



## **REQUEST FOR PROPOSAL (RFP)**

### **Downtown Complete Streets Plan Granite Street Final Design**

**Release Date: February 23, 2024**  
**Submittal Deadline: March 22, 2024 at 4:00pm**

Public Works  
Town of Frisco  
102 School Road  
Frisco, CO 80443

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## 1. Invitation

The Town of Frisco (hereinafter referred to as “Town”) is seeking proposals from firms (hereinafter referred to as “Proposer” or “Consultant”) to provide consulting services as outlined in this document for the Granite Street Final Design phase of the Downtown Complete Streets Plan. The project will include design of roadway, streetscape, utility, storm sewer, lighting, pedestrian, landscaping, and other improvements to Granite Street in the Town of Frisco. Preliminary design plans (30% submittal) have already been completed.

## 2. Background

The Town of Frisco updated the Frisco Community Plan in 2019 and identified mobility improvements to improve the multi-modal transportation network and walkability in Frisco. Following the Frisco Community Plan update, Frisco Town Council prioritized the development of a multi-modal, complete street plan in the downtown core. Town staff then worked with SE Group and Toole Design to develop the Frisco Downtown Complete Streets Plan in March 2022. The Downtown Complete Streets Plan identified pedestrian and street improvements in the downtown core (see image below for boundaries of study).

Map 1: The Plan Area Boundaries, Downtown Frisco



Frisco Downtown  
Complete Streets Plan

Plan Area  
Project Boundary



SE GROUP

TOOLE  
DESIGN

Following the completion of the Downtown Complete Streets Plan, the Town prioritized Granite Street as the first implementation phase. In 2021, the Town contracted with Toole Design to



complete a conceptual to 30% design of the Granite Street improvements recommended in the Downtown Complete Streets Plan. Toole Design completed the 30% design plans in October 2023, which is attached as Exhibit B.

Granite Street is a collector road, approximately 3000 linear feet, located south of Main Street, and extends from Madison Ave to Summit Blvd, in downtown Frisco. The north side of Granite Street contains residential and commercial development. The south side of Granite Street is mostly multifamily residential development. Granite Street is located within an existing 80 foot wide Town right-of-way. The majority of Granite Street is currently a 24 foot-wide asphalt street without bicycle lanes, sidewalks, or on-street parking. There are no street lights, minimal signage, and minimal storm sewer on Granite.

The 30% Granite Street Design includes the following improvements:

- Detached sidewalk (6' wide) on the north side of the road
- Detached shared use path (10' wide) on the south side of the road
- On-street parking in many areas (angled and parallel parking)
- Concrete curb and gutter
- Bulb-outs at intersections to define parking and improve pedestrian crossing
- Curves in road alignment to accommodate on-street parking and promote traffic calming
- ADA compliant curb ramps
- Storm sewer improvements
- Landscaping in detached areas between road and sidewalks
- Pedestrian lighting
- Benches, trash receptacles, and bicycle parking racks
- New MUTCD compliant signage, wayfinding signage, and pavement striping



## GRANITE STREET 30% DESIGN OVERVIEW

TOWN OF FRISCO

### 3. Project Goals and Scope of Work

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The Town is seeking a qualified and experienced firm to provide design services for the completion of 100% construction documents for the Granite Street improvements. The consultant shall provide design services that will include expertise with surveying, geometric layout, roadway horizontal alignments, roadway vertical alignment, grading, storm drainage, pedestrian infrastructure, traffic analysis, SUE, landscaping, and pedestrian lighting.

#### Project Goals

The purpose of this RFP is to contract with a consultant to progress the Granite Street design from the current 30% design to final 100% CDs. The Consultant shall complete all work listed below in the scope of work, as well as any other work not listed but necessary for the successful completion of the project.

#### Design Grant

The Town will be applying for a DOLA EIAF Tier 1 Grant in March 2024. For this proposal, proposers shall assume that the Town of Frisco will be awarded the DOLA grant and shall include all costs necessary to comply with the grant requirements.

#### Construction Grants/CDOT Requirements

The Town plans to apply for grants shortly after contract award to assist with construction funding. CDOT and FHWA grant program applications will be submitted for the project. Due to an anticipated federal grant, the project shall be designed per CDOT and federal (FHWA) standards. The CDOT design process shall be followed and submittals shall meet CDOT requirements, standards, and specifications. ROW acquisition and temporary easements shall follow the ROW Uniform Act.

