

City of Steamboat Springs
Request For Statements of Qualifications and Cost Proposals
Documented Categorical Exclusion Study
Proposal Deadline – September 12, 2008

1. PURPOSE

The City of Steamboat Springs is soliciting statements of qualifications and separate sealed cost proposals from qualified professional consultants to administer the NEPA process for a Documented Categorical Exclusion (CE), provide preliminary design documents and provide construction cost estimates for US 40 improvements from 12th Street in Steamboat Springs west to the Urban Growth Boundary in Routt County.

2. PROPOSAL REQUIREMENTS

2.1 Proposal submittals shall include five (5) bound signed originals, and one (1) unbound copy, which contain:

2.1.1 Cover sheet: The cover sheet shall list the name of the Consultant with name, phone number and email address of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.

2.1.2 Qualifications: The Consultant qualification information shall include:

2.1.2.1 Professional resume stating qualifications of the firm to provide the services described herein. Include number of years in business, number of employees, location of office or offices, names of principals or employees who will complete the service and their resumes and qualifications. All proposed sub-consultants to be used for this contract must be listed and must provide the information addressed above.

2.1.2.2 A minimum of five (5) references from customers, clients or owners for whom you have delivered similar comprehensive, services within the past five years with at least two (2) references specifically related to the CDOT NEPA process. Include the budget for each project. Please provide address, phone number, email address and individual contact for each reference.

2.1.3 Approach: Describe your firm's process, planning methodology, and general approach for the investigation and effort for the project. Indicate how your process and approach will accomplish the project objectives. Identify specific assignments of key personnel and the time required to complete each step. Provide a communication plan for team members given the various geographic locations of the project team.

2.1.4 Schedule: The schedule shall include an outline of the timing of the contract including phasing milestones and timing of the final draft for consideration by the City including estimated dates for public input as stated in Section 3.7.1.

2.1.5 Additional Information: Provide any additional information that will aid the evaluation of the Consultant's qualifications with respect to this budget.

2.1.6 Cost Proposal: The cost proposal shall be submitted in a separate, sealed envelope and shall include a fee schedule tied to the scope of work as identified in Section 3. Provide hourly fees for team members and a table depicting the total number of hours dedicated to each member. Please include an estimated number of man hours required with the Statements of Qualifications as itemized in the Cost Proposal. Provide a separate man hour estimate and scope for a 1601 Interchange Approval Process. Fees may be negotiated with the selected consultant and once finalized, a Notice to Proceed shall be issued.

2.2 Questions regarding the scope of work shall be submitted to Laura Anderson, Staff Engineer, landerson@steamboatsprings.net, no later than 12:00 Noon, September 4, 2008. Questions and responses shall be compiled and emailed to all prospective consultants no later than 5:00 PM September 8, 2008.

3. SCOPE OF WORK AND CONSULTANT RESPONSIBILITIES:

3.1 General and Scope of Work

The City of Steamboat Springs desires to develop a multi-modal transportation system that can accommodate future planned growth in the West of Steamboat Springs area. The goals for this project are to evaluate and determine the best option for improving safety, access, transit usage and mobility along West US 40. This CE project includes the design of a multi-modal cross section to accommodate improved transit alternatives, two lanes in each direction for the entire corridor with provision for additional laneage in specific sections based on safety and capacity needs; an evaluation and recommendation for key intersection designs to include US 40 at Elk River Road (RCR 129) and 13th Street; a recommendation for specific improvements to enhance transit usage and improve operation efficiency including improved pedestrian and bike facilities along the corridor.

This scope assumes that an Environmental Assessment (EA) is not required. If it is determined that an EA is required, the City may negotiate this work with the selected consultant or issue a second RFP and contract.

The scope assumes that an Interchange Approval (1601) Process is not required. If it is determined that a 1601 process is required for the Preferred Alternative, the City may negotiate this work with the selected consultant. Include a separate scope and man hour estimate for performing the 1601 process.

The scope for this project includes the following:

- Administer the NEPA process for a documented Categorical Exclusion (CE)
- Provide preliminary design documents
- Provide construction cost estimates for road improvements, including transit, bike and pedestrian improvements within the entire corridor

The Consultant's responsibilities are described below and a checklist of responsibilities for the City, CDOT and the Consultant are summarized in *Exhibit B*.

3.2 Project Management and Coordination

- 3.2.1 Project Initiation.** Develop and prepare a schedule and assign tasks. The schedule shall show individual tasks described in the scope of work for the project and identify key milestone dates. The consultant project manager (Consultant PM) shall maintain and update the project schedule on a monthly basis (see 2.1.6) as work proceeds.
- 3.2.2 Work Task Coordination.** The Consultant PM shall assign and coordinate all work tasks being accomplished, including those being performed by sub-consultants, Colorado Department of Transportation (CDOT) & Federal Highway Administration (FHWA) to ensure project work is completed on schedule.
- 3.2.3 Project Team Coordination.** The City project manager (City PM) and the Consultant PM shall maintain ongoing communication about the project on a frequent and regular basis. Each PM shall provide the other with:
- Written synopsis of their respective contacts (whether by telephone or in person) with others.
 - Copies of pertinent written communications, including electronic (e-mail) correspondence.
 - Early identification of potential problems or concerns.
- 3.2.4. Progress Meetings.** The City PM and the Consultant PM shall meet, either in person or by telephone conference calls, at regularly scheduled **Project Working Group** meetings held at approximately two-week intervals throughout the project. Additional personnel will be included in these meetings as deemed necessary by the City PM or the Consultant PM. In addition, the Consultant PM shall participate in monthly **Process Management Group** meetings to be held at the City of Steamboat Springs. Due to the diverse geographic location of participants, alternatives to a meeting at this location will be considered. These Process **Management** Group meetings shall include the City PM, Consultant PM, CDOT representative, FHWA, Routt representative and other personnel as deemed necessary by the Process Management Group. The Project Working Group meetings and the Process Management Group meetings shall be held in conjunction with each other when possible and will be used to coordinate the work effort and resolve any outstanding issues or problems. The meetings shall focus on the following topics:
- Activities completed since the last meeting.
 - Problems encountered or anticipated.
 - Late activities/activities slipping behind schedule.
 - Solutions for unresolved or newly identified problems.
 - Schedule of upcoming activities.
 - Information on items required from other agencies.
 - Budget projections

The Consultant PM shall prepare and distribute an agenda and meeting minutes for each meeting. Meeting minutes shall consist of a written summary report of the general discussions held and list all action items assigned, their associated responsible party, and estimated completion date.

