

# REQUEST FOR PROPOSALS

**Main Avenue Streetscape & Public Spaces Community Engagement and Conceptual Designs for the  
City of Durango**

**ISSUE DATE: October 6, 2021  
CLOSING DATE: October 28, 2021**



**Budget & Strategic Planning Division**

**949 East 2<sup>nd</sup> Avenue  
Durango, CO 81301  
(970) 375-4994**

**[www.durangogov.org](http://www.durangogov.org)**

# REQUEST FOR PROPOSALS

The City of Durango, Colorado, hereinafter “the city,” by and through the Budget & Strategic Planning Division, is accepting proposals for the **Main Avenue Streetscape and Public Spaces Enhancement Community Engagement and Conceptual Designs for the City of Durango**, in accordance with the terms, conditions, and specifications contained in these documents.

Bidders wishing to participate should ensure they have all addenda prior to submission of a Bid. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your Bid.

This project and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing website ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)) then click on Vendor Login or Vendor Registration, as applicable).

## Questions

Each offeror, before submitting their proposal, shall become fully informed as to the extent and character of work required. All questions must be submitted via Rocky Mountain E-Purchasing, [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado).

**Question Deadline: October 20, 2021, 3:00 p.m. (Local Time)**

(Questions received after the deadline may not be accepted.)

## Submittal Instructions:

Submittal requirements are outlined in the Submittals Section of the Bid Documents.

**Project Title: Main Avenue Streetscape & Public Spaces Enhancement Community Engagement & Conceptual Designs**

**Due Date and Time: October 28, 2021, 3:00 p.m. (Local Time)**

Deliver Bid Via: Rocky Mountain E-Purchasing [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)

It is the sole responsibility of the respondent to see that the proposal is received before the submission deadline. Late proposals will not be considered. All proposals submitted shall be binding upon the respondent if accepted by the City within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposal. This project is being solicited in accordance with the City of Durango Purchasing Policy.



Bob Grogan, Jr  
Purchasing-Administrator

Date: October 1, 2021  
Published: October 6 & 8, 2021  
949 E. 2<sup>nd</sup> Ave Durango, CO 81301. 970-375-4994

# CONTENTS

Invitation .....4  
 BACKGROUND .....4  
 OVER ALL GOALS / SCOPE OF WORK .....4  
 General Requirements .....5  
     Coversheet.....5  
     Consultant Team Profile .....5  
     Approach & Workplan.....5  
     Schedule .....6  
     Experience .....6  
     Cost of Services.....6  
 SELECTION PROCESS.....7  
     Proposal Submittal and Format .....7  
     Insurance .....8  
     Worker Without Authorization .....9  
  
 Confidentiality .....10  
 Reference and Supporting Documents .....10

## INVITATION

The City of Durango Community Development Department is seeking proposals from qualified firms to submit proposals for public engagement and design services associated with the vision and conceptual design of downtown Durango's Main Avenue.

City of Durango Standard Agreement is provided herein, is for reference only, and is non-negotiable. This RFPS includes a project description, scope of work, submission requirements, selection process and criteria, insurance requirements, and Sample Standard Form of Agreement between City and Consultant for Professional Services Agreement. Sample Agreement is for reference only and is non-negotiable. Any bid that fails to conform to the essential requirements of the Request for Professional Services will be rejected.

The maximum project budget is \$50,000. Respondents may suggest revisions to the Scope of Work in order to keep the project within the available budget.

## BACKGROUND

Downtown Durango is a commercial district that has a diverse mix of retail, restaurant, professional services and housing. Downtown Durango is a popular destination for both tourists and locals. Downtown Main Avenue has retained much of its historic fabric from the late 19th and early 20th centuries and is listed on the National Register of Historic Places. In 2020 Main Avenue was converted from a four-lane street to a three-lane street with two moving lanes and a continuous left turn lane to allow for seasonal bump-outs (parklets) during the pandemic. This change has sparked broad community conversations regarding the future of downtown Main Avenue. This is the first phase in a study and redesign of Main Avenue.

The proposal is to provide innovative public engagement and outreach coordinating with the Business Improvement District, City Departments, downtown stakeholders, and the broader community around the effort to plan for the future of downtown Durango. Through this collaborative and iterative process, a vision statement will be created along with three (3) to four (4) conceptual designs.

## OVER ALL GOALS / SCOPE OF WORK

The city seeks to implement a strategy that will provide innovative and collaborative public engagement, developing a vision and conceptual designs for downtown Durango's Main Avenue. The successful bidder will be expected to complete the following scope of work, including but not limited to (Please itemize cost of services according to the following list):

1. In partnership with City staff develop and implement an **innovative strategy for public engagement** with the public, downtown stakeholders, and public and private partners to gain community input and buy-in in the development of a shared vision for downtown Durango's main Avenue.
2. **Evaluate and summarize the data collected** during public outreach. Prepare an executive summary-style document of the public comment received.
3. In coordination with staff, conduct a simple review of City documents, plans and programs. Create an **existing conditions assessment**.
4. Gather and analyze **best practices** from similar communities.