#### Scope of Work

The Consultant will be provided the current survey and 30% design plans in both pdf and .dwg file formats following contract award. The following scope items shall be completed by the Consultant for the entire Granite Street project, as shown in the 30% plans, from Madison Ave to Summit Blvd (approximately 3,000 feet).

1. Project Management, Coordination, and Meetings: This effort shall include, but not limited to, the following tasks:
  - a. In-person initial kick-off meeting with Town staff to review project site, scope, schedule, and coordination.
  - b. Monthly project meetings with Town Staff to discuss project progress and design review. Monthly meetings may be on-site or remote.
  - c. Two Town Council meetings where the Consultant provides a presentation on the design and project update.
  - d. 60%, 90%, and 100% design submittal meetings.
  - e. Meeting agendas and meeting minutes shall be completed at each progress meeting.
  - f. Project correspondence, reviews, and all other project coordination necessary.

2. Public Outreach: Consultant shall prepare exhibits for public outreach through the Town's website, as well as attending one public open house.
3. Project Design Schedule: The Consultant will be expected to refine and maintain the project schedule prepared for this proposal for the duration of the design effort. The schedule shall include all milestones required to ensure successful completion of the project per the dates included in this RFP.
4. Project Base Mapping: The Town has completed initial survey work for topographic and ALTA survey data within the project limits. The Consultant will be expected to review the existing survey and communicate additional survey needs to the Town and Town's survey consultant. The Town will be responsible for survey costs, but Consultant will be responsible for coordination with Town surveyor. The existing survey does not include utilities. Expanding the survey limits, utilities, and additional survey detail will be required for the final design.
5. Geotechnical Report: The Consultant shall complete a geotechnical report for the project area. The report shall include geotechnical borings and provide recommendations for backfill and pavement sections.
6. SUE Plans and Report: Subsurface Utility Engineering (SUE) plans meeting requirements of Colorado Senate Bill 18-167 shall be prepared by Consultant. Consultant shall locate and map all utilities in the project to a SUE Level B. Where proposed storm sewer crosses a utility, the utility shall be mapped to a SUE Level A. Any utilities not mapped to a level B shall be documented by the Consultant listing the reason for the locate level achieved. The final SUE plans shall be included in the construction plans and a SUE report shall be submitted.
7. Stormwater Report: The Consultant shall progress the existing 30% stormwater report to a 100% stormwater/drainage report. The stormwater report shall analyze offsite flows, hydraulic and hydrologic calculations, spread criteria, storm sewer design, water quality per NWCogg standards, and capacity of existing storm sewer pipes that will receive increased runoff from project.
8. Traffic Report: The Consultant shall complete a traffic report utilizing traffic count and speed data provided from the Town. The traffic report shall analyze the capacity of the new roadway and ensure the design performs at a satisfactory LOS for current and future conditions. Traffic report shall analyze both vehicle and pedestrian traffic and ensure the traffic functions adequately according to CDOT and AASHTO guidance.
9. Environmental: If a CDOT/federal grant is awarded, CDOT will complete the environmental analysis for the project. The Consultant will be required to coordinate with the CDOT Region 3 Environmental Manager on the environmental analysis and clearance.
10. 60% Design Submittal: The Consultant shall develop preliminary plans and specifications at a 60% design level. The Town and other agencies, including Summit Fire & EMS, Xcel Energy, and Frisco Sanitation shall review submittals, provide comments, and Consultant shall incorporate comments. 60% submittal shall include the following:
  - a. Title Sheet
  - b. Typical Sections
  - c. Existing Conditions Sheet
  - d. Demolition Sheets