- 3.2.5 UDBE.** The consultant shall comply with all requirements and conditions contained in the “Underutilized Disadvantaged Business Enterprise Definitions and Requirements”, concerning Disadvantaged Business Enterprises (DBEs) and the use of Underutilized Disadvantaged Business Enterprises (UDBEs) in the performance of the work. Such requirements and conditions are attached hereto as *Exhibit A* and made terms and conditions of this agreement. This information is also available on-line at <http://www.dot.state.colus/Consultants/>.

The consultant shall use UDBEs to perform 1.3% of the work under this agreement. The consultant shall also use the particular UDBE firms it identified in the proposal on this project to perform that percentage of the work.

- 3.2.6 Reporting Requirements.** In addition to items noted above, the Consultant PM shall provide monthly status reports and monthly billings. At a minimum, the billings shall include the percentage of work complete, dollars spent to date and this invoice, dollars remaining.

3.3 Data Collection and Analysis

- 3.3.1 Right-of-Entry.** The consultant shall obtain right-of-entry (ROE) and secure landowner permission to enter private property as needed to perform the required environmental and survey data collection. Written permission must be obtained prior to data collection. Since landowners are not required to provide entry, the City may need to petition the court for necessary ingress (not included as part of this scope of work). The Consultant PM will notify the City in a timely manner where permission is not granted. The work required includes:

- Establish the initial ROE requirements associated with the data collection effort. Evaluate requirements of all disciplines that require ROE, including survey, geotechnical, environmental, utility, etc. for the NEPA process.
- Prepare ROE form(s) that identify the data collection needs. Areas that require invasive or destructive processes shall have an individual form addressing the extent and liability associated with the process.
- Identify the individual parcels that require ingress.
- Utilizing City or County assessor records, obtain the owner addresses for the identified parcels and complete the mailing. Include a stamped, self-addressed envelope with the mailing.
- Non-responsive owners shall be telephoned, sent certified mail, and/or contacted in person in order to obtain ROE as needed.

- 3.3.2 Survey.** The consultant shall collect survey data as needed for the Documented Categorical Exclusion and for design services for the project. The City of Steamboat Springs has a GIS Control Point Report/ 2003/ Section 1 with NAD83 coordinates and NAVD 29 elevations available for the Consultants use.

Care is to be taken to install monumentation in locations that are readily usable for the project and in as safe a location as possible so that they can be utilized throughout construction (No monumentation shall be set on or near the centerline of the proposed roadway).

The required project control (centerline/baselines and elevation references) shall be surveyed as required. Prepare a control survey diagram showing graphical representation of all monuments used for control. Tabulate the coordinates and physical description of all found monuments and other physical evidence as prescribed by CDOT survey standards.

Supplemental surveying to be supplied as required for the design.

See the West US 40 Access Control Plan for right-of-way information along the corridor.

All survey shall be completed under the direction of, reviewed by, and sealed by a PLS.

3.3.3 Social, Economic, and Environmental. All required areas of social, economic, and environmental interest shall be studied to identify issues of concern within the project's area of potential environmental impact, which is assumed to be an area bounded by County Road 42/New Victory Parkway on the North, Steamboat Springs Urban Growth Boundary on the West, the Yampa River on the South, and 12th Street in Steamboat Springs on the East. The Consultant shall coordinate with the CDOT Region 3 Environmental Project Manager to confirm the appropriate level of analysis for impacted resources. Social, economic, and environmental issues to be examined include the following:

- Land Use. The Steamboat Springs Area Community Plan, May 2004, acknowledges the relationship between land use and transportation and focuses on balancing these relationships within the community and throughout the county. The plan calls for an integrated road network to promote alternate modes of travel along with minor widening projects. The City's Planning Division is currently working on a full build out land use scenario for the west of Steamboat area. Collection of existing, planned and future land use planning information shall be coordinated with the City Planning Director and include:
 - Current and historic demographic data for the City of Steamboat Springs and Routt County. Information shall be requested regarding residential units (single family and multi-family), Environmental Justice communities or populations, and employment within the study area (Sleepy Bear Trailer Park, Whitehaven Court, and Dream Island Trailer Park are potential communities).
 - Zoning designations for all parcels within the study area. Local zoning codes shall be researched.
- Farmland. Coordinate and obtain any prime and unique farmland mapping from Natural Resources Conservation Service (NRCS). The assumption is that there is none.
- Social and Economic Conditions. Include environmental justice considerations and identification of emergency service routes.

- Noise. Take field noise measurements for identified sensitive receptors. The consultant shall prepare a noise assessment technical report using FHWA's TNM noise model. Copies of draft and final versions of the technical report, along with input and modeling data, shall be provided to the City, County, FHWA and CDOT for review and concurrence.
- Air Quality. Obtain attainment data for the study area. This scope assumes the area is in attainment and that no modeling is required. Project area is an attainment area for carbon monoxide (CO) and ozone (O3) and in a maintenance area for particulate matter (PM10). Provide qualitative assessment of Mobile Source Air Toxins (MSAT's).
- Visual Conditions. The existing visual environment shall be documented.
- Recreation Uses. Identify all recreation and open space facilities and uses in the project area, including ownership for each facility (West Lincoln Park, Iron Spring Park, public access points on the Yampa River and the Core Trail).
- Wetlands and Vegetation. Identify and describe existing vegetation in the project area. All areas identified as jurisdictional and non-jurisdictional wetlands and waters of the United States shall be defined through field surveys or other methods, as appropriate. A wetlands delineation report and map shall be prepared for review by the City, County, CDOT, FHWA and the Army Corps of Engineers.
- Water Resources and Floodplains. Identify all water resources in the project area, both above and below ground level. Determine if any drainages are on the 303d list. Obtain information on any FEMA-mapped floodplains from Routt County.
- Wildlife and Fisheries. Collect field and research data available regarding wildlife and fisheries and analyze.
- Threatened or Endangered Species and Sensitive/Rare Species. Obtain updated file search information from US Fish and Wildlife Service (USFWS) and Colorado Natural Heritage Program (CNHP) regarding T/E species and sensitive or rare species in the project area. This scope assumes that no Biological Assessment shall be required to address potential impacts to species habitat.
- Cultural Resources. Archaeological, paleontological, and historical resources in the project area shall be identified through field surveys, archival research, coordination with the State Historic Preservation Office (SHPO), and other methods, as appropriate. A Cultural Resources Report shall be prepared for review and concurrence by the City, County, CDOT and FHWA. This scope assumes up to 10 properties may require survey under Section 106 of the National Historic Preservation Act (NHPA).
- Hazardous Waste Sites. Consultant shall perform a Modified Phase I Environmental Site Assessment (MESA) of the study area according

