"> a. Engineer shall develop ownership lists with names and telephone numbers of persons to contact for Right-of-Entry (ROE). b. Engineer shall prepare the initial mailing list from this effort. c. Engineer shall prepare ROEs for 1st tier properties for field work and other activities as they arise. d. Engineer shall track status of ROEs, when sent, when returned, approved or rejected, conditions, other interested parties and tenants, etc. The ROEs shall apply to CDOT and Engineer personnel. e. Engineer shall obtain permits, as required, for fieldwork activities. 		X
Arrange the purchase of property necessary for the project, by Montezuma County	This project may require the purchase of property from a private owner. The Engineer shall organize, arrange and oversee this process, in coordination with Montezuma County.	X	X

Plan and arrange required Traffic Counts and Studies	The Engineer will work directly with the County and with CDOT to arrange, perform and analyze Traffic Counts, Traffic Studies, Intersection Analysis Studies, and Signal Warrant Studies that may be required for the project.		X
Plan and arrange required Traffic Control	<p>This project will consist of activities that may interfere with traffic operations within existing roadways, and will require control of traffic. The Engineer will plan and provide any required traffic control for the survey, testing, design and construction process. The proposed Method for Handling Traffic (MHT) must be submitted to the appropriate agency whose road or highway is affected.</p> <p>The Engineer will work directly with the County to prepare and submit appropriate basic traffic control plans for work tasks which may be required. Any work within an agency's ROW will require a permit and traffic control plan approved in advance by that agency.</p>	X	X
Progress Meetings	The County, Project Team and the Engineer will meet at regular intervals, to coordinate and track work efforts, progress and issues, and to work towards resolution of potential problems. The Engineer shall provide a status report of the project schedule and budget at regular intervals. The Engineer shall conduct the meetings, send meeting notices, agendas and handout materials, and prepare and distribute meeting minutes. The minutes of each meeting shall track and report progress on action items identified during previous meetings. Some of these meetings may be held via teleconference.	X	X
Project Management	<p>The Engineer will coordinate the work tasks being accomplished by all Contractors to ensure project work completion on schedule.</p> <p>The Engineer will provide the following on a routine basis:</p> <ul style="list-style-type: none"> • Coordination of contract activities. • Periodic reports and billings. • Minutes of all Meetings: The minutes will be completed and will be provided to the County within five (5) working days after the meeting. When a definable task is discussed during a meeting, the minutes will identify the Action Item, the agency responsible for accomplishing it, and the proposed completion date. • Coordination with Contractor activities, processing of invoices, review of status reports and products. 		X

REPORTS		CDOT/Other	Engineer
Property Ownership Summary Report	Property lines and ownership will be assembled from Assessor's information. A set of property owner maps will be prepared based on County Assessor tax records that identify ownerships within the study area. The existing ROW lines and the property boundary lines within the study area will be ascertained from information available at the Montezuma County Assessors offices and the Clerk and Records offices. No title research is included in this Scope of Services.		X
Safety Assessment	The Engineer shall obtain all available Safety Assessment Reports which identify existing safety problems within the project limits.		X
Cost Estimate	A cost estimate will be developed for final engineering, ROW, Construction Engineering and Project Construction.		X

Design Criteria:

- CDOT Design Specifications
- CDOT Standard Special Provisions
- CDOT/County Project Special Provisions
- CDOT M & S Standards
- Manual on Uniform Traffic Control Devices

Project Coordination:

The Engineer is responsible for Project Coordination, Agency Coordination, and Public Participation for all three phases of the project.