- e. Roadway Plan and Profile Sheets
  - f. Grading Plans
  - g. Storm Sewer (Plan and Profile) Sheets
  - h. Utility Plans (SUE)
  - i. Landscape Plans
  - j. Lighting Plans
  - k. Signing and Striping Plans
  - l. Construction Details
  - m. Any other Plan Sheets Necessary
  - n. 60% Construction Cost Estimate
11. 90% Design Submittal: The Consultant shall develop preliminary plans and specifications at a 90% design level. The Town and other agencies, including Summit Fire & EMS, Xcel Energy, Frisco Sanitation, and CDOT (assumes a grant is received by the 90% level) shall review submittals, provide comments, and Consultant shall incorporate comments. 90% submittal shall include the following:
- a. Title Sheet
  - b. Typical Sections
  - c. Existing Conditions Sheet
  - d. Demolition Sheets
  - e. Roadway Plan and Profile Sheets
  - f. Grading Plans
  - g. Storm Sewer (Plan and Profile) Sheets
  - h. Utility Plans (SUE)
  - i. Landscape Plans
  - j. Lighting Plans
  - k. Signing and Striping Plans
  - l. Construction Details
  - m. Typical Cross Sections
  - n. Any other Plan Sheets Necessary
  - o. 90% Construction Cost Estimate
  - p. 90% Stormwater Report
  - q. 90% Traffic Memo
  - r. 90% Project Specifications (Project Special Provisions modifying CDOT Specifications)
  - s. 90% Easement Exhibit
12. 100% CD Submittal: The Consultant shall develop final 100% construction plans and specifications. The Town and other agencies, including Summit Fire & EMS, Xcel Energy, Frisco Sanitation, and CDOT, shall review submittals, provide comments, and Consultant shall incorporate comments. 100% submittal shall include the following:
- a. Title Sheet
  - b. Typical Sections
  - c. Existing Conditions Sheet
  - d. Demolition Sheets
  - e. Roadway Plan and Profile Sheets
  - f. Grading Plans
  - g. Storm Sewer (Plan and Profile) Sheets
  - h. Utility Plans (SUE)
  - i. Landscape Plans
  - j. Lighting Plans
  - k. Signing and Striping Plans

- l. Construction Details
  - m. Typical Cross Sections
  - n. Any other Plan Sheets Necessary
  - o. 100% Construction Cost Estimate
  - p. 100% Stormwater Report
  - q. 100% Traffic Memo
  - r. 100% Project Specifications (Project Special Provisions modifying CDOT Specifications)
  - s. 100% Easement Exhibit
  - t. SUE Report
13. Lighting Design: The Consultant shall design pedestrian lighting, including street light placement, conduit & wiring alignment and sizing, and LCC design. The consultant will design using the Town's standard fixture and spacing. No photometric analysis will be required.
14. Landscaping Design: The Consultant shall complete final landscaping plan for the detached areas between curb and sidewalk and areas behind sidewalks. Plans shall include all details required for tree planting, ground cover, mulch, irrigation, and pavers.
15. Project Specifications: The Town utilizes CDOT Standard Specifications for road construction. The Consultant shall prepare project special provisions for technical specifications required.
16. Easements: The Consultant shall complete any temporary and permanent easements required for the project. Work shall include negotiating with property owners, preparing legal exhibits and descriptions, executing temporary easements, and recording any permanent easements with Summit County. Granite Street is an 80' ROW and permanent easements are not currently anticipated. Temporary construction easements will be needed in many areas. Temporary easements shall follow the Uniform ROW Act and CDOT requirements. Temporary easements will not be recorded with the County.
17. Retaining Wall Design: The Consultant shall complete structural design for any retaining walls required. For the RFP, proposers shall assume that all retaining walls will be 4 feet or less in height.
18. Cost Estimates: Cost estimates for capital construction costs, using CDOT bid items and cost data, shall be submitted at 60%, 90%, and 100%.
19. Bidding: The Consultant will provide responses to any questions received from bidding of the project (estimated for Fall 2025).
20. Grants: Recommendations for grant applications to assist with construction of the network shall be provided. Technical assistance with the preparation of grant applications shall be provided to the Town. Design submittals shall be completed in accordance with CDOT standards and federal funding requirements. No CDOT or federal funding is currently allocated to the project, but Federal and CDOT requirements shall be met during design to ensure project qualifies for potential grants.