to ASTM standards (ASTM E-1527-00) for Environmental Site Assessments. The process shall be modified to include research into the current regulatory status of listed sites within the study area that are considered to be a Recognized Environmental Condition, or where Hazardous Materials might impact construction. (There is an auto salvage yard located within the project limits.)

- Environmental Data Research. Consultant shall obtain an Environmental Data Research (EDR) report on the study area, perform field reconnaissance of the listed sites in and adjacent to the study area, and review available historical information pertaining to the environmental history of the study area. Work tasks include the following:
 - Review existing environmental reports and summarize findings to determine how they may affect this project
 - Obtain EDR Report of study area and within ½ mile of the study area boundary
 - Perform a historical analysis of property use based on Sanborn maps, Polk directories, and other available information
 - Perform historical aerial photograph review
 - Perform site reconnaissance of listed sites or sites suspected of being impacted by hazardous materials
 - Conduct interviews with knowledgeable persons about site histories, where possible
 - Prepare Modified Phase I ESA Report for submittal to City, County, CDOT, and FHWA
 - Make recommendations for sampling of areas where the presence of hazardous materials might impact construction of a selected alternative
 - Respond to comments from reviewers

This study shall provide the City, County, CDOT and FHWA with information about the potential presence of Recognized Environmental Conditions that may impact alternative selection and construction activities.

- 3.3.4 Existing Roadway Design Attributes.** Roadway layout attributes and condition information shall be collected by consultant for significant roadways in the study area (also see the West US 40 Access Control Plan and the West US 40 System Needs Analysis). This shall be collected at a detail sufficient to conduct a documented Categorical Exclusion (CE) study and shall include:

- Through and turning lane configurations
- Shoulder locations and general widths of shoulders and roadways
- Bottleneck intersection configuration
- Transit operations
- On-street parking areas
- Driveway and access locations (also see the West US 40 Access Control Plan)
- General traffic control such as signalization or stop control
- Signal timing information on significant corridors
- Sidewalk, bike lane and Core Trail facility locations

- Future Roadway networks currently committed by the City and Developers (also see the West of Steamboat Springs Area Plan and the Steamboat Springs Area Community Plan)
- CDOT Bridge sufficiency ratings, as-built drawings
- Irrigation facilities and structures
- Railroad (Union Pacific) ROW location and railroad crossing information

Geographic Information System (GIS) technology (ARC INFO) shall be used to collect, analyze, and present data. The initial GIS related tasks shall be to establish coordinates for data storage and define documentation templates and procedures. Baseline data on existing conditions shall then be compiled and stored in the database and summarized for use in the CE and for public workshops and media coordination. Consultant PM shall coordinate with the City's GIS Department to identify required formats.

3.3.5 Section 4(f). Prepare Section 4(f) Evaluation and written reports for Categorical Exclusion. This scope anticipates that Section 4(f) impacts shall occur that would require preparation of a Section 4(f) evaluation. This scope assumes the 4(f) Evaluation will be limited to 10 properties.

3.4 Transportation Analysis

3.4.1 Base Assumptions. The following software packages for analysis shall be used as approved by the City and CDOT:

- Latest version of SYNCHRO (for signalized and un-signalized intersection analysis)
- Other software packages may be used if approved by the City and CDOT

Consultant shall develop a travel demand forecast for a future project-specific No-Action alternative and the proposed design.

Consultant shall be familiar with each of these software tools and shall apply them as appropriate.

3.4.2 Transportation Analysis. The following transportation analyses, which are described in detail below, shall be performed:

3.4.2.1 Traffic. The following areas of traffic analysis shall be addressed:

- US 40 from 12th Street in Steamboat Springs to the Urban Growth Boundary in Routt County
- the planned New Victory Parkway from RCR 42 to Elk River Road (RCR 129)
- the proposed Slate Creek Connector from US 40 to RCR 129
- RCR 129 from the proposed Slate Creek Connector to US 40

Consultant staff shall visit the area of influence, collect geometric and signal data (from field review and CDOT files), and generate photographs or other documentation as needed.

The traffic analyses conducted in conjunction with the development of the design alternative shall be refined for the conceptual roadway design. The following work elements shall be completed:

- Determine traffic projections for design year
- Confirm accident data and trends to determine safety improvements (See the West US 40 Needs Analysis and the CDOT Safety Assessment Report)
- Analyze proposed project design with the traffic projection data and reconfirm the appropriate geometry (number of lanes, auxiliary lanes, transit facilities, storage lengths, acceleration/deceleration lengths, access management, bike and pedestrian facilities)
- Develop and optimize Transit alternatives
- Develop bike and pedestrian facilities to interconnect transit stops and identify safe crossing opportunities (see underpass discussions at Sleepy Bear and Brandon Circle in the Steamboat Springs Area Plans)
- Analyze intersection design alternatives at US 40/Elk River Road (RCR 129) with bike and pedestrian accommodation on RCR 129
- Analyze intersection design and operational improvements at the intersection of US 40/13th Street
- Review design related to CDOT traffic signing and traffic control practices and recommend traffic signal and other traffic control modifications
- Create a priority listing of future improvements based on traffic volumes/land use

Use current and forecast traffic data in developing alternatives, as appropriate.

