

1. Overview, Purpose, and Need for Contract

The Colorado Department of Transportation (CDOT) Division of Transit and Rail (DTR) has developed the following Statewide Scope of Work to obtain proposals from qualified Consultants able to provide capital program support and engineering support services on an as-needed basis to meet a wide range of engineering needs. It is expected that the Consultant will provide a project team that can address all the specialty areas as noted in the RFP, although the emphasis will be on capital program support and preliminary design. It is anticipated that the Consultant may be part of a blended multidisciplinary group responsible for developing an overall project perspective and strategy. This group may consist of CDOT staff, local agencies, contractors and project stakeholders, and will occur at CDOT's discretion.

The Consultant should provide a project team consisting of professionally licensed engineers with a demonstrated ability to review, prepare and develop transit facility design documents, engineering plans, and National Environmental Policy Act (NEPA) documents. The Consultant team should also have experience in providing field support for studies, construction compliance monitoring, and inspections. The Consultant team shall demonstrate experience and abilities in the preparation of clearly written and well-organized documents and reports, preparation of grant applications, public involvement experience, design plan development and other related products that meet CDOT, FTA, and FRA standards, policies, and guidelines.

The Consultant team will provide a contract manager with demonstrated contract management experience that includes the coordination of subconsultants and vendors, knowledge of CDOT procedures for processing task orders, work hour estimation, and experience with CDOT Professional Service contracts.

The services will include, but are not limited to, the following specialty areas:

1. General Administrative Requirements

1.1. General Administrative Requirements

- 1.1.1. Attend and provide assistance at meetings both public and internal.
- 1.1.2. Prepare materials including spreadsheets, design drawings and graphics, PowerPoint presentations, booklets, annual reports, meeting minutes.
- 1.1.3. Interpret and discuss detailed engineering plans and construction drawings to a wide range of audiences.
- 1.1.4. Provide support to CDOT for public outreach sessions, media events and local agency coordination meetings.
- 1.1.5. Monitor overall program budget(s) and provide monthly reporting on status.

2. Necessary Expertise

1.1. Project Management Experience

- 1.1.1. Experience performing work hour estimation for technical efforts.
- 1.1.2. Project scope of work development.
- 1.1.3. Task order management.
- 1.1.4. Schedule management as it relates to interfacing with engineering projects.
- 1.1.5. Management strategy for large, cross-disciplinary team and sub-consultants.

1.2. Engineering and Construction Management Expertise

- 1.2.1. Professional engineer with design expertise for preparation, evaluation and analysis of design alternatives.
- 1.2.2. Program management professional with experience overseeing state and federally funded transit projects.
- 1.2.3. Equity professional with an understanding of Title VI requirements and experience analyzing impacts of transportation projects on local communities.

3. "As Needed" Services

2.1. Capital Program Support

- 2.1.1. As part of this solicitation, the Division of Transit and Rail (DTR) endeavors to enter into an agreement with a Consultant engineering and/or architecture firm to work in conjunction with DTR staff to oversee the design and construction of transit and rail facility projects throughout the State. Transit and rail facilities include, but are not limited to mobility hubs, maintenance facilities, transit centers, bus stop improvements, rail studies, and transit and passenger rail improvement projects.
- 2.1.2. Successful proposers will be prepared to manage differently funded transit facility projects and be familiar with the rules and regulations pertaining to each funding type (i.e. FASTER, RAISE, CRISA, FTA, etc.).
- 2.1.3. Local Agency and Public Outreach
 - 2.1.3.1. Contact and coordinate with local agency personnel, CDOT staff and local stakeholders to initiate transit project kickoff and scoping.
 - 2.1.3.2. Maintain regular communication with local agency and municipal personnel and provide updates on project status.
- 2.1.4. Conceptual Design
 - 2.1.4.1. Prepare conceptual design drawings for Mobility Hubs based on local agency and public input.
 - 2.1.4.2. Perform Site Selection Analysis for Mobility Hubs and other transit facilities.

- 2.1.4.3. Prepare any documentation and reporting as required by Federal or State law to comply with Title VI regulations for Mobility Hubs.