## 4. Schedule

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• Advertisement of RFP	February 23, 2024
• Questions Due	March 13, 2024
• Proposal Deadline	March 22, 2024, 4:00 pm
• DOLA Grant Application (by Town)	April 1, 2024
• DOLA Grant Award (Estimated)	June 10, 2024
• DOLA Contract Execution (Estimated)	July 10, 2024
• Proposal Award	July 15, 2024
• Project Kickoff	July 2024
• 60% Design	November 2024
• 90% Design	February 2025
• 100% Design	May 2025
• Easements	July 2025
• Grant Applications	August 2025
• Bid Support	November 2025
• Construction (By Others)	April 2026

*Note: No mandatory pre-proposal meeting will be held.*

## 5. Instructions

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One digital copy of the proposal shall be submitted via email to the address below. There is no limit on the number of pages or proposal size, but concise proposals are encouraged. Please note that files over 15 MB cannot be accepted via email and must be delivered through a file share service such as Dropbox. Submittals must be received no later than **4:00 pm on Friday, March 22<sup>nd</sup>, 2024**.

Contact: Chris McGinnis, PE, Town Engineer Email: [chrism@townoffrisco.com](mailto:chrism@townoffrisco.com)

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

This solicitation does not commit the Town of Frisco to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals.

## **6. Proposal Requirements**

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### **6.1 Cover Letter**

This letter should identify the proposer's name, mailing address email address telephone number, and contact person. The letter should also identify key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.

### **6.2 Organizational Information**

Provide a statement of the proposer's corporate status and background, organization structure, list of owners and principals, history, type of business conducted, and business locations.

### **6.3 Qualifications and References**

List qualifications and ability of the proposer to meet the terms of the RFP. Include at least three examples of projects completed within the past five years that will confirm the proposer's expertise in providing services listed in this RFP. Any experience with similar mountain towns, communities, and CDOT should be included. Experience working on CDOT Local Agency projects is preferred and any CDOT Local Agency experience shall be detailed in this section. Examples must be specific to the key staff identified in section 6.1. Each project shall include the following:

- Client Name
- Address
- Contact Person, Phone Number, and Email
- Project Dates
- Project Description
- Project Budget

### **6.4 Project Manager and Personnel**

List the project manager and other key personnel who will contribute to the project. Describe the qualifications, experience, job title, years of experience, expertise, and availability of the manager and personnel.

### **6.5 Project Approach**

Provide a comprehensive description of the methodology and approach for completing the project scope described above. List milestones, steps, philosophical approach, and innovative ideas for the project approach.

### **6.6 Fee Schedule**

Proposer shall submit a schedule of rates and total costs applicable to each phase of the work as outlined in the project scope. Fees shall include all items to complete the scope of work from project kick-off to final completion. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

### **6.7 Project Schedule**

Proposer shall submit a preliminary timeline of dates and schedule for scope of work from beginning to final completion. This schedule should generally follow the milestone dates in

Section 4 of this RFP.

## 7. Questions and Answers

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All questions concerning this RFP must be submitted by email to Chris McGinnis, Frisco Town Engineer, at [chrism@townoffrisco.com](mailto:chrism@townoffrisco.com) by 4:00 pm on Wednesday, March 13<sup>th</sup>, 2024. Addenda, reports, and responses to questions will be distributed by Tuesday, March 19<sup>th</sup>, 2024. Any written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the TOWN prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers.

## 8. Evaluation Criteria

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The successful firm or team will be motivated to work with staff, community members, and elected officials on a strategic broadband planning effort and will have expertise in the following areas:

- Roadway, pedestrian facility, landscape architecture, and utility design in Colorado mountain towns or similar communities
- CDOT design and permitting process, particularly on Local Agency Projects
- Grant and funding opportunities

The following is a list of weighted criteria that will be used to evaluate proposals:

Qualifications and References	20%
Project Manager and Personnel	20%
Project Approach	20%
Grants and CDOT Experience and Process	20%
Fee Schedule	20%

## 9. Selection Process

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The Town will select the Proposer it deems best for this project with consideration to price, experience, proposed project methodology, proposed timeline, references, and other materials presented by the firm.

The Town may invite Proposers to participate in interviews with the evaluation committee for the purpose of clarifying, confirming, or obtaining additional information on proposals. If interviews are held, they will be scheduled after the proposal deadline.

## 10. Attachments

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Exhibit A	30% Granite Street Design Plans
Exhibit B	30% Stormwater Report
Exhibit C	30% Construction Cost Estimate
Exhibit D	Downtown Complete Streets Plan
Exhibit E	Sample Contract