The following intersections shall be evaluated in detail:

- US 40/13th Street
- US 40/ Loggers Lane
- US 40/Stockbridge Center
- US 40/ Elk River Road (RCR 129)
- US 40/ Downhill Drive
- US 40/Sleepy Bear-SB700 Access
- US 40/Rifle Club-SB700 Secondary Access
- US 40/RCR 42
- US 40/ Brandon-Sloop Circles
- New Victory Parkway/ Downhill Drive
- Downhill Drive/ RCR 129
- Proposed Slate Creek Connector/RCR 129
- Up to 3 additional intersections shall be included as determined by the City PM and Consultant PM.

Turning movement count data shall be collected at each of the intersections above. The counts shall include AM and PM peak periods for all locations. Noon peak period counts shall be conducted at three of the locations identified above to be used to understand different travel characteristics between the peak periods. The counts shall segregate vehicles, bikes and pedestrians. The consultant shall develop a project-based traffic count effort for all of these intersections to provide a consistent baseline and to include pedestrians. Historic traffic counts, if available, shall be used for reference and during evaluation of counts that

do not appear consistent with overall traffic patterns in the study area (see the West US 40 System Needs Analysis).

The proposed Steamboat 700 development will create a new network of streets with a multi-modal emphasis including the New Victory Parkway with future connections from RCR 42 to Downhill Drive and Elk River Road (RCR 129); and a proposed Slate Creek Connector from US 40 at their secondary access north to RCR 129.

Daily traffic counts shall be undertaken at the following locations to provide 24-hour information and to compare with historic permanent count station data if available:

- US 40 East of 13th Street
- US 40 between 13th Street and Elk River Road
- US 40 between Elk River Road and Downhill Drive
- US 40 west of Downhill Drive
- US 40 between RCR 42 and Brandon-Sloop Circles
- US 40 west of Brandon-Sloop Circles
- Elk River Road (RCR 129) north of US 40
- Up to 3 additional locations shall be included as determined by the City PM and Consultant PM

Vehicle types (autos, trucks, buses) shall be recorded at three of the locations above and shall be used to develop the vehicle mix profile within the project study area. Consultant shall perform the following existing condition analyses:

- Signalized intersection level of service shall be calculated for existing conditions using the latest version of SYNCHRO and data files generated by the consultant.

The consultant shall convert future year forecast results from daily volumes to peak hour intersections turning movements and other appropriate data. The City shall approve the methodology to be used for this effort before the work begins. The consultant shall summarize the results of this process and submit them for agency review as appropriate.

Once the future volumes have been approved, the team shall conduct the following analyses:

- Signalized and un-signalized intersection level of service shall be calculated for the future build alternatives and the existing condition using SYNCHRO
- Queuing analysis for intersections based on average queues. This shall consider the potential for adjacent intersections, driveways, or other roadways to be blocked by queued traffic.

A technical memorandum shall be prepared documenting the modeling assumptions, process, and results analysis. Consultant modeling staff shall attend one project team meeting and one public meeting to present modeling results. The public meeting shall be either a Public Open House or a City Council Meeting, to be determined by the project working group.

3.4.2.2 Safety Analysis. The following safety analysis elements shall be addressed:

- The area of influence shall be the same area as identified in the Traffic task
- Accident data shall include the three most recent annual CDOT accident studies. Existing CDOT accident information shall include weighted hazard index (as provided by CDOT). Off-system crash data shall be provided by the City of Steamboat Springs Police Department. Those accidents within the study area shall be reviewed for causal trends. Observed trends, if any, shall be summarized.

Future accident evaluations shall be performed based on existing rates and proposed improvements.

3.4.2.3 Modal Analysis. The following modal analysis shall be completed:

Rather than focusing on large road construction projects, the City and County Community Plans call for an integrated road network to promote alternate modes of travel. The consultant shall collect data regarding existing multimodal features in the study area. Facilities shall include:

- Transit Routes, ridership, stop locations, shelter facilities and priority operation alternatives
- Bicycle routes (on and off street)
- Trail and sidewalk systems (on and off street) with interconnections to transit stops and grade separated crossing opportunities under US 40
- Railroad systems

Information on bicycle lanes and trail routes shall be summarized from the City's GIS database and the City's Open Space & Trails Master Plan (as provided by the City). The pedestrian counts conducted as part of the intersection turning movement count program shall also be reflected in this effort.

During development of the build alternative, enhancements to each of the multimodal facilities identified above shall be evaluated and documented. The following areas shall be considered:

- The effect on multimodal facility use in the study area (i.e. improved trail connectivity, bus priority operations, etc.)
- Strategies to optimize alternate modes of transportation
- The **potential effect on traffic volumes** in the study area
- The potential effect on traveler safety in the study area

3.4.3 Documentation. The following documentation tasks shall be completed:

The consultant shall prepare a technical memorandum documenting the above tasks. It shall include the following elements:

- Summaries of existing traffic volumes and LOS results (also see West US 40 System Needs Analysis)
- Summaries of future volumes/capacity analysis and LOS results for intersections and roadway segments
- Summaries of the safety analyses
- Summaries of the modal analysis
- Priority listing of improvements based on future traffic volumes/land use

The consultant shall submit five (5) draft copies of this technical memorandum to the City, County and CDOT for review. Upon receipt of comments, the consultant shall incorporate the comments and produce a final technical memorandum.

3.4 Alternatives Development and Evaluation

3.4.1 Develop Purpose and Need Statement. A Purpose and Need Statement along with the logical project termini will be developed and refined, as necessary, to address information collected in the Data Collection and Analysis task, the Transportation Analysis task, and through the Public Involvement task. The Purpose and Need defines why the project is needed. To support the Purpose and Need, goals will be developed that help define how the project should be accomplished. Both the Purpose and Need statement and the project goals are used to define the project evaluation criteria, described below.

3.4.2 Develop Evaluation Criteria. Evaluation criteria will be developed to ensure that alternatives carried forward meet the project's Purpose and Need and goals. Likely evaluation criteria will be based on the Purpose and Need as well as the project goals.

