

Weld Re-5J School District

Request for Qualifications / Proposal for Traffic Impact Study



Weld Re-5J School District
2020-24 Capital Construction Program
110 Centennial Drive, Unit A
Milliken, CO 80543

Owner's Representative:

RLH engineering, inc.

Project Management & Environmental Consulting

601 Gyrfalcon Court, Unit A

Windsor, Colorado 80550

970-686-5695

970-686-5696 fax

Request for Qualifications/Proposal for Weld Re-5J Traffic Impact Study

The purpose of this Request for Qualifications/Proposal is to obtain qualifications, capabilities, and a pricing structure from qualified firms interested in providing Traffic Impact Study to Weld Re-5J School District for the New High School Project and Letford Elementary Replacement School Project.

As such, WCSD Re-5J invites your firm to submit a proposal and qualifications for professional land survey services. The District is conducting a qualifications-based selection process (with consideration of cost proposal) to retain a firm (or firms) for these services, related to the construction of a new High School facility on a new site. There are currently two sites under consideration and site selection has not been finalized, Traffic Impact Study Services shall be conducted at both proposed sites. In addition to the new High School, Land Survey Services shall be conducted at the proposed site for the Letford Elementary School replacement school on land owned by the District in the Clearview Subdivision.

All questions should be made in writing and directed to:

Weld Re-5J School District Bond Program Manager and Owner's
Representative
Matt Little
mlittle@rlengineering.com
970-415-3651

One (1) electronic copy (pdf format) of a response to the Request for Qualifications / Proposal are due no later than **3:00 p.m. on November 23, 2020** at the email address noted above. It is the responsibility of the proposing firm to ensure proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

Questions shall be provided in writing to mlittle@rlengineering.com per the schedule.

Project Description

WCSD Re-5J invites your firm to submit a proposal and qualifications for professional land survey services. The District is conducting a qualifications-based selection process (with consideration of cost proposal) to retain a firm (or firms) for these services, related to the construction of a new High School facility on a new site. Site selection has not been finalized, Traffic Impact Study Services shall be conducted at both proposed sites. In addition to the new High School, Land Survey Services shall be conducted at the proposed site for the Letford Elementary School replacement school.

Weld County RE-5J School District is a rural school district in northern Colorado, located in both Weld and Larimer counties. Our schools serve approximately 3,800 students in the towns of Johnstown and Milliken, and also include small portions of the town of Berthoud and the city of Greeley.

Weld County RE-5J School District places a strong emphasis on educating the whole child and inspiring our students to be lifelong learners. From kindergarten through high school, our

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students are empowered to be involved in their learning and to own their educational experience. We are committed to ensuring every student reaches their full potential and is prepared for college or a career when they graduate from high school. The pride of being a Roosevelt High School “Rough Rider” is instilled at all grade levels and allows our growing community to maintain a sense of pride and ownership in their schools.

As a primarily residential community with only a 5% of our assessed value coming from commercial (excluding volatile Oil and Gas valuation), Johnstown and Milliken are bedroom communities supporting the fast growth in Northern Colorado. To meet the needs of a growing work force demand and population growth we have been working on Master Planning for the past several years to not only address the needs of today, but to prepare for the future. The Master Planning process has been focused on addressing the need to add capacity at all grade levels, bring our aging facilities up to current codes, and most importantly, develop facilities that support our students and staffs goals. In meeting with our community members it became apparent that the current facilities are holding us back from meeting our goals. With this inspiration the Board of Education, Administration, and community prepared a vision for the future in the form of the 2020-24 Bond Capital Construction Program, which passed by over 55% this November. The centerpiece to chart the course into the future is a new High School to be constructed on a site yet to be determined. This New Weld Re-5J High School is programmed for 230,000 square feet on a 60-80 acre site supporting a student population of approximately 1,300. The budget for this project is \$110,000,000 which is intended to include all hard and softs for development. The District is working to develop and expand opportunities for Career and Technical Education opportunities for all students in addition to College Readiness. With this new flagship High School, the District intends to take the spirit of the Rough Rider community and embody those principles of excellence, teamwork, and collaboration in the new campus.

