



# REQUEST FOR PROPOSAL

Pearl Street Pedestrian Light Installation  
1400 Block of North Pearl Street  
Date of Issuance: July 27, 2020

**The Colfax Ave Business Improvement District (CBID) has issued a Request for Proposal (RFP) for Electrical Construction services** for the Pearl Street Pedestrian Light Installation project. Complete RFP documents will be available for download at the following web address: [www.ColfaxAve.com/Streetscape-Pedestrian-Lights-Install](http://www.ColfaxAve.com/Streetscape-Pedestrian-Lights-Install). Any applicant who downloads the RFP, or otherwise obtains this document, must send an email to [Frank@ColfaxAve.com](mailto:Frank@ColfaxAve.com) with the party's contact information.

**Responses in the form of electronic PDF shall be emailed to [Frank@ColfaxAve.com](mailto:Frank@ColfaxAve.com) no later than 5:00 PM on August 17, 2020.**

**A Preproposal Meeting will be held by Zoom Virtual Web Meeting at 10:00 AM on August 3, 2020.** All firms interested in submitting a proposal are encouraged to attend. All Proposers will be held responsible for any information conveyed at the meeting. Further information about the meeting is contained in the RFP.

**General Statement of Work** The CBID is seeking an Electrical Contractor (EC) to install and connect to the CBID-owned metered electrical power sources eight (8) pedestrian light poles with luminaires in the 1400 block of N. Pearl Street.

In considering proposals, CBID may give preference to businesses certified by the City and County of Denver as Women Business Enterprises (WBE) and/or Minority Business Enterprises (MBE). Applicants should provide any information regarding MBE/WBE certification along with their proposals.

I. Introduction

This Request for Proposal (RFP) is provided for any and all qualified firms to apply and provide the Professional Services for the project named above.

Firms submitting a response to the RFP will be asked, at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the design criteria. The finalist(s) from the RFP Phase will proceed to the Interview Phase and be requested to participate in oral interviews. If not previously provided, a Fee Proposal shall be required by all finalists entering the Interview Phase.

A. Selection Schedule

This timeline is subject to change.

Issue RFP.....	July 27, 2020
Pre-Proposal Meeting.....	August 3, 2020
Deadline to Submit Questions.....	August 5, 2020
Responses to RFP and Fee Proposal Due.....	August 17, 2020
Notice of Selection.....	August 19, 2020
Complete Contract Negotiations.....	September 1, 2020

B. Project Schedule

Project commencement.....	September 8, 2020
Project fully completed/"lights on".....	December 11, 2020

C. Contractor Qualifications

The Contractor shall have experience with:

1. Contacting all affected utility companies to determine the project's impact on each utility, assisting with resolution of all utility conflicts, drafting of utility concurrence letters, and drafting of the Utility Specifications, all in accordance with relevant City and State requirements.
2. The Contractor shall also coordinate with BCER on any/all issues related to the electrical engineering drawings.
3. The Contractor shall be licensed, shall carry general commercial liability insurance with minimum coverage amounts of \$1,000,000 per occurrence and shall provide workers' compensation coverage as required by Colorado law, and will be required to post a performance and payment bond for 100% of the contract amount.

4. The Contractor shall have at least 25 years experience in electrical construction in the public right of way.

## II. Project Description

The Contractor for the Pearl Street Pedestrian Light Installation project shall follow the electrical engineering plans supplied by the firm BCER. The pedestrian lights poles shall be provided by the CBID. All additional materials (e.g. conduit, wire, light pole foundations, etc.) incidental to the installation of the lights shall be supplied by the Contractor. The Contractor shall provide an estimate of the construction costs and may provide any additional services based on the information contained in this RFP and Scope of Work.

The main elements of this project shall be the provision of:

- Eight (8) fully operational new pedestrian light poles in the 1400 N. Pearl Street block; and,
- Reconstructing the sidewalk and other public or private repairs to damaged assets. The Contractor shall return any disturbed hardscape or softscape to pre-construction conditions.

It is anticipated that all work will be done within existing ROW and no private property will be impacted to accomplish the project goals. However, temporary easements for construction may be required. And, if private property will be impacted in any way great or small, the Contractor will be responsible for communicating said impact and working with the property owner on the resolution.

### A. Desired Outcome

Eight (8) fully functioning pedestrian light poles installed in the 1400 block of N. Pearl Street adjacent to Colfax Avenue complete with all necessary permits, 811/UNCC utility locates, and all other outcomes listed in this RFP and Scope of Work.

### B. Streetscape Plan Relevance

The Colfax Ave CBID has a Master Streetscape Plan that defines the vision for Colfax over the next 10 years. Pedestrian safety through lighting is one piece of the larger plan. Additionally, the City of Denver has numerous plans for the area that also prioritizes a safe streetscape environment.

