



178 West Jefferson Ave.

Hayden, Colorado 81639

970-276-3741

[www.haydencolorado.com](http://www.haydencolorado.com)

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# Poplar Street Bridge Rehabilitation

## Request for Qualifications for Construction Project Management and Materials Testing

**BRO M615-006 / SA# 24960**

**Release Date: Tuesday September 3<sup>rd</sup>, 2024**

**Question Deadline: Tuesday October 8<sup>th</sup>, 2024 at Noon**

**RFQ Due: Tuesday October 8<sup>th</sup>, 2024 at Noon**

### 1.0 Introduction

Hayden, Colorado, is requesting statements of qualifications to provide construction project management and materials testing for a federally funded bridge replacement project. The project involves rehabilitating a bridge, including replacing the decking, paving, and installing a new pedestrian bridge.

This contract will be for construction project management and construction materials testing services.

The project will include redecking a 32 ft x 40 ft bridge. Approximately 180 feet of guardrail will be replaced, and the repainting of the bridge superstructure is scheduled. Additionally, a new 60 ft x Pedestrian Bridge with new abutments will be installed.

This Request for Qualifications provides the specifications and requirements for prospective applicants to provide qualifications for construction project management and materials testing services for the project.

This project is funded through a Colorado Department of Transportation (CDOT) Off-System Bridge Grant and must meet all CDOT requirements.

### 2.0 Background/Site Description

The Poplar Street/County Road 53 Bridge located within the Town of Hayden is a critical piece of local and regional infrastructure. Built in 1975, the Poplar St./County Rd 53 bridge is included on the Colorado Off-system Bridge Eligibility list as bridge number 107005303.60936. In 2020, the bridge had problems with the asphalt on the bridge, developing



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large potholes. During inspection, one of the problem areas was exposed and it was discovered that the decking had corroded all of the way through allowing asphalt to fall through the decking into Dry Creek. The Town of Hayden was able to make an emergency, temporary repair in the area where the decking was most corroded, however, the entire decking must be replaced soon to ensure the structural integrity of the remaining decking.

In addition to the structurally deficiencies mentioned above, there are numerous safety concerns that discourage multimodal transportation. The dents and scratches that litter the guard rails are a daily reminder of accidents that frequently occur on the bridge. It is scary to think that the current design of the bridge does not offer a buffer between the travel lanes and pedestrians. The sidewalk has 5-inches of settlement at northwest end of bridge. Add into the equation the number of students and families that must use the bridge to walk or bike to the Hayden School District campus, which is within 300 feet of the bridge and it is easy to see the imagine the recipe for disaster. It's not a matter of if, but rather when there is a major vehicle-pedestrian accident.

The bridge is an essential travel corridor for the residents of Hayden, it also serves as the designated response route of the West Route Fire Department. Ambulances and fire trucks dispatched out for emergencies must travel over the bridge to access State Highway 40. Furthermore, due to load restrictions on select bridges located directly on State Highway 40, heavy haul trucks must use the Poplar Street Bridge to gain access to key regional industrial users. Oversized materials and equipment destined for mining and power generation facilities are transported over the bridge frequently. Hayden is a Tier 1- Just Transition community that is currently transitioning from a heavy economic dependence on coal. It is important to note that as a coal transition community it is anticipated the heavy haul traffic will significantly increase as local power plants and mines are decommissioned or repurposed for other industrial purposes.

### **3.0 Scope of Services**

#### General Requirement of Consultant:

The selected consultant shall provide the following services for the project:

- A. Work directly with Public Works Director Bryan as a main point of contact.
- B. In conjunction with Town Council, coordinate construction scheduling, sampling of materials, routine inspections, and all other items related to this project.
- C. Construction Project Management:
  - Using the Form 1413 for the project as a basis, perform the following tasks:
    - Conduct a pre-construction conference with contractor(s) and staff representatives, documenting files with minutes of meeting;
    - Conduct work-in-progress inspections giving periodic reports and approving any and all partial payment requests;
    - Review progress schedule, shop drawing submittals concerning acceptability;
    - Attend preconstruction, progress and any other project related meetings;
    - Act as the Towns liaison with Contractor and CDOT;



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- Review contractor's work, reject defective work, conduct routine inspections and review test reports;
- Conduct required EEO interviews and report on CDOT form 280;
- Interpret contract documents, specifications, and plans;
- Consider and evaluate contractor's suggestions for modifications and make recommendations;
- Records: Maintain daily diaries and job site orderly files for correspondence, meetings, work directive changes, addenda, change orders, field orders, additional drawings issued, clarification and interpretations of contract documents, progress reports, and other project related documents;
- Reports: Furnish the Town progress reports, consult with the Town in advance of scheduled material sampling, inspections or start of important phases of work, draft proposed supplemental agreements, quantity adjustments and work directive changes, field orders, etc.;
- Review pay applications with contractor for compliance and forward to the Town for further handling;
- Completion: Before issuing a certificate of substantial completion, submit a list of observed items requiring completion or correction, conduct a final inspection in the company of the Town, Contractor, CDOT, and prepare a final list of items to be completed or corrected, and observe if completed;
- Provide Final Project Closeout documents, including the final materials manual as required by the Town and CDOT.

