

**U.S. HIGHWAY 50 ENHANCEMENT PROJECT**

**SIDEWALKS, STREET LIGHTS AND PARKWAY  
IMPROVEMENTS**

**Statement of Interest and Work Plan  
Preparation Instructions**

**Professional Consultant Services**

**April 2008**

City of Salida  
P.O. Box 417  
Salida, CO 81201  
Telephone: (719) 539-4555  
Fax Number: (719) 539-5271

This package is for your use in preparing a Statement of Interest (SOI)/ Work Plan (WP) for the Professional Services Selection Process for City of Salida. The Consultant is encouraged to follow the outline and page distribution indicated in these instructions. The Selection Committee will have limited time to review the submittals. If the Committee has difficulty finding desired information, they may consider the submittal as non-responsive and a lower score may result. Consultants must be pre-qualified by CDOT one week prior to the SOI/WP submittal deadline.

## **Submissions exceeding the page limits outlined may be rejected.**

The selection process is summarized as follows:

### SOI/WP Pre-score Activity

The SOI/WP will be reviewed for completeness and compliance with the newspaper advertisement and these instructions. If acceptable, the SOI/WP will be transmitted to each Committee Member. The package sent to the Committee will include the following:

- Instructions for Scoring the SOI/WP
- The SOI/WP from each Consultant
- A Consultant Evaluation Scoring form for each SOI/WP
- A copy of the SOI/WP instructions as provided to the Consultants
- The draft Scope of Work
- Statement of Interest/Work Plan Acceptance Checklist

### SOI/WP Scoring Activity

Each Committee Member will independently score the SOI/WPs based on the factors listed on the score forms.

### Selection Committee Meeting

A Selection Committee Meeting will be held to compile the scores and discuss the committee members evaluations of the consultant's SOI/WP based on the following criteria:

- Project Team
- Firm Capability
- Past Performance on Similar Projects/Similar Teams
- Work Locations
  
- Work Plan (which includes scoring factors of Project Goal(s), Project Control, Project Concept and Project Critical Issues)

and other information as appropriate.

The Committee shall reach consensus on the ranking of the short list of firms. The Committee will forward its recommendation of short list firms to the Director of Public Works, whose approval is necessary before proceeding with selection notification.

### Final Selection

In making a final selection recommendation to the City of Salida, City Council, the Committee shall reach consensus on the ranking of the selected firm(s). The City Council will make the final decision for

selection of a consultant for the Highway 50 Enhancement Project after consideration of the Committee's recommendation.

#### Other SOI/WP Documentation

In addition to these instructions the following documents are needed when preparing an SOI/WP.

- Notice to Consultants
- Key Event Schedule
- Invitation for Consultant Services
- Consultant Evaluation Form (Score Sheet) including weight factors for the selection
- Draft Scope of Work: This Scope of Work is subject to review by the City and may change. Consultants should be aware that the final Scope of Work may involve input from the selected Consultant.

#### Additional Requirements

- Professional Liability Insurance and other insurance is required for the length of the contract from selected Consultant. Proof of insurance must be submitted with the final cost proposal – not with the response to this RFP.

Questions regarding the Consultant selection process may be directed to:

Kristi Jefferson, Planning Technician

[planning@cityofsalida.com](mailto:planning@cityofsalida.com)

(719) 539-4555 ext.13 (Monday through Friday, 8:00 a.m. to 5:00 p.m.)

# STATEMENT OF INTEREST/WORK PLAN INSTRUCTIONS

The Statement of Interest (SOI)/Work Plan (WP) should contain the following elements:

- A cover or introductory letter 2 pages, max.
- The Statement of Interest Section 5 pages, max.
- The Work Plan Section 5 pages, max.
- The Optional Section 5 pages, max.
- The Commendation Section No page limit

## COVER OR INTRODUCTORY LETTER

Page limit - Two (2) (8 ½ x 11)

Address the cover or introductory letter to the City of Salida:

Steve Golnar, City Administrator  
City of Salida  
P.O. Box 417  
Salida, Colorado 81201

Include the following elements of information in the letter as a minimum. The signature should be original and in ink.