### C. Description of Services

The selected Contractor shall provide the following services:

- Project Programming

- Field Surveys of existing conditions above and below grade.
- Communication to the nearby property/businesses owners and residents
- Traffic and traffic control engineering
- Geotechnical Engineering
- Utility Coordination as necessary
- Cost Estimating
- Scheduling
- Construction services, including materials testing

#### D. Major Tasks

- Task 1) Field Research - The limits of the field research will be along the 1400 block of N. Pearl Street from 14th Avenue to Colfax Avenue on both the east and west sides of Pearl Street.
- Task 2) Develop an Assessment of Existing Conditions and Needs, with an Initial Report and Exhibits
- Task 3) Public Outreach to Business and Property Owners and residents in the block that may be impacted by the construction
- Task 4) Implementation and Construction with Frequent Communication to Business and Property Owners and residents in the block that may be impacted by the construction
- Task 5) Final Testing of Pedestrian Light Poles to Confirm Successful Lighting Operation

### III. Project Development

#### A. Preliminary Design

Field Survey - Initiate the field survey and mapping for the affected areas. It is anticipated that all work will be performed in the public ROW, however these activities may require work on land not owned by the City; the Contractor will obtain the necessary written permission to enter all premises. The Contractor will plan and provide any required traffic control for the survey, testing or design process. Contractor will also perform the following:

1. Depict topography, physical features and utilities on the base mapping along with existing right-of-way and property ownership. Prepare survey control map depicting locations of project monuments. All work of surveying and installation of monuments shall be in accordance with City requirements, and applicable state statutes.

2. Produce a planimetric map of the project area. Features located will include, but not be limited to surface and sub-surface drainage feature, irrigation ditches/conduits, lawn irrigation, signs, mailboxes, fences, driveways and/or curb cuts, curbs, sidewalks, and edges of pavement (asphalt and concrete).
3. Obtain utility location maps from the Utility Companies, which identify utility facility locations in the project area. The field survey will locate utility poles, manholes, valves, pedestals, guy wires, and other visible utility features. Underground utilities will be shown as marked by utility companies. Obtain invert elevations of manholes and vaults, Utility Surveys will be accomplished within the ROW limits. Show the horizontal and vertical locations in the preliminary design plans and cross sections. "Potholing" of utilities will be performed at critical locations. Attend Utility Coordination meetings as requested.

#### B. Survey Control for Design Projects

This work consists of diligent search for and survey of Primary Control monuments from which the ROW or any land boundary can be calculated, described, or monumented, lying within the area of Project influence. These include but are not limited to: Public Land Survey System (PLSS) monuments, ROW monuments, property boundary monuments and offsets, range points, benchmarks, easement monuments, and other monuments that are required by law or regulation to be established and recorded by a Professional Land Surveyor (PLS).

A diligent search shall be defined as:

- Obtaining all survey records including but not limited to plat, Official City Resurveys, monumental records and tiebooks or other record which may indicate the location of Primary Control monuments.
- Search for evidence on the ground of Primary control monuments.
- Preparation of new monument records for all Primary Control monuments indicating either a found monument and its location and description or that the monument was searched for and not found.

A Survey Control Diagram shall be prepared showing the location of all found and searched for monuments. Horizontal and vertical coordinates shall be based on CCD Local Projection Datum and

City vertical datum. This Survey Control Diagram shall be reviewed by the City Surveyor and when approved shall become a part of the construction plan set.

C. Traffic Engineering

Some traffic control measures will be needed during this project to minimize the impacts. The Contractor shall develop concepts for maintenance of access to adjacent and affected properties during construction, and for maintenance of traffic during the construction period.

D. Design Report

Prepare a written report to present at a progress meeting that summarizes all of the tests, investigations, analyses, calculations and recommendations and submit to the CBID for acceptance.

E. Utility Relocation Recommendation

Submit necessary information for the relocation or adjustment of affected utilities to the City and CBID. The Contractor will assist in coordinating the processing for the required agreements. The Contractor will attend coordination meetings with the affected utility companies. The Contractor will be responsible for performing all of the support services needed to obtain Utility Clearances in accordance with City and State agency requirements.

F. Construction Phasing Plan

Develop a construction phasing plan which integrates the construction of all the project work elements into a practical and feasible sequence. Develop a preliminary traffic control plan that is compatible with the phasing plan.

G. Hazardous Materials/Environmental Investigations

Perform services as determined by City staff.

H. Drainage

The Contractor shall coordinate with Denver Engineering Division in DOTI regarding drainage concerns, storm drainage master planning, and drainage activities and issues that relate to this project. The Contractor shall provide research, engineering, and detailed drawings and specifications in accordance with the direction provided by the City.

I. Pre-Construction Meeting

Prepare for and conduct a Pre-Construction Meeting that outlines and addresses all the information, plans, and requirements detailed above.

- Resolve any questions raised in the Pre-Construction meeting in cooperation with the City and the CBID. Document the decision(s) and submit to the City and CBID for approval.