The work of the Traffic Study Team on this project will assist the District in making a selection between two 60-80 acre land parcels that have been donated to the Weld Re-5J School District for the construction of the new High School campus. The new High School is slated to open for students in August 2023.

As part of the Bond program, the District also intends to replace the aging Letford Elementary School with a new facility on a new 10 acre site. Weld Re-5J School District secured a BEST Grant to partially fund the new 75,000 SF four track Elementary Serving approximately 600 students. The project is scheduled to begin construction in 2021 and be open for students August 2022. Once occupied, the existing Letford Elementary is scheduled to be demolished and the site converted to a City Park.

In preparation for design and construction, WCSD Re-5J desires to perform Traffic Impact Studies on both proposed High School properties, in addition to the proposed site for the new Elementary School replacement. See attached site photos.

Traffic Impact Study Schedule*

RFP/Q Release	11/13/20
Questions submitted in Writing	11/18/20
Answers/Clarifications	11/19/20

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Response to RFP's due	11/23/20
Notice of Recommendation for Award	11/24/20
On-site Data Collection, current conditions	12/2/20*
Initial Analysis and Draft Report	12/23/20*
Final Traffic Study Report	1/8/21*

*Dates subject to modification

Scope of Services

A. The scope of the services includes the following:

1. Data Collection

- a. Traffic counts will be collected near the Elementary School at the intersections of CO-60/Colorado Blvd and Colorado Blvd/Carlson Blvd/Silverbell Dr. Traffic counts will be collected near the new HS Site in Johnstown at nearby roads and intersections. Traffic counts will be collected near the new HS site in Milliken at nearby roads and intersections. The counts will take place throughout the day to monitor all traffic patterns. Final location for traffic counts to be collected shall be confirmed with the Planning Department in the appropriate Town.
- b. Traffic data will be collected to find the a.m., midday (lunch periods) and p.m. peak hours and Average Daily Totals (ADT) data of the surrounding roadways and intersections. If applicable to the project, pedestrian and bicycle count may be required.

2. Analysis

- a. Existing operations and traffic volumes will be collected and analyzed from a street operations standpoint for the roadways surrounding the proposed redeveloped school site.
- b. Site circulation patterns presented for existing parking lots and any proposed changes will be analyzed for anticipated traffic circulation for vehicles arriving and leaving school.
- c. Estimation of future traffic conditions that will result from the proposed redevelopment of the school site and the traffic generated on the surrounding roadways will be analyzed.
- d. Existing and future operations of the existing signalized intersections will be included in the study, along with any possible improvements or timing recommendations that result from the analysis.

3. Traffic Impact Study

- a. Prepare a traffic study for WCSD Re-5J that will summarize the background traffic data and future projected traffic conditions.

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- b. Recommendations will be included in the study regarding access locations, signage, traffic circulation, and any other site programming efforts.
- c. Draft final traffic study will be presented to WCSD Re-5J prior to any submission to the Town of Johnstown or the Town of Milliken.
- d. Prepare electronic submittal to the Town of Johnstown and the Town of Milliken.
- e. Respond to any comments for the Town of Johnstown or Town of Milliken regarding the draft traffic study and submit final.

B. Codes, Regulations

Conform to all codes and regulations applicable at the project site.

C. Fees, Permits, and Utilities

Pay for all required permits and fees and shall be responsible for all utility locates prior to performing work.

D. Quality Assurance

Firm shall perform work in accordance with industry standards and in a neat manner to the satisfaction of WCSD Re-5J and its Owner's Representative.

Qualifications Section

In order to select the firm best qualified for the WCSD Re-5J Projects we are asking that the prospective TIS firm respond to the following questions.