3.4.3 Develop Alternatives. Alternatives will be developed using the previous evaluations and Community Plan as a starting point. Additional alternatives, including transit, may be developed based on new information, the Purpose and Need and the public and agency involvement process. Alternatives at this stage may include themes or concepts and may not be designed on topographic mapping.

3.4.4 Preliminary Alternatives Screening. A preliminary screening process will be used on the range of alternatives to identify a limited number of feasible and significantly different alternatives which will be subject to more detailed evaluation. The purpose of this screening is to eliminate the obviously infeasible or unsuitable alternatives. Based on previously conducted evaluation, all existing alternatives may survive this screening.

A second level screening will include preliminary data on environmental impacts, transportation impacts, design year level of service and other operational performance measures, socioeconomic impacts and community acceptability, consistency with adopted plans, design issues and opportunities, planning level cost and engineering feasibility, and construction staging options. The No-Action Alternative will be carried through the entire evaluation and assessment process. For a short-list of alternatives advanced for further analysis, horizontal and vertical alignment concept studies will be conducted.

3.4.5 Alternatives Refinement. Alternatives or the Preferred Alternative will be refined for final screening analysis in the Documented Categorical Exclusion. Horizontal and vertical alignment will be reassessed, particularly at critical locations (e.g., at points of limited right-of-way, topographical constraints, curvature, grade separation). Constructability and construction sequencing will be examined, cost estimates refined, and environmental considerations more fully addressed.

3.5 Preliminary Engineering

3.5.1 Survey. The consultant shall collect any additional survey data necessary to prepare the engineering design documents. City aerial photographs and any GIS information that exists shall be made available to the consultant for reference. City topographic GIS data is available with 2-foot contour intervals (based on 1994 data) within the City limits only.

3.5.2 Geotechnical Investigation. The Consultant shall perform a geotechnical investigation for the project. The geotechnical investigation work anticipated for the project is as follows:

3.5.2.1 Bore a minimum of forty (40) holes along the proposed roadway cross-section to address the subgrade investigation. The pavement test holes will be drilled to a depth of 20 feet to obtain the existing pavement and subgrade soils information. Additional sampling is anticipated along sections of US 40 (MP 129) where the river and hillsides narrow the existing roadway section. Retaining walls and potential cantilevered sections may be considered in certain areas. Additional borings may be required from above and some side angle drilling to support the availability of stable bedrock for future improvements (30% design requirement for retaining walls).

3.5.2.2 Soil samples will be retrieved from the borings, inspected by the project engineer and subjected to appropriate laboratory tests. Groundwater levels, if any, will be checked during the drilling and several days after the drilling is completed.

3.5.2.3 The results of our field explorations and laboratory testing will be analyzed to obtain parameters for preliminary pavement design.

3.5.2.4 A geotechnical report will be prepared which summarizes the results of our field and laboratory testing and our pavement design recommendations. Specifically the report will include:

- Descriptions of the existing pavement and structural subsurface conditions encountered at and below proposed pavement grade and structural foundations for potential retaining walls or cantilevered sections of roadway.
- Boring logs graphically depicting the subsurface data.
- Summary of existing pavement conditions.
- Subsurface profiles showing the geology along the proposed roadway.
- Recommendations pertaining to special treatment of pavement and shoulder subgrades due to soft subsoils and/or river bank

encroachment. These would include moisture conditioning, subexcavation, or other state-of-practice improvement methods.

- Recommendations for suitable pavement thickness alternatives for both Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC) pavements based on the provided traffic loadings and soils information.
- Discussion concerning the ramifications of high ground water on the pavements, if needed.
- The results of the soil corrosivity testing (soluble sulfates, pH, chlorides, electrical resistivity) on the proposed construction and recommendations to help mitigate corrosion concerns.
- Compaction criteria for pavement subgrade, base course, embankment and structural backfill and other guidelines that will help the construction of the roadway.
- Consultant will recommend a preliminary asphalt mix and binder recommendation.

The pavement design recommendations will be prepared in accordance with the Colorado Department of Transportation's Pavement Design Standards for a 30% project design stage.

3.5.3 Rights-of-Way. Rights-of-way shall be investigated by the consultant. Existing rights-of-way shall be researched from county records, CDOT, City GIS data, and other known data. Rights-of-way records shall be researched at Routt County (also see the West US 40 Access Control Study). Properties impacted by the proposed alternatives shall be identified, and the expected impacts shall be itemized, based on the proposed roadway cross-section widths.

3.5.4 Utilities. Utility locations shall be identified by research of utility company records. General utility information shall be used to develop the design alternative. Enough information shall be obtained to recommend utility realignment or other utility conflict resolution, if necessary.

3.5.5 Drainage. The Consultant shall perform a preliminary drainage investigation and develop preliminary drainage design. The work task shall include:

- Verify Data, including "as-built" records, topographic maps, design and master plan reports. This task includes establishment of design criteria and a site visit with design team.
- Develop a basin map developed for the study area based on available topographic mapping. Drainage sub-basins will be refined to show drainage design points for on-site and off-site flows. On-site drainage will be based on preliminary roadway design plans.
- Develop a hydrologic analysis to establish design flows for drainage structures to be included in the site. Follow the City of Steamboat Springs Drainage Criteria Manual. The design discharges will be tabulated on the drainage basin maps to be included in the report. Input parameters and design calculations will be included in the report appendices. The requirements for water quality and sediment control measures will also be identified.
- Alternatives for stormwater collection will be identified for outfall sewers and ditches. Generally, these facilities will be designed for the

100-year event. Hydraulic analyses will be performed for major drainageways to identify appropriate structure sizes and scour countermeasures, if needed.

- Storm Sewer Plans. Storm sewers for this project consist of roadway structures (inlets) and pipe designed for the major event. These elements will be designed and plan and profile sheets prepared. Alignments will be checked for potential utility conflicts, and when encountered, necessary utility relocations will be identified or alternative designs proposed.
- A draft Preliminary Drainage Design Report will be prepared for submittal with the preliminary plans.

3.5.6 Major Controls. The conceptual roadway design shall establish major controls including structures, major utilities, railroad ROW and crossings, culverts, access points, and environmental constraints.