5. In partnership with City staff, produce **2 concise vision statements** with supporting objectives and strategies based on the relevant policies in the City of Durango's Comprehensive Plan, planning best practices and the community's desires for the future of downtown Durango's Main Avenue.
6. Using the public input and the vision statement, **produce 3-4 conceptual renderings** illustrating potential scenarios for the future of downtown Main Avenue. The scenarios should reference recommendations and elements from other adopted City plans and policies.
7. Define **tangible action steps** to achieve the shared vision and conceptual designs.
8. Make presentations to City Council, Planning Commission, BID, and local stakeholder groups as requested.

## GENERAL REQUIREMENTS

RFP responses must be completed and prepared in a form that provides an insightful, straightforward, and concise overview of the capabilities of your company. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired. Additional facts and information other than those listed below may be included if it will help to highlight your company's qualifications and experience.

All materials submitted in response to this RFP shall become the property of the City of Durango and shall be considered a part of the public record of Community Development except for any proprietary financial information that should be clearly marked as confidential.

**Proposals shall not exceed 20 pages in length.**

Each proposal shall be organized using the following format:

### COVER SHEET

A cover letter shall be provided that succinctly explains the firm's interest in the project. The letter shall contain the name, address, phone number, and email address of the person who will serve as the firm's principal contact with City staff. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.

### CONSULTANT TEAM PROFILE

Submit composition of the Consultant Team, including the team's background, location of office/offices from which the work on this project is to be performed. Include names and resumes responsibilities, related experience, and qualifications of staff personnel. Maintain a one (1) page limit per person for resumes. of the project manager who is proposed to be assigned to the project.

### APPROACH AND WORK PLAN

Submit an outline of your approach to the Scope of Work including a detailed description of the services to be provided and all other relevant information, including your work plan and timetable for project completion. The selected consultant will be required to provide a detailed work plan with each Scope of Work component broken down by contributing staff, estimated hours, and estimated date of completion. Provide discussion of your team's volume of previous awards, current and anticipated workload. Identify all services expected to be provided by the City of Durango staff.

## SCHEDULE

A detailed schedule shall be submitted that outlines the project construction time frame, including meeting dates and support time from City staff required to complete the project.

Project Timeline:

<b>Project Publication (Durango Herald)</b>	<b>October 6 &amp; 8, 2021</b>
<b>Contractor Questions Due</b>	<b>October 20, 2021. 3:00 p.m. (Local Time)</b>
<b>Final Addendum Issued by Purchasing (if necessary)</b>	<b>October 22, 2021, 4:30 p.m. (Local Time)</b>
<b>Bid Deadline</b>	<b>3:00 p.m. on October 28, 2021 (Local Time) via: <a href="http://www.bidnetdirect.com/colorado">www.bidnetdirect.com/colorado</a></b>
<b>Evaluation of Proposals Week of</b>	<b>November 1, 2021</b>
<b>Interviews if Necessary</b>	<b>November 4, 2021</b>
<b>Notice of Award</b>	<b>Estimated November 5, 2021</b>
<b>Notice to Proceed</b>	<b>November 17, 2021</b>
<b>Anticipated Project Completion</b>	<b>March 31, 2022</b>

## EXPERIENCE

Present Consulting Team’s relevant experience on similar projects. Retain a limit of three (3) projects for the Experience presentation. Special attention should be given to projects that your

team has completed for the City of Durango or other governmental entities. Include:

1. Location;
2. Description and size (include sketches and plans);
3. Project Cost;
4. Client;
5. Sub consultants used;
6. Experience of the Consultant Team members submitting proposal;
7. List of Client and Contractor contacts (with telephone numbers) who are familiar with the projects;

## COST OF SERVICES

Provide the cost breakdown for completion of the project.

## SELECTION PROCESS

A Selection Committee will review all qualified proposals. The Selection Committee reserves the right to contact any or all the Proposers during the review process for clarification and/or understanding.

Additionally, Proposer(s) may be asked to sit for a committee interview.

Questions and interviews are at the sole discretion and option of the committee and may not be afforded to any or all Proposer(s).

Any Interviews will be at the sole expense of the respondents. The quantity and quality of responses will dictate this process.

After the proposals are reviewed, the Selection Committee will make their selection recommendation to the Community Development Director. After the recommendation is made, the Community Development Director will determine which proposal, if any, will be accepted. The Community Development Director reserves the right to accept or reject any committee recommendation.