- The project name and project location: City of Salida, Highway 50 Enhancement Project (County Road 107 and New Street to E Street).
- Statement that the firm is pre-qualified with CDOT and the firm's pre-qualification expiration date.
- A certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter
- Name, telephone number, e-mail address and/or fax number of the individual to contact regarding the Statement of Interest/Work Plan submittal
- The letter is to be signed by an authorized principal, partner, or officer of the firm

## STATEMENT OF INTEREST SECTION

Page limit – five (5) pages text (8 ½ x 11)

The following is a general description to aid you in preparing the statement of interest/work plan. The general outline and content should be followed, however, the discussion of the specific elements should be determined by your interpretation of the specific project. The items listed below the factor headings are in addition to elements listed on the consultant evaluation sheet and presented to help you determine the discussion content. The Committee will evaluate your interpretation of the most important factors for this project within the page limits to arrive at its rating of your team.

### 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. Consider the following:

- Principal level of involvement in the project

- Qualifications and relevant individual experience
- Commitment of time and availability of key staff members
- Length of time with the firm for each key team member
- Unique knowledge of key team members related to the project
- Experience on similar projects as a team
- Qualification and relevant Sub-consultant experience

**B. FIRM CAPABILITY**

Address the firm's size and the discipline(s) of technical staff. Include the firms relevant experience and/or accomplishments as a Prime Consultant that were not listed in the Project Team section. Outline computer software availability and its compatibility with City software, such as ARC GIS, etc. Indicate consultant's availability to do the project concurrent with existing and projected work load.

Consider the following:

- Graphs depicting firms capacity to do the project
- Information on the sub-consultant's role
- The sub-consultants function/integration into the team
- Match of personnel to the existing and future work load

**C. PAST PERFORMANCE ON SIMILAR PROJECTS/SIMILAR TEAMS**

Show the Firm/Team ability to control costs, meet schedule and provide quality work. List the Project Name, Project Manager's name (and telephone number) for every cited project.

- Current and past projects (completed within the past three years) within Chaffee County
- Current and past projects working with CDOT
- Similar projects which are on-going or completed within the past three years for other agencies
- Your firm's role on current, past or similar projects as a prime or sub-consultant

You may include letters of commendation received in the last three years, if available, in the Commendation Section. These letters should be pertinent to the project and of reasonable length. These letters will not count against your page limit.

**D. WORK LOCATION**

Describe where the key work elements of this project will be done (by the Prime and the Sub-consultants). Consider the following:

- Team's work location relative to the project location.
- Accessibility of the project team for coordination with the City of Salida, Public Works Director and the project location
- Firm's familiarity with the project area and local practices
- Knowledge of the local labor and material market

**WORK PLAN SECTION**

Page limit - five (5) pages text (8 ½ x 11)

**A. PROJECT GOAL**

Indicate the following:

- Your firm's understanding of the project goal(s).
- A list of deliverables required on the project

**B. PROJECT CONTROL**

List the name(s) of responsible person(s) and describe how you plan to accomplish the following:

1. Cost Control:
  - Controlling the consultant contract costs
  - Controlling the construction costs (if relevant) to stay within the budget
  
2. Quality Control:
  - Insuring that CDOT procedures are followed where appropriate
  - Insuring that project plans, specifications and estimates are free of errors and meet CDOT, City and other agency (as appropriate) standards
  
3. Schedule
  - Managing the required work to meet the established schedule
  - A detailed work hour schedule should NOT be included

**C. PROJECT CONCEPT**

This is a brief description of your basic course of action required to achieve the project goal(s) and/or objective(s)

Consider the following:

- Have you formulated a successful approach to the project?
- Where appropriate, are possible design alternates suggested?
- Where appropriate, have you exhibited a sensitivity to the general public concerns?
- Have you demonstrated a clear and concise understanding of the project based on the data which has been provided?

**D. CRITICAL ISSUES (Problems/Solutions)**

This is your opportunity to present an analysis of the most significant problems which will need to be addressed for this project and their possible solutions

Consider the following:

- Are major problems identified?
- Are the discussed problems significant?
- Are possible solutions reasonable?

**OPTIONAL SECTION**

Page limit - five (5) pages normally (8 ½ x 11),  
However up to 3 of the 5 pages can be 11 x 17

This section provides the consultant with the opportunity to submit additional data/information. Graphs, charts, photographs, etc., may be included. If the consultant chooses, up to three pages can be size 11 inches x 17 inches, but must be folded to size 8.5 inches x 11 inches.

**COMMENDATION SECTION**

No page limit

Attach the following in this section:

- Letters of commendation or awards for previous similar work completed within the last three years. These letters should be of reasonable length and pertinent to the project.