3.5.7 Traffic. The traffic analyses conducted in conjunction with the development of the design alternative shall be refined for the conceptual multi-modal design. The following tasks shall be completed:

- Determine traffic projections for design year.
- Confirm accident data and trends to determine safety improvements.
- Determine proposed project design with the traffic projection data and reconfirm the appropriate geometry (number of lanes, auxiliary lanes, storage lengths, transit facilities, acceleration/deceleration lengths, access management, bike and pedestrian facilities and underpass locations).
- Determine intersection configuration at US 40/ Elk River Road (RCR 129)
- Determine intersection and operational improvements at US 40/ 13th Street
- Review design related to CDOT traffic signing and traffic control practices and recommend traffic signal and other traffic control modifications.
- Determine Transit operation improvements and their impacts on capacity needs.
- Use current and forecast traffic data in developing detour alternatives.
- Stop sign and traffic warrants as appropriate for intersections within the project.
- Create a prioritization and phasing recommendation for improvements based on traffic volumes/land use

3.5.8 Railroads. The consultant shall facilitate discussions with the railroad regarding proposed changes to existing railroad crossings, encroachment on railroad rights-of-way, and any other design issues related to the railroad. The consultant shall obtain all necessary railroad permits and approvals for the project (Union Pacific Railroad).

3.5.9 Preliminary Multi-Modal Design. The consultant team shall perform preliminary engineering for the design alternative to CDOT Field Inspection Review (FIR) design level, approximately a 30% design level.

The 30% design shall include plans showing the horizontal geometry of the various roadway elements for the proposed alignment street intersections. The roadway elements shown shall include the edge of pavement, edge of travel way, shoulders, lane striping, curb & gutter

lines, bike lanes, sidewalks, bus stops, medians, retaining walls, underpasses and major drainage structures. Vertical profiles for the proposed alignment alternatives shall be developed. The design shall conform to the “desirable” design standards outlined in the AASHTO Design Manual and the CDOT Design Guide for the US 40 corridor improvements and to the City of Steamboat Springs Standards for other improvements, unless variances to these standards are agreed to by the project working group.

The preliminary design shall be developed to sufficient detail to determine general cut and fill limits, rights-of-way and easement requirements, preliminary earthwork quantities, and required structures. Preliminary design shall incorporate comments from the railroad. The preliminary design shall also be completed to a sufficient level of detail so that preliminary opinions of probable cost can be developed and the satisfaction of pertinent design standards can be demonstrated.

The consultant shall develop 30% design plans at a horizontal scale of 1” = 50’ for the design alternative alignment and shall be developed using Autodesk Land Development Desktop version 2006; this information will also be provided using MicroStation and InRoads with survey data in T-MOSS format for CDOT. The plans shall include design sheets typically required for an FIR level review by CDOT including the following:

- Typical section sheets
- Plan sheets
- Profile sheets
- General layout sheets for structures requiring upgrades
- Retaining wall layout sheets
- Roadway cross-section sheets
- Railroad crossing layouts and details

The consultant shall attend the Field Inspection Review (typically 30 % design). Comments from the meetings shall be addressed within 15 working days.

Design decisions concerning questions raised by the FIR will be resolved in cooperation with the City PM. The Consultant PM shall document the decision and transmit the documentation to the City PM for approval.

Revisions to the FIR plans shall be completed by the consultant before this phase of the work will be considered complete.

3.5.10 Preliminary Structure Design. Structural design shall be limited to concept plans for new minor and major structures, or expansion of existing structures for the proposed alignments to determine feasibility and cost estimates.

The following specifications and manuals shall be followed:

- AASHTO LRFD Bridge Design Specifications
- American Railway Engineering and Maintenance-of-Way (AREMA) Manual for railway Engineering

- CDOT – Bridge Design Manual
- CDOT – Standard Specifications for Road and Bridge Construction

The structures anticipated for preliminary engineering may include:

- Grade separated intersections
- New culvert construction or expansion of existing culverts
- Retaining Walls
- Pedestrian/Trail Underpasses

The preliminary structural engineering work shall consist of the following items:

- Preparation of a Preliminary Design Report outlining selected culverts, grade separations and wall types, constructability issues, and preliminary costs
- Preparation of preliminary plans including general culvert layouts, grade separations layouts, typical sections, wall layouts, and wall type details

3.5.11 Cost Estimates. The consultant shall develop an opinion of probable cost for construction of the design alternative and identify potential funding sources.

3.6 Documented Categorical Exclusion (CE) Preparation

Preparation of the Documented Categorical Exclusion shall include the following:

- Purpose & Need and project goals
- Project background
- Project description with logical termini
- Environmental analysis and mitigation
- Public involvement
- Alternative analysis
- Preferred Alternative with cost estimate
- Appendix (supporting documentation)

3.6.1 Analyze impacts for each alternative and prepare written documentation for the Environmental Analysis and Mitigation section. Included are the following sub-sections:

- Transportation – Analysis of impacts to traffic operations along US 40 from 12th Street in Steamboat Springs to the Urban Growth Boundary in Routt County, and other nearby streets (New Victory Parkway, Elk River Road (RCR 129), Slater Creek Connector), including improvements to the Transit system, pedestrian and bicycle facilities; with a priority recommendation for phasing improvements based on future traffic volumes/land use.
- Land Use and Secondary Impacts – Map generalized existing land use from aerial photo interpretation for the primary study area and the secondary study area of one to three miles width surrounding the project area. Collect information on zoning and future land use from local agencies. Map for the secondary study area identified above. Prepare analysis of impacts to existing land use, consistency with future land use plans and zoning plans.

