REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP)

INTRODUCTION

A. Project Description

The University of Colorado Colorado Springs is seeking a qualified consultant to prepare design documents for the reconstruction of approximately 800 linear feet of existing trail that has been badly damaged due to stormwater runoff.

The Sherpa Trail was originally constructed for student circulation and access to the ROTC fitness equipment on top of the bluff.

The proposed UCCS trail system is both a recreational amenity and an alternative route for getting around campus. At full build out, the backbone of the trail system will be the extension of the Sherpa Trail from East Campus to the underpass at North Nevada Avenue. The system will include about 13.8 miles of varied-challenge-level trails, consisting of both existing and new trail segments.

The Sherpa Trail safety improvements shall be implemented according to environmentally friendly design principles including: consideration of stormwater runoff, the protections and incorporation of the native landscape plantings, and the use of natural materials and proportions that blend into the surrounding context.

Geology and Soils

The steep ridges and bluffs along the eastern and northern edges of the UCCS campus provide a characteristic natural backdrop to the urban campus setting. These bluffs are surface expressions of the Dawson geologic formation and include several notable rock outcrops including Eagle Rock and Pulpit Rock. The slopes of the bluffs are considerably steep (with many vertical cliff bands), while the lower elevations have gentler slopes. Elevations along the top of the ridges range are about 6,700 feet, while the lowest point of the campus near the North Nevada/Austin Bluffs intersection is 6,184 feet.

The UCCS campus is dominated by four distinct soil types, most of which are fragile and are highly erosive, posing additional challenges for trail development and management. Soil types and their characteristics are described as follows:

- Travessilla-Rock outcrop complex – This soil type dominates most of the bluffs and undeveloped portions of the UCCS campus.
- Blakeland loamy sand – This soil type is found in the lower portions of the North Campus, adjacent to Eagle Rock Road.
- Kutch clay loam – This soil is found in the far, northwest corner of the campus.
- Truckton sandy loam – This soil type is found in the developed portions of the South Campus.
Soil on the UCCS campus, particularly the Travessilla and Blakeland soils on moderate to steep slopes, present a challenge for long-term trail development and resource stewardship. Due to the very low organic content and granular nature of these soils, they do not easily bind together and once disturbed easily disintegrate and erode.

There are several locations on campus where steep, vertical social trails have eroded into large, deep gulley’s and are no longer able to absorb moisture or support any type of vegetation. Besides the visual and resource degradation, these gulley’s create hazards for people and facilities below due to the potential for flooding and sediment deposition during and after rainfall. Revegetation in these soils is extremely difficult and is not likely to be successful, but it may be possible to stabilize these areas with walls, check dams, and other measures to direct water and reduce soil erosion. Over the past several years, the campus has invested significant resources into the construction of hillside stabilization and erosion control mitigation features.

From a trails perspective, it is incumbent to:

- Reduce or eliminate the use of existing social trails.
- Close and stabilize erosive social trails.
- Avoid trail construction in unsuitable locations.
- Ensure proper construction of new trails to minimize future erosion.

All trail development will need to be sited, designed, and constructed in a manner that minimizes the risk of soil instability and erosion. This means avoiding steep slopes and areas with particularly “rotten” soils, making use of natural benches and vegetated areas that are more stable limiting excessive grades (above 6-8%), and building adequate trail drainage.

**SCOPE OF WORK**

The UCCS Trails Micro-Master Plan was adopted November 2014. The Plan outlines standard trail design, layout and construction. Trail design is both a technical and a creative process. A skilled trail designer will have a feel for the land and an eye for the corridors that can become high quality trail alignments. During the process of laying-out new trails, the following design elements should be integrated, balanced and optimized:

- **Placement** – Place trails on a contour along the side of hills; avoid steep fall-line locations and flat terrain.
- **Grade** – Maintain an average grade of no more than 6-8%, and not exceeding 12-15% for short distances.
- **Trail Anchors** – Use vegetation, rocks, terrain, and other natural features to “anchor” the trail corridor, keep users on the trail and break the visual connection to existing or potential social trails to other routes.
- **User Experiences** – Anticipate the motivations and desires of various trail users and design trails accordingly to provide desired experiences and limit social trails and conflict.