Following the acceptance of a proposal, the selected Proposer and Community Development must reach a contractual agreement prior to the start of any work for which the City of Durango Community Development would be obligated.

Each proposal shall be evaluated and scored based upon the following criteria:

A selection committee, comprised of City Staff, will evaluate the submittals. Members of the Selection Committee will review and rate each proposal based on the following criteria:

Criteria	Possible Points
Narrative and Project Approach	20
Firms Experience and References	20
Qualifications of Key Personnel	15
Project Costs	15
Project Schedule	15
Overall Responsiveness to the RFPS	10
Local Preference	5

Note: The City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from firms, or to allow corrections of errors or omissions.

Direct contact with City of Durango elected officials or City staff, other than the Grants/Contracts Division, during the proposal process may render the proposal as non-compliant. At the Grants/Contracts Division's discretion, no further consideration may be given to the proposal.

## PROPOSAL SUBMITTAL AND FORMAT

The Consultant shall provide one (1) electronic copy incorporated in a single PDF file for review by the Selection Committee. The electronic copy shall be submitted as a single .pdf file in the firm's name via: [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado) . **Proposals shall not exceed twenty (20) pages including attachments. The statement of residency form will not count towards the twenty (20) page limit**

- A. The City of Durango is exempt from all local, state, and federal taxes.
- B. The Selected firm must have or obtain a current City of Durango Business License upon award of this project.
- C. The Selected Firm must complete a W-9 form (Taxpayer Identification No.) upon award of the project.
- D. The City of Durango reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the City, to be in the best interest of the City.

Proposals must be received by **3:00 pm, (Local Time) October 28, 2021**, via: [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)

The City cannot accept late or emailed proposals. It is your responsibility to verify that your proposal was received. Proposals received after the specified closing date will not be reviewed.

## INSURANCE

- A. The Successful Contractor shall not commence work under this Agreement until it has obtained all insurance required by the contract documents and such insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been obtained and approved. For the duration of this Agreement, the Contractor must maintain the insurance coverage required in this section.
- B. The Successful Contractor shall procure and maintain, at its own cost, the following policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the contract documents by reason of its failure to procure or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.
- C. Successful Contractor shall procure and maintain and shall cause each Subcontractor of the Contractor to procure and maintain (or shall insure the activity of Contractor's Subcontractors in Contractor's own policy with respect to), the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of the Work. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
  - 1. Worker's Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) – policy limit, and One Million Dollars (\$1,000,000) disease – each employee.
  - 2. Comprehensive General Liability insurance with minimum single limits of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest's provision.

3. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than Five Hundred Thousand Dollars (\$500,000) each occurrence and One Million Dollars (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interest's provision.
- D. The policies required above, except for the Workers' Compensation insurance and Employer's Liability insurance, shall be endorsed to include the City, and its officers and employees, as additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under each of the policies required above.
  - E. Certificates of insurance shall be completed by the Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and copies of such certificates shall be forwarded to the City prior to start of Work. Each certificate shall identify the Project and shall provide that the coverages afforded under the policies shall not be cancelled, terminated, or materially changed until at least 30 days prior written notice has been given to the City. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
  - F. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the Owner.

## WORKER WITHOUT AUTHORIZATION

Per State Statute, all City of Durango contracts for services are now required to include certification that a consultant does not knowingly contract with workers without authorization.

HB 1343 HB 1075 requires certification from the contractor that the contractor has registered with, or certified that they are in compliance with, the Basic Employment Verification Pilot (Basic Pilot) Program. While this program is not new, it is unknown to most people doing business with municipalities in the State of Colorado. The "Basic Pilot Program" is a program run by the Federal Government within the Department of Homeland Security. The program requires an employer to apply for entry into the program and make certain agreements with the Department of Homeland Security and Social Security programs.

An employer must apply to participate in the "Basic Pilot Program" over the internet. Following is the website: <https://www.vis-dhs.com/employerregistration> A set of instructions will appear, and the applicant should follow those instructions to apply.

Therefore, effective immediately, prior to start of any work, every Successful Consultant shall be required to:

- 1) Fill out the Certification Statement Regarding worker without authorization form and return it to the City of Durango Purchasing Agent, and
- 2) Apply to participate in the “Basic Pilot Program” with the Division of Homeland Security.

The City will not make payments on any contract until the form is on file in the office of the Purchasing Agent.

## CONFIDENTIALITY

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Durango may be deemed public records subject to examination and inspection by third parties. The City of Durango reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal, or other writing submitted pursuant to this request.

## REFERENCE AND SUPPORTING DOCUMENTS

Exhibit 1: Statement of Residency

Exhibit 2: Sample Agreement