- Farmland – Analysis of impacts to prime or unique farmland and preparation of the Farmland Conversion Form, if applicable. Includes coordination with Natural Resources Conservation Service (NRCS).
- Social – Analysis of impacts to neighborhoods and community services.
- Environmental Justice – Analysis of impacts to low income or minority populations or residential or business areas and determination of disproportionate impact (may include the Dream Island, Whitehaven Ct. and Sleepy Bear trailer parks). Discussion of beneficial impacts and mitigation. Includes special outreach efforts to identify low income and minority populations as required by FHWA.
- Relocation – Analysis of rights-of-way impacts and identification of anticipated relocations.
- Economic – Analysis of economic impacts, including effect to property values, traffic circulation changes, and potential disruption to businesses during construction.
- Air Quality – General assessment of relative air quality impacts. No impact is assumed.
- Noise – Analysis of noise impacts and noise mitigation in accordance with FHWA and CDOT Noise Analysis Guidelines. Prepare Noise Report.
 - Determine the existing conditions by modeling with FHWA TNM noise model
 - Determine the future noise levels by modeling with FHWA TNM noise model
 - Assess mitigation needs as necessary, including modeling of potential mitigation measures (refer to the US 40 Access Control Plan 2008)
 - Written summary of noise impacts for the existing and future conditions for comparative analysis
 - Preparation of Noise Report for distribution (includes input/output files)
- Water Resources/Quality – Analysis of impacts to water resources and water quality. Coordination with US Environmental Protection Agency (USEPA) and Colorado Department of Public Health and Environment (CDPHE), as necessary. Includes identification of measures necessary to comply with water quality permit requirements. Both the City of Steamboat Springs and CDOT are in MS4 Phase II areas. The consultant shall coordinate with these two entities to ensure compliance with both MS4 permits and requirements.
- Wetlands and Vegetation – Analysis of wetland impacts, practicable alternatives and wetland mitigation. Preparation of a Wetland Finding Report and 404(b)(1) analysis. Coordination with US Army Corps of Engineers (USACE), as necessary. On-site mitigation opportunities shall be identified for inclusion in the Wetland Finding. Describe impacts to other project vegetation and appropriate mitigation measures. Scope does not include wetland mitigation design.
- Wildlife and Fisheries – Analysis of impacts to wildlife and fisheries. Coordination with the Colorado Division of Wildlife and US Fish and Wildlife Service (USFWS), as necessary.

- Floodplain – Analysis of probable impact to 100-year FEMA designated floodplains and develop possible mitigation actions for adverse impacts.
- Threatened or Endangered Species and Sensitive/Rare Species – Analysis of all potential impacts to animal and plant species and critical habitat. Prepare assessment report if Threatened & Endangered species are found to be present and conduct agency coordination for concurrence. This scope assumes no impacts.
- Cultural Resources – Analysis of impacts and discussion of mitigation for historic, archaeological and paleontological resources. Prepare Cultural Resources Report (CRR). Coordination with State Historic Preservation Office (SHPO), as necessary.
- Hazardous Materials – Analysis of impacts based on field assessment, agency file reviews, and historic records.
- Recreation Resources – Analysis of impacts to recreation resources and identification of mitigation measures.
- Visual – Analysis of impacts to views of and from the transportation improvements.
- Construction – Definition of anticipated impacts during construction and identification of appropriate mitigation measures.
- Noxious Weeds – The Consultant shall survey the proposed construction limits for the presence of noxious weed and document any impacts in the CE.

3.6.2 Section 4(f). Prepare Section 4(f) Evaluation and written reports for Categorical Exclusion. This scope assumes that Section 4(f) impacts shall occur that would require preparation of a Section 4(f) evaluation. This scope assumes full 4(f) Evaluation will be limited to 10 properties.

3.6.3 Prepare First Draft Documented Categorical Exclusion (CE). A first draft CE shall be prepared for review by the City, County, and CDOT with the following sections:

- Project Purpose & Need
- Project background
- Project description with logical termini
- Environmental Analysis and Mitigation
- Public Involvement
- Alternative Analysis
- Preferred Alternative
- Section 4(f) Evaluation
- Appendix (supporting documentation)

3.6.4 Prepare Second (and additional, if necessary) Draft CE. Prepare draft CEs as necessary to fully address all comments from reviewing agencies. Respond to comments by the City, County and CDOT and prepare a second draft CE. This second draft CE will be prepared for review by the City of Steamboat Springs, Routt County, CDOT, and FHWA with final draft reviewed by all parties prior to acceptance.

3.6.5 Prepare Final CE. Respond to final comments. Prepare CE and circulate for concurrence by the City of Steamboat Springs, Routt County, CDOT, and FHWA.

3.7 Public Involvement

3.7.1 The consultant, along with the City's PM and the project working group, shall develop and maintain a Public Involvement and Information Program (PIIP). The PIIP shall identify and structure the involvement of all affected entities in the community – neighborhood groups, business organizations, interested individuals, and special interests. It shall also define and schedule effective participation and communication techniques that shall ensure that these publics become engaged early on and remain active in the project throughout its duration.

Initially, the affected entities to be involved in the project may include, but not be limited to the following:

- City Council
- Routt County
- Local neighborhoods along the corridor or within 1 mile of the corridor
- Local business owners located along the corridor or within 1 mile of the corridor
- Steamboat Springs Chamber, Resort and Downtown Business Associations.....
- Recreation/bicycle groups
- Local foundations/commissions/societies
- CDOT
- RE-2 School District
- Other elected officials
- Realtors/developers (Steamboat 700 Group)/ Special Interest Groups
- Motor carriers
- Railroads (Union Pacific)

The identification of the specific entities to be involved shall be conducted with and approved by the project working group. The entities shall be contacted for their involvement with each interested entity then identifying its own representatives or approach for subsequent contact.

3.7.2 Public Open Houses. Three open house meetings shall be scheduled at key project milestones to present project information developed to date, to provide opportunity for the public to comment on that information, and to provide input for upcoming milestone decisions. The open houses shall be scheduled at project start-up (issues scoping) and identification and evaluation of the design alternative, in addition to the CE Public Open House. The open houses shall provide the opportunity to formalize the receipt of public comments at these key milestones of the project.

The consultant shall be responsible for the planning, preparation, and conduct of all activities pertaining to the public open houses, including meeting location and logistics, agenda, presentation and handout materials, and open house summary and distribution. The project working group shall review and approve all open house planning prior to its conduct. The City will coordinate all advertising for the open houses and will prepare and distribute any and all invitational materials.