A portion of the Sherpa Trail will need a stairway to be designed and constructed. The approach in place at this time is not sustainable and erodes badly during every storm event. The new design for this area will need to be sustainable. The remaining trail is a top sandstone rock that has eroded away and ravines have been created causing the trail to be slippery and hazardous.
The Sherpa Trail shall be designed so that drainage will not wash the trail out during storm events and the construction of the trail will not adversely affect downstream areas. Retaining walls may be necessary and design should minimize the height. (Under 30”)

Budget for this project is $70,000 (design and construction). The Project should be designed in a way that it can be constructed in phases. Phase 1 shall be the improvements to the stairway located to the north of Mountain Lion Way. The remainder of the trail should be phased as additive alternates for bidding the project construction.

B. SELECTION PROCESS

The selection process will involve screening and scoring of submittals. UCCS will attempt to negotiate a contract with the highest ranked firm based on qualifications and design fee. Following is additional information relative to their selection process:

1. Mandatory Pre-Submittal Conference/Site Visit: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have UCCS staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

   University of Colorado Colorado Springs
   Sherpa Trail and Mountain Lion Way
   1420 Austin Bluffs Parkway
   Colorado Springs, CO 80918

   November 23rd, 2015 @ 2 pm

2. Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in SUBMITTAL REQUIREMENTS. In order to facilitate review an electronic copy of submittals must be received at:

   University of Colorado Colorado Springs
   Campus Services Building
   Attn: Sherry Reed, Project Manager
   1420 Austin Bluffs Parkway
   Colorado Springs, CO 80918
   sreed@uccs.edu

   Deadline for receipt (whether mailed, emailed or hand delivered) is:

   December 7th, 2015 @ 2 pm

   Late submittals will be rejected without consideration. UCCS assumes no responsibility for costs related to the preparation of submittals.
C. SCHEDULE

Following is a detailed schedule of events for the RFQ/RFP process and an outline of the schedule for the balance of the project.

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Advertisement</td>
<td>November 16, 2015</td>
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<tr>
<td>RFQ/RFP Document Available</td>
<td>November 16, 2015</td>
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<tr>
<td>Pre-submittal Conference</td>
<td>November 23, 2015 @ 2 pm</td>
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<tr>
<td>Date Email Questions Due</td>
<td>November 30, 2015 @ 2 pm</td>
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<td>Date Answers Due to all Firms</td>
<td>December 3, 2015 @ 2 pm</td>
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<tr>
<td>RFQ/RFP Submittal Due</td>
<td>December 7, 2015 @ 2 pm</td>
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<tr>
<td>Submittal Screening</td>
<td>Week of December 7th, 2015</td>
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<td>Negotiation of A/E Contract</td>
<td>Week of December 14th, 2015</td>
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<td>Contract Approval (projected)</td>
<td>January 2, 2016</td>
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<td>Anticipated Design Start</td>
<td>January 2, 2016</td>
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<tr>
<td>Anticipated Design Finish</td>
<td>February 29, 2016</td>
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<tr>
<td>Anticipated Construction Start/Finish</td>
<td>April 4, 2016/June 1, 2016</td>
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SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ/RFP document. Please limit your response to this RFQ/RFP to 10 pages or less. Following are elements that will be used to evaluate each firm’s qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team’s qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment to key staff.
- Qualifications and relevant subconsultant experience.

B. FIRM/TREEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE
Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ/RFP document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

D. PROJECT APPROACH

For the project and services outlined in the RFQ/RFP document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control
  - Establish and maintain estimates of probably cost within owner's established budget. There is $70,000 budgeted for the design and construction of the Sherpa Trail.
  - Control consultant contract costs
  - Coordinate value engineering activities
- Schedule
  - Manage the required work to meet the established schedule.

E. Design Fee

Items to be provided during the design process are:

- Design of a sustainable trail.
- Drainage analysis to verify trail sustainability and downstream protection.
- Accurate cost and material estimates for the trail improvements.
- Document package to submit to the Trails Subcommittee for review.
- Appropriate construction documents for contractor bidding and construction.
MANDATORY SITE WALK
MEET HERE