#### D. Quality Assurance Construction Materials Testing Services

As required by project special specifications and the CDOT Standards and Specifications for Road and Bridge Construction (2023 edition), consultant shall provide the following construction materials testing (CMT) Quality Assurance services for the project:

- Provide CDOT certified laboratory and staff for laboratory and field testing of construction materials. Laboratory shall be inspected by CDOT within the previous 12 months and accepted for Local Agency projects.
- Qualified Field technicians for full and part-time observation and testing of materials as required.
- Daily field observation reports on CDOT Form 266 or approved alternate daily diary form



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- Maintain the CDOT Form 250 during construction and confirm quantities installed by the contractors on a daily basis.
- Provide materials testing results, handwritten and typed, on appropriate CDOT forms for the material being tested.
- All construction observation and management must be under the direct supervision of a Colorado licensed Professional Engineer (PE).

#### General Requirements of Hayden:

The Town will provide CDOT approved project plans and specifications for use by the selected consultant.

#### **4.0 Qualifications**

In addition to expected hours/costs for designs and construction project management, the proposal should include all information necessary to evaluate the qualifications and capability of the firm to complete the work. At a minimum, this should include:

- Key personnel and their roles with the project, including resumes, education and relevant experience
- Past experience on similar CDOT projects
- Estimated schedule of the work
- References from other similar design and engineering projects (including owner's name, name of project, project contact person, and phone number).

#### **5.0 Proposal Evaluation Criteria**

Town staff, following the closing date for submission, will evaluate submitted proposals. The commissioners will review each proposal. The following evaluation criteria will be used:

a. *The firm's overall qualifications and experience related to similar projects and their technical competence and resources to carry out the project successfully.*

- Provide a thorough background and qualifications summary.
- Provide a list of the Project Manager(s) and all key personnel to be utilized on the project, including a description of their qualifications and skills (also include any sub-consultants on the project).
- References from other similar design and engineering projects are required (including owner's name, name of project, project contact person, and phone number).



- b. *A demonstrated understanding of the project and the work required as well as the thoroughness and conciseness of the firm's proposal.*
  - Provide a brief narrative indicating the full understanding of the project and related work required. Copies of the project conceptual design are available upon request.
  - Identify key personnel (including sub-consultants) who will be assigned to each major task. Include a description of their prior work experience with similar projects.
  
- c. Evaluation factors for short list:
  - Qualification;
  - Approach to the Work;
  - Ability to furnish professional services;
  - Anticipated design concepts, and;
  - Alternative methods of approach for furnishing the professional services.
  
- d. Evaluation factors for final selection are the consultant's:
  - Abilities of their personnel;
  - Past performance;
  - Willingness to meet the time and budget requirement;
  - Location;
  - Current and projected work load;
  - Volume of previously awarded contracts, and;
  - Involvement of minority consultants.

CDOT requires contracts to be awarded through a qualification-based selection process.

Proposals will be evaluated on the following minimum criteria:

- A. Specialized experience and technical competence of proposed project team (25 pts)
  - 1. Background and qualifications summary
  - 2. Experience with similar CDOT projects
  - 3. Project manager and key personnel
  - 4. Number of years in business
  
- B. Proposed methodology (25 pts)
  - 1. Covers all aspects of scope of work
  - 2. Overall approach to tasks
  - 3. Staffing plan - adequate number of staff, appropriate mix of staff
  - 4. Documentation process for work schedule and completed work
  - 5. Organization, clarity, thoroughness, conciseness
  
- C. Project Schedule (25 pts)
  
- D. Performance record and references (25 pts)
  - 1. Previous work and customer satisfaction (Including owner's name,



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name of project, contact person and contact information)

TOTAL

(100 pts)

The cost of preparing responses to this RFQ shall be borne by the respondents and shall not be reimbursed by the Town.

### **13.0 Submittal Procedures**

Response proposals to this RFQ must be received by Noon and Tuesday, October 8<sup>th</sup>, 2024. Proposals received after this time/date will not be considered. Proposals may be mailed or hand delivered to the address below, or emailed to: [bryan.richards@haydencolorado.org](mailto:bryan.richards@haydencolorado.org). Firms emailing proposals must confirm receipt of email by calling 970-757-6002. Proposals should not exceed 10 pages, excluding curriculum vitae (C.V.) to:

Bryan Richards,  
Hayden Public Works Director  
PO Box 190  
178 West Jefferson Ave.  
Hayden, CO 81639  
RE: Poplar Street Bridge

Any questions regarding RFQ should be emailed to [bryan.richards@haydencolorado.org](mailto:bryan.richards@haydencolorado.org).

The recipient must supply a statement that the consulting firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the project. No person having such interest shall be employed by or associated with consultant during the term of this agreement.