Overall Project Coordination Planning Phase

- On-site review
- Conduct a pre-design meeting
- Solicit input from all concerned agencies
- Prepare minutes from meeting and distribute to all attendees

Overall Project Coordination Design Phase:

- Periodic submittal and review of conceptual designs and plan formats during design to assure that plans will meet County and CDOT standards.
- The Engineer will provide the following:
 - Monthly status reports
 - Design schedule with monthly updates (or as required)
 - Minutes of meetings

Survey & Preliminary Design Engineering:

- Survey and preliminary design.
- Secure all available existing data that will aid in survey.
- Establish vertical and horizontal control points and tie into the High Accuracy Reference Network (HARN.)
- Obtain necessary permission to enter private and public lands for survey purposes.
- Prepare and transmit project notification to utilities with a request to identify and locate existing and proposed facilities.
- Conduct ground survey.
- Establish a local baseline for Horizontal Control. Baseline shall be tied to existing property lines. Location of pathway shall be verified to existing right-of-way.
- Extend vertical control from the appropriate bench mark to project site. Consideration should be given to the requirements for project flood plains and hydraulics analysis.
- Gather topographic and descriptive data as needed.
- Coordinate and gather utility horizontal and vertical location data.
- Obtain adequate data to generate profiles and cross sections.
- Obtain hydraulic survey data.
- Tie property corners and land monuments to centerline.
- Process field data.
- Generate site plan with one (1) foot contours, utility locations and all physical data.
- Generate plan and profile.
- Generate cross sections.

Preliminary Design Report:

The Preliminary Design Report shall be submitted to Montezuma County (and CDOT, if applicable) and shall include, but not be limited to, the following:

- Discussion of alignment options and recommendations
- Preliminary cost estimate
- Foundation investigation report

Field Inspection Review Plans (FIR) and Cost Estimate:

Roadway designs will be produced to the (FIR) level.

- Prepare FIR plan set according to CDOT requirements. These shall be 11" x 17" and to a scale approved by the County.
- Prepare preliminary cost estimate.
- Provide the preliminary plans to Montezuma County (and CDOT, if applicable) for review and comment.
- Distribute preliminary plans to utilities and other involved agencies for review and comment.

Field Inspection Review:

- Conducting the Field Inspection Review (FIR) meeting.
- Prepare minutes from the FIR, both office and site phases, and distribute to all attendees.

Final Roadway Design:

- Revise and incorporate any FIR comments that affect the pavement section, typical section and alignment.
- Complete plan drawings and revise as necessary to include decisions made during the FIR.
- Perform and document independent design check.
- Calculate quantities.
- Perform and document independent quantity check.

Utility Relocation Coordination:

- Identify final utility relocation needs.
- Submit final utility plans to utility companies.
- Schedule and coordinate meetings with impacted utilities and the County.
- Coordinate and schedule required utility relocations with utility companies.

Final Plans, Specifications and Cost Estimates:

- Incorporate standard detail sheets from the County and CDOT.
- Revise all plan sheets and design notes to reflect any deficiencies found in the design and detail checks.
- Prepare all drawings in accordance with current CDOT standards and the following:
 - Determine the CDOT Standard Special Provisions required for the project. Specific project special provisions may have to be written by the Engineer to cover unique or special situations for this project.
 - Prepare Engineer's estimate. Construction items and numbers shall correspond to items found in the CDOT's current standard construction item listing. Item numbers, descriptions, units, quantities and extensions will be submitted in a format acceptable to the County and CDOT.
 - Submit Plans, Special Provisions and Estimate for review. Plan sets shall be 11"x17".

Final Office Review (FOR):

- Conduct the FOR meeting.
- Prepare minutes from the FOR and distribute.

Final Plan Review:

- Revise plans, special provisions, cost estimate, design notes and quantities based on FOR comments.
- Submit revised 11"x17" plans and special provisions to the County for review no later than two weeks after the FOR meeting.

Final Submittals:

- Submit a Post FOR 11"x17" paper plan set to the County.
- The following items shall be submitted to CDOT Staff:
 - A complete and final set of design notes and independent check notes on this project.
 - Final Post FOR documents for archival purposes.