J. Contractor Construction Services

- Attend Pre-construction meeting.
- Promptly provide periodic observations of construction progress to assure work is in conformance with the intent of the construction documents. Attend construction progress meetings.
- Provide shop drawings or material submittals for review and approval
- Prepare contract modifications or change orders as necessary.
- Submit typewritten reports identifying activities in progress or actions taken while making periodic site observations during the construction period.
- Identify any special activities for this phase which might require additional work effort and the estimated expense.
- Prepare “as-built” drawings. Produce two (2) record plan sets for final construction which bear the seal and signature of the responsible Colorado Registered Professional Engineer on each sheet. One (1) set shall be retained by the Contractor for three (3) years. The other shall be submitted to the CBID.

K. Progress Meetings

1. Contractor will meet with the designated CBID representative periodically as required (initially at two-week intervals) to coordinate and communicate progress.
2. Contractor will record and distribute progress meeting minutes to the CBID.
3. Activities completed since the last meeting
4. Review of updated cost estimates
5. Problems encountered
6. Activities required by the next progress meeting
7. Solutions for unresolved and anticipated problems and any late activities

8. Information or items required from other agencies and discuss agency coordination

L. Fee Proposal

Applicant should submit a Fee Proposal as part of the RFP. The Fee Proposal may be modified with the chosen Contractor.

IV. Scope of Work

1. In the 1400 block of N. Pearl St. between 14th Avenue and Colfax Avenue, eight (8) pedestrian-scale light poles and concrete foundations will be installed by the Contractor: four (4) to be installed on the east side of Pearl Street, and four (4) to be installed on the west side of Pearl Street.
2. The District will provide the Contractor with the electrical drawings and diagrams produced by BCER Engineering. NOTE: Subsurface Utility Engineering (SUE) was not performed or referenced in preparation of the Electrical plans. See Item #9 below. The Contractor shall be responsible for any damage to existing utilities caused during construction.
3. The Contractor will locate all eight (8) pedestrian light poles as directed by the BCER drawings and diagrams.
4. The District will provide the Contractor with eight (8) pedestrian light poles, eight (8) Helix screw-in anchor foundations, and three (3) luminaires. The specification details are provided in the attached Exhibit.
5. The Contractor will supply all eight (8) luminaires and all necessary hardware required for the safe, legal, and permanent installation so all eight (8) pedestrian light poles are fully functional.
6. The Contractor shall be responsible for securing all necessary permits to allow for safe and legal installation of all eight (8) pedestrian light poles, and no work shall begin until the necessary permits are secured.
7. If closing one or all traffic lanes is required, the Contractor will obtain all the necessary permits and approvals from the City; communicate the detours with the surrounding businesses and residents, and clearly mark the safe routes for vehicles.
8. If a sidewalk is required to be closed, the Contractor must provide a safe, ADA accessible path for all pedestrians, wheelchairs, walkers, strollers, etc. that DOES NOT INCLUDE crossing the street in mid-block, or forcing pedes-



trians, etc. to be in the street without substantial protection from vehicles.

9. Prior to beginning any excavation, the Contractor shall contact 811 and the Utility Notification Center of Colorado (UNCC) and provide The Colfax Ave CBID with proof/documentation that confirms they understand and are aware of the location of all underground wires, stormwater, sewer, fiber optics, and all other buried utilities in order to avoid any contact, damage, or disruption of any utility. The Contractor shall notify the CBID immediately of any conflicts with existing utilities that prevent the execution of the plans as drawn. The Contractor may provide a proposed resolution of the conflict for the CBID to review.
10. The Contractor shall also assist CBID in registering the required information of the installed pedestrian light poles with the UNCC/811 to be compliant with all State and local laws.
11. The pedestrian light poles and their foundations are to be installed so that their “banner arms” are oriented at a 90-degree angle to and facing the sidewalk. The luminaire shall be oriented independently to optimize the light output along the sidewalk.
12. All eight (8) pedestrian light poles are to be installed within the same time period and there shall be no “gap” or period of time separating each of the eight (8) pole installations other than that which is required by inclement weather and the necessary planning and staging of the excavation and installations.
13. The Contractor shall review the initial concept, all technical issues, and all project requirements with the CBID. Any permits that will be required will be identified. The Contractor will be required to organize and conduct informational meetings with the surrounding business and property owners and residents to inform them of the construction impacts.
14. All outreach to the surrounding business and property owners and residents will be done by the Contractor.

## V. General Information

The Colfax Ave Business Improvement District (CBID) expects that this RFP and selection process will result in the selection of a Contractor and affiliated team to be retained in a professional capacity for the development and execution of the professional services described above.



This RFP solicitation is issued by the Colfax Ave Business Improvement District (CBID). As its best interests may appear, the CBID, through its Executive Director and Board of Directors reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission.