

REQUEST FOR PROPOSALS

16th STREET PLAN EXISTING CONDITIONS TECHNICAL ASSESSMENT AND REHABILITATION STRATEGY DOWNTOWN DENVER PARTNERSHIP DENVER, COLORADO

DATE OF ISSUANCE: November 18, 2008

This is the Request for Proposal (RFP) process to select a Consultant Team to assist the Downtown Denver Business Improvement District (BID) in cooperation with the Downtown Denver Partnership, Inc. (DDP), City and County of Denver (City), the Regional Transportation District (RTD) and 16th Street Plan Steering and Technical Committees with an existing conditions technical assessment and rehabilitation plan for the 16th Street Mall in Downtown Denver, Colorado. The BID is requesting teams to submit a proposal and qualifications responsive to all of the requirements set forth in this RFP **by 4:00 p.m., MST, December 8, 2008 to:**

Cassie Milestone
Project Manager – 16th Street Plan
Downtown Denver BID
511 16th Street, Suite 200
Denver, Colorado 80202

Proposed key dates (subject to change):

November 18, 2008	Issue RFP
November 25, 2008	Written Questions on RFP Due
December 1, 2008	Pre-proposal Meeting
December 2, 2008	Response to Written Questions/RFP addendum
December 8, 2008	Proposals Due
December 10, 2008	Selection of Short List of Finalists
December 16-17, 2008	Interviews with Finalists
December 19, 2008	Selection and Notification of Consultant
December 22, 2008	Announcement of Selection
Dec. 22, 2008 – Jan. 9, 2009	Contract Negotiations
January 9, 2009	Contract Execution
January 9, 2009	Steering Committee: Kick-off Meeting
March 6, 2009	Steering Committee: Part 1 Presentation
April 3, 2009	Steering Committee: Part 2 Presentation
April 2009	Public Input session #1 (final date TBD)
May 1, 2009	Steering Committee: Part 3 Presentation
May 2009	Public Input session #2 (final date TBD)
May 29, 2009	Final Documents Complete

SECTION 1.0: OPENING STATEMENTS

1.1 PURPOSE OF THIS REQUEST FOR PROPOSALS

This Request for Proposals (RFP) initiates the Downtown Denver BID's process for selecting a Consultant to provide professional services to research, analyze and produce an existing conditions technical assessment for the 16th Street Mall in Denver, Colorado. The successful Consultant will be a team that will provide expertise and experience to achieve the scope of services described in this RFP and to see the project to a successful conclusion. The Consultant may include a single firm or team of firms to provide the necessary breadth and depth of knowledge, skills and abilities. The BID anticipates the effort shall be led by a firm with civil engineering capabilities, with participating sub-consultants which may include, but not be limited to: paving and paver systems experts; forensic analysts; construction cost estimators; landscape architects; transportation planners; and, historic preservationists. Knowledge of ANSI/ADA requirements is encouraged, as is knowledge of high-performance building practices that incorporate sustainability and energy-efficiency into project design and development.

1.2 PROJECT GOAL AND OBJECTIVES

The existing conditions technical assessment and rehabilitation plan will result in a formal report that will inform a subsequent long-term planning process for the 16th Street Mall in Downtown Denver. The technical assessment and rehabilitation plan will include an inventory and review of the infrastructure, paving materials, streetscaping elements, landscaping features and urban design components as they relate to the 1977 report authored by I.M. Pei and Partners, "The Transitway/Mall." Further, the report will include rehabilitation recommendations for short- and long-term improvements that the Consultant deems necessary to rehabilitate and sustain the Mall as a great public pedestrian space now and over the next 25 years.

Long-term Vision: The 16th Street Plan

The technical assessment and rehabilitation plan is the first phase of a longer-term planning process for the Mall, the *16th Street Plan: A Vision for the Future*. The *16th Street Plan* is an 18-24 month endeavor that will reflect the community's 25-year vision for the Mall. Future phases of *The 16th Street Plan* have not yet been determined by the 16th Street Plan Steering Committee, a 24-member, multi-disciplinary team that is charged with guiding and overseeing the long-term planning process.

The technical assessment and rehabilitation plan shall examine the physical condition of the Mall and recommend to the Steering Committee a course of action that respects the importance of the original Mall design, including its purpose, general layout and building materials. The Committee has committed to approach the Mall as a rehabilitation project and has outlined their intention to re-

use existing materials wherever feasible, with specific consideration devoted to the preservation of the design and layout of the granite pavers. As part of this RFP, the Steering Committee seeks specific rehabilitation recommendations. Such recommendations will include a prioritization of the re-use of the Mall's material elements, while considering those features' historical and design significance.