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September 2024**

Road 25 Realignment

Engineering Services Proposal \$ _____

Company: _____

Address: _____

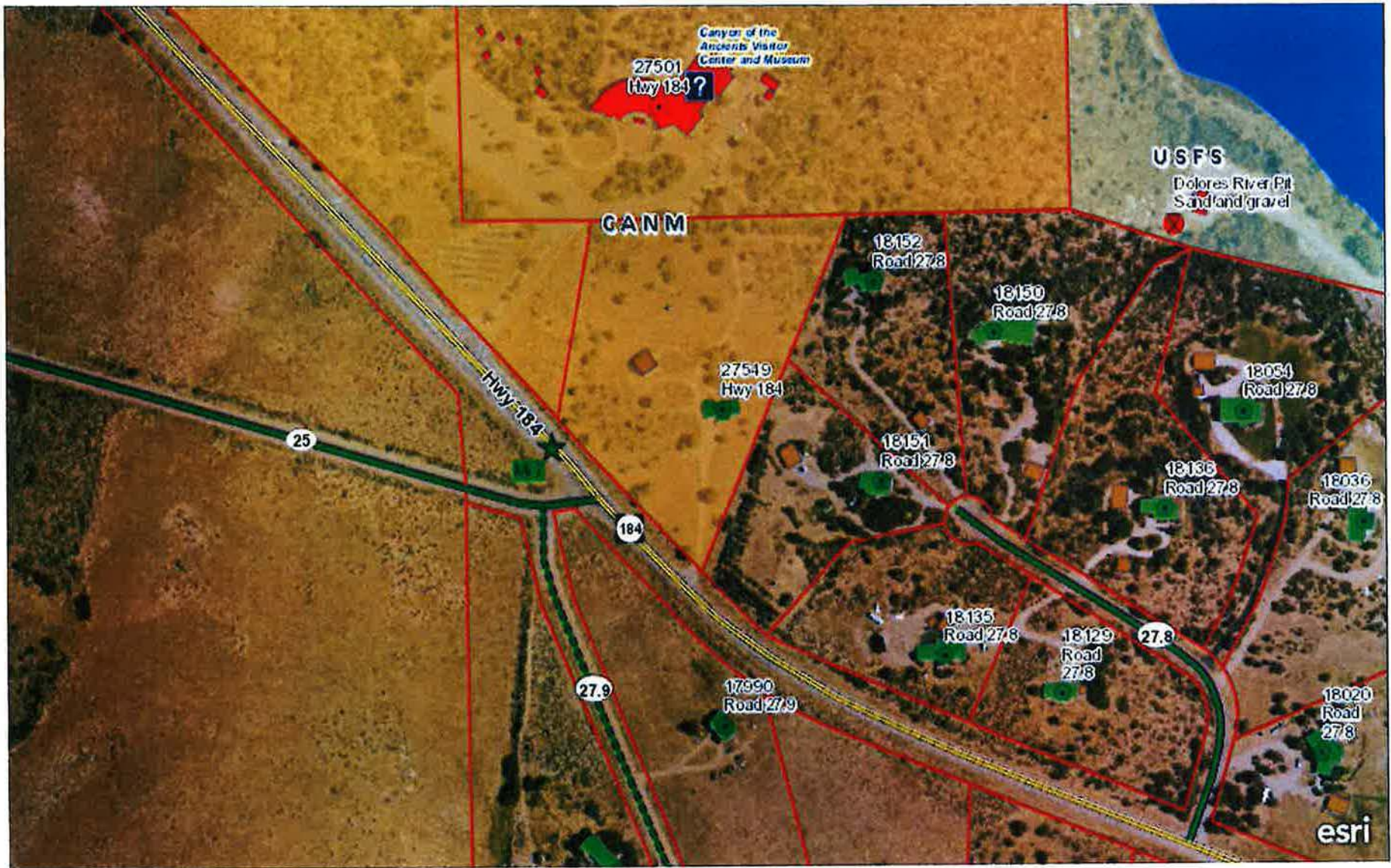