3.7.3 Small Group Issues Sessions. Alternative venues to address specific issues or problems, special interests and needs, and the identification of

specific impact mitigation measures may be required. These may include small issues-focused workshops/charrettes, focus groups, briefings of City Council, county commissioners, and other elected officials, forums, site visits, brainstorming, special outreach, or one-on-one meetings. Up to 10 small group issues sessions shall be conducted.

The consultant shall be responsible for the planning, preparation, and conduct of all activities pertaining to these issues sessions. The project working group shall review and approve all session planning prior to its conduct.

3.7.4 Project Mail List. The City will prepare and maintain the project mailing list.

3.7.5 Project Web Site. The Consultant will design and the City will host, maintain, and monitor the project web site. The consultant shall provide project related graphics for inclusion in the web site and will provide updates based on the project schedule. Web content and design shall be coordinated with the project working group.

3.7.6 Project Newsletter. The publication of the project newsletter should be tied to key project milestones providing direct information about upcoming public involvement opportunities, the outcomes of key project milestone decisions, overall project progress and status, and the schedule of upcoming project activities. Four project newsletters shall be produced during the project related to these project milestones:

- Project start-up (issues scoping) – Open House #1
- Identification and evaluation of the design alternative – Open House #2
- Availability of the draft CE and the traffic analysis for the CE Public Hearing – Open House #3
- Project conclusion indicating the outcome of the CE process

The consultant shall be responsible for providing timely and accurate project information, including text and graphics, to the City of Steamboat Springs for production and distribution. The cost effectiveness of inserting project newsletters in local print media for wider distribution shall be explored.

In addition to the project specific newsletters, project information summaries shall be provided to the City of Steamboat Springs for inclusion in the City Page of the local newspaper (the Steamboat Pilot & Today).

3.7.7 Media Information. Media information shall focus on providing widespread public information at key project milestones and related to major public involvement events and activities. The Consultant will prepare all press release and/or media information elements as related to the following:

- Editorial board conference(s)
- News releases and advisories
- Project articles and feature stories
- Display ads and visual materials

- Inserts and tags
- Live programming
- Informational surveys or questionnaires
- Special media events or roll-outs

4. CONSULTANT SUPPORT

See *Exhibit C* for a list of US Highway 40 Reference Documents and Studies
Exhibit D is a map of the US 40 Study Area for this project
Exhibit E – Standard City of Steamboat Springs contract for professional services

5. PROJECT SCHEDULE

Request for Statements of Qualifications and Proposals issued	August 22,2008
Statements/Proposals due	September 12, 2008
Notification to Consultants Selected for Interview	September 19, 2008
Consultant Interviews (tentative)	October 3, 2008
Conclude Fee Negotiation	October 10, 2008
Notice to Proceed	October 13, 2008
Documented Categorical Exclusion Final Report	August, 2009

6. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of a contract awarded pursuant to this advertised “Request For Proposal”, the contractor agrees as follows:

6.1 The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

6.2 The vendor, in all solicitations or advertisements for employees places by or on behalf of the vendor, will state that such contractor is an equal opportunity employer.

6.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.

6.4. Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

7. INSURANCE REQUIREMENTS

7.1 Vendor shall provide at his own expense the following insurance for himself and his employees in connection with their work under this project:

7.1.1 Worker's Compensation: Statutory

7.1.2 General Liability: \$1,000,000 each occurrence and aggregate

7.1.3 Auto Liability Insurance: \$150,000 each occurrence and \$600,000 aggregate

7.1.4 Professional Liability: \$1,000,000 each occurrence and aggregate

7.2 The vendor/contractor shall indemnify and hold harmless the City against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

8. EVALUATION, INTERVIEWS AND AWARD OF CONTRACT

8.1 After receipt of proposals, a selection committee comprised of representatives from the City staff and an evaluation committee comprised of selected City of Steamboat Springs staff will use the following factors in selecting the firm for the project.

8.1.1. Substantiated representations regarding the firm and assigned personnel's technical capabilities and professional competence to accomplish the required work with similar and/or comparable clients

8.1.2. Substantial successful experience in developing or providing similar services, with adherence to the statement of services, schedule and budget.

8.1.3. Narrative and project approach

8.1.4. Overall responsiveness to the RFP

8.1.5. Time frame required to complete the process

8.1.6. Ability of the Consultant to complete the work in a cost effective manner

8.2 The City will evaluate responsive proposals and may select two or more consultants to be fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Further information, negotiations, and requests for Best and Final Offer may be requested from all the consultants so selected. In many cases, other factors, including but not limited to experience, financial and professional capacity, references, service, warranties, proposed approach, life cycle costs, etc. are more important than the initial cost.

After the evaluation, information gathering, and further negotiation is completed, the City shall select the consultant who, in its opinion, best meets the need of the City, and shall award the contract to that consultant. Should the City determine, in its sole discretion, that only one consultant is fully qualified, or is clearly more qualified than the others under consideration, a contract may be negotiated and awarded to that consultant.

8.3 The City of Steamboat Springs reserves the right to reject any or all bids and proposals, to waive informalities or irregularities, in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept the bid/proposal, in whole or in part, which, in the City's judgment, best serves the interest of the City of Steamboat Springs and its citizens.

9. GENERAL CONDITIONS

9.1 Proposals must be received at the City Offices by **5:00 PM, September 12, 2008**. It is the responsibility of the consultant to ensure that the Proposal arrives at the City Hall Office prior to the time and date indicated above. Mail Proposals to PO Box 775088, Steamboat Springs, Colorado 80477, or deliver to the City Offices at 137 10th Street, Steamboat Springs, Colorado, Attention: Anne Small. Late proposals will be returned unopened.

9.2 Proposals shall be placed in a separate envelope clearly marked **Statements of Qualifications/Proposal - "Documented Categorical Exclusion Study"**

9.3 Proposals shall be firm for a period of 60 days commencing September 12, 2008.

9.4 Any person or agency on the US Attorney General's list of ineligible contractors will not be considered.

9.5 The offeror certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.

9.6 The company and equipment awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract.

9.7 Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.

9.8 The submitted proposal will become a part of any contract or Purchase Order issued for this project.