In light of this, the technical assessment and rehabilitation plan must strictly comply with the Steering Committee's overall goals for the 16th Street Mall. These goals are outlined in the following Guiding Principles:

The 16th Street Mall was designed to function as a pedestrian-transit mall and will continue as a pedestrian-transit mall in the future;

The 16th Street Mall has historically served as the commercial Main Street in Denver and will continue to serve as a key catalyst for economic development in Downtown, both along 16th Street and along the streets perpendicular and adjacent to it;

The 16th Street Mall, nationally recognized for the quality of its design and craftsmanship, is one of Denver's legacies and it, therefore, deserving of respectful treatment as it is rehabilitated for its next generation of use.

The 16th Street Mall must be sustainable – economically, operationally and ecologically – and, therefore, its long-term plan must be flexible in order to accommodate for evolutions in infrastructure, communication and transit technology over the next 25 years.

The 16th Street Mall is the most widely recognized feature of Downtown Denver and the Rocky Mountain region: it is the centerpiece of Downtown, it is one of Denver's primary civic spaces and it must continue to be so in the future.

The 16th Street Mall's pedestrian experience is the highest priority when considering other design and operational features, including but not limited to transit, streetscaping, programming and special events.

1.3 BACKGROUND INFORMATION

The 16th Street Mall is a nationally-recognized icon, a noteworthy public place that is the heart of the Rocky Mountain region. The City of Denver, Downtown Denver Partnership (DDP), Downtown Denver Business Improvement District (BID) and the Regional Transportation District (RTD) initiated the idea for the Mall in 1976. Designed by the world-renowned architecture firm I.M. Pei and Associates, the original 13-block Mall (Broadway to Market Street) opened in October 1982 after two years of construction. When viewed from above, the 400,000 granite pavers that make up the original section of the Mall resemble the skin of a Western

Diamondback rattlesnake. The Mall's Lower Downtown segment from Blake Street to Denver Union Station was constructed in 1992; the second Mall extension to the Central Platte Valley was completed in 2002.

In addition to being an important gathering place for pedestrians, the 16th Street Mall is the lynchpin of RTD's transportation system. The Mall serves as Downtown's main transit thoroughfare, with the distinctive FreeMallRide shuttle stopping at every block, connecting light rail stations, express bus terminals and local bus routes. The FreeMallRide shuttle service includes 36 ultra-low emission hybrid-electric vehicles, each of which can transport approximately 115 passengers. The Mall shuttle system links Civic Center Station at Broadway with RTD's new regional transit hub for FasTracks at Union Station on the Wynkoop Street end. On average, 55,000 people use RTD's Free MallRide shuttles every weekday.

Despite its triumphs, the 16th Street Mall faces significant challenges. The granite pavers in the transit lanes are failing and demand constant maintenance, which has been extremely costly and time-consuming. The utilities underneath the Mall's surface are outdated and may require significant upgrades.

1.4 PROJECT COMMITTEES

The Consultant will work under the direction of the BID, but will be expected to inform and solicit advice and direction from (a) a technical committee; and, (b) a steering committee. Presentation dates are outlined in the project schedule and in the scope of work. The Consultant should anticipate additional working meetings with the technical committee and should incorporate such meetings into the project schedule and budget.

1.4.1 Technical Committee

The 16th Street Technical Committee is comprised of representatives from a variety of agencies and organizations that have significant interests in the Mall and Downtown Denver. The Technical Committee is currently focused on the transitway pavers, but will focus on other technical issues in the future. The Technical Committee will gather and supply all information to the Consultant as it relates to the scope of this project.

The following organizations, agencies and fields are represented on the Technical Committee:

- BID
- RTD
- City and County of Denver
- Engineers
- Systems planners
- Urban Designers
- Landscape Architects

- Drainage Experts
- Utilities Representatives

2.3.2 Steering Committee

The 16th Street Plan Steering Committee is comprised of representatives from the public, City agencies and other organizations that have significant interests and investments in the 16th Street Mall. The Steering Committee is the decision-making body that evaluates recommendations from all consultants, the Technical Committee, the public and other experts, and it utilizes the collective input when developing plan policies, goals, principles and recommendations. In addition to overseeing this technical assessment and rehabilitation plan, the Steering Committee will manage subsequent steps of the long-term planning process.

The Consultant will be required to attend Steering Committee meetings as outlined in the project schedule and scope of work. The Steering Committee will provide input to the Consultant via Cassie