- A. Approach to Project: Identify how your firm will coordinate the work with the Owner and perform the work. Identify any work performed by subcontractors, and which area will be self-performed.
- B. Firm History and Services – Provide a brief description of the firm, including years in business in CO, point of contact (with full contact information), services provided, and any other relevant information regarding the firm.
- C. Work Experience:
 - List all relevant work experience and qualifications related to the proposed project. Provide references of completed projects.
 - Provide specific experience working in the Towns of Johnstown and Milliken.
 - Provide specific experience or unique qualities that can aid in building a new high school.

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- D. Personnel: Provide a list of key personnel, their skill and qualifications, technical competence, experience on similar projects, capacity to undertake the project, and their availability throughout the duration of the project.
- E. Insurance Certificate: Provide a sample insurance certificate, which identifies types of coverage's, offered by your firm.

<u>Type</u>	<u>Limits (Minimum)</u>
Commercial General Liability	\$1,000,000 each occurrence
- Occurrence Based	\$2,000,000 general aggregate
	\$2,000,000 prod./comp. ops. agg.
Automobile	\$1,000,000 comb. single limit
- Any Auto	
- Hired Autos	
- Non-owned Autos	
Excess/Umbrella	\$2,000,000 each occurrence
- Occurrence Based	\$2,000,000 aggregate
Worker's Compensation	Statutory Limits
Professional Liability	\$2,000,000 per claim
	\$2,000,000 aggregate

1. The selected firm will be required to indemnify and hold WCSD Re-5J and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers' compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the negligent acts of the successful firm or its agents or employees.
2. The selected firm shall indemnify and hold the WCSD Re-5J and its agents and employees harmless from any and all claims, causes of action, suits and liabilities, including attorneys' fees and costs arising out of or relating to disclosure of any information included in the successful firm's proposal.
3. Prior to the commencement of any work, Firm shall forward Certificates of Insurance to WCSD Re-5J and its Owner's Representative. The insurance required shall be procured and maintained by the Firm for the duration of the contract. The insurance shall be with a carrier licensed in the state of Colorado and shall have "A" or better Best rating. **The District will not accept any form of Agreement or General Conditions in which a Limitation of Liability states any figures less than the insurance limits noted above.**
4. Firm shall name WCSD Re-5J as additional insured on all insurance except Workers' Compensation.

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LEGAL REQUIREMENTS

- A. **Verification of Information:**
Applicants are hereby notified that WCSD Re-5J will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As WCSD Re-5J deems necessary and appropriate in its sole discretion, WCSD Re-5J reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

- B. **Disclosure of Information:**
All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to WCSD Re-5J, appropriately identify materials, which are not subject to disclosure. In the event of a request by WCSD Re-5J for disclosure of such information, WCSD Re-5J shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to WCSD Re-5J.

- C. **Discrimination in Employment:**
In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

- D. **Applicable Laws:**
This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

- E. **Cost of Developing Qualifications:**
Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The District assumes no liability for any costs incurred throughout the entire selection process.

- F. **Qualification Ownership:**
All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

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Evaluation Criteria

Award of Contract will be based on the following:

• Fee Proposal	20 Points
• Approach to the Work	10 Points
• Firm History	10 Points
• Work Experience	20 Points
• Experience of key personnel	20 Points
• References	10 Points
• Proof of appropriate Insurance Coverage	<u>10 Points</u>
Total	100 Points

WCSD Re-5J reserves the right to accept or reject, any or all submittals, and select the consultant that is deemed to be in the Owner's best interest.

Award of Contract

- A. All submitted responses will receive a decision memorandum following the selection process.
- B. Submission of a proposal indicates Firm's acceptance of the evaluation method. The district reserves the right to reject any or all proposals for any reason, and to re-issue the RFQ.
- C. The District's Consultant Agreement will be attached at the time answers to questions/clarifications are provided per the schedule, by submitting qualifications, fee proposal, and billing rates, the Consultant agrees to the terms and conditions of the agreement and will sign the agreement as written.

Fee Schedule

Proposed Fee – Please provide a breakdown of the proposed fee as follows:

Traffic Impact Study

New Elementary School Site

Total \$ _____

New High School Sites

Total \$ _____