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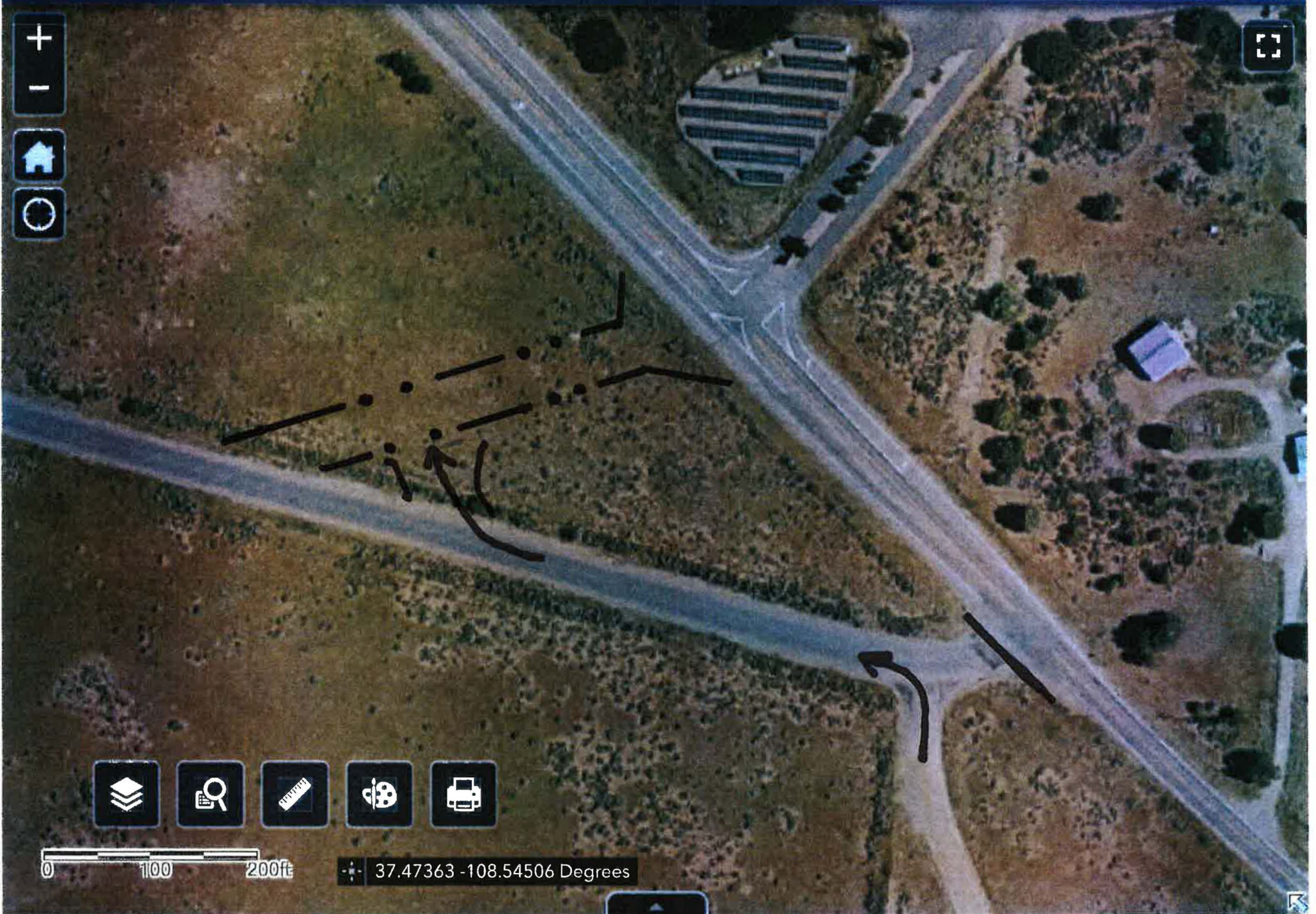




Montezuma County Map Viewer



Find Address, Owner, PID



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