2.1.5. Preliminary Design & Design Development

- 2.1.5.1. Update and Develop Design Standards and Basis for Design guidelines for Mobily Hubs.
- 2.1.5.2. Assist CDOT in reviewing plans and specifications for Field Inspection Review (FIR) and Final Office Review (FOR) for Mobility Hubs.
- 2.1.5.3. Develop Operation & Maintenance plans and responsibility matrixes for Mobility Hubs.
- 2.1.5.4. Assist CDOT in preparing Requests for Proposals (RFPs) to be issued to third-party vendors, regional maintenance, CDOT Information Technology Services (ITS) or other contractors for the Operations and Maintenance (O&M) needs at Mobility Hubs.
- 2.1.5.5. Receive and assist CDOT in analyzing bids from third-party contractors for O&M needs at Mobility Hubs.
- 2.1.5.6. Assist CDOT in the preparation of Scopes of Work for O&M contractors at Mobility Hubs.
- 2.1.5.7. Prepare cost estimates for Mobility Hubs at various stages of development.

2.1.6. Construction Bid Document Review

- 2.1.6.1. Review construction drawings, agreements, and clearances provided by the local agency recipient.
- 2.1.6.2. Ensure recipient is following all applicable local laws and regulations and has received necessary design permits, clearances, etc.
- 2.1.6.3. Participate in pre-bid contractor meetings to review the project with prospective construction bidders.

2.1.7. Bustang and Bustang Outrider

- 2.1.7.1. Consultant will provide professional services to assist CDOT in planning, design and construction oversight of Bustang and Bustang Outrider stop improvements. This includes but is not limited to public outreach, stakeholder coordination, working with regional right-of-way personnel to acquire property, preparing Inter-Governmental Agreements, NEPA analysis, Title VI analysis, preliminary design, typology, design development, construction management and general contracting for construction. final inspection , and punch-list work.
- 2.1.7.2. Prepare cost estimates for Outrider stop improvements.
- 2.1.7.3. Track Bustang Outrider stop improvement project budgets.

2.1.8. Additional Services

- 2.1.8.1. Consultant will provide professional services to prepare all documents and reports to satisfy National Environmental Policy Act (NEPA) requirements and environmental compliance on Mobility Hubs and Transit and Passenger Rail Facilities as needed.
- 2.1.8.2. For transit and maintenance facilities, consultant will assist local agencies in preparation and documentation of Title VI requirements if required by Federal or State law.
- 2.1.8.3. Consultant will have experience meeting all FTA certifications and assumptions and the ability to provide similar technical regulatory support to local agencies for federally funded transit projects.
- 2.1.8.4. Consultant will have experience in transit and rail asset management including, but not limited to, rolling stock and facility management.
- 2.1.8.5. Consultant will have experience in electric vehicle charging and related infrastructure requirements, especially in the context of park-and rides and other multimodal facilities.
- 2.1.8.6. Consultant will attend and participate in regular CDOT meetings, including the Transportation Commission, the Statewide Transportation Advisory Committee, and the Transit & Rail Advisory Committee.
 - 2.1.8.6.1. The Consultant will provide materials for workshops and meetings as needed.

2.2. Geographic Information Services (GIS)

- 2.2.1. CDOT uses ESRI's ArcGIS software as their primary GIS platform. The Consultant will have competency in basic uses of GIS including:
 - 2.2.1.1. Data sharing.
 - 2.2.1.2. Map production.
 - 2.2.1.3. Evaluation of environmental impacts.
 - 2.2.1.4. Simulating environmental impacts.
 - 2.2.1.5. Measurements of area, distances, etc.
 - 2.2.1.6. Static and interactive displays to enhance public meetings, work groups, etc.
- 2.2.2. Data management of environmental and design information.
 - 2.2.2.1. Demonstrate ability to communicate environmental analysis through use of GIS.
 - 2.2.2.2. Familiarity with CDOT's online GIS applications: Online Transportation Information System (OTIS), C-Plan, Project Locator application (ProLo).

2.3. Environmental Services:

- 2.3.1. The Consultant will have experience identifying impacts and mitigation measures for environmental resources listed below and be familiar with all regulations, and policies (CDOT, FTA, FRA etc.) pertaining to these resources.
 - 2.3.1.1. Primary environmental resources:

- 2.3.1.1.1. History/Section 106 Evaluation.
- 2.3.1.1.2. Wetland and Section 404 Permitting Services.
- 2.3.1.1.3. Air Quality and Greenhouse Gas Reduction.
- 2.3.1.1.4. Water Quality.

2.3.1.2. Secondary environmental resources:

- 2.3.1.2.1. Wildlife and Threatened and Endangered Species Services.
- 2.3.1.2.2. Noise & Vibration Analysis and Modeling.
- 2.3.1.2.3. Aesthetics.
- 2.3.1.2.4. Hazardous Materials.
- 2.3.1.2.5. Section 4(f) Evaluation.
- 2.3.1.2.6. Section 6(f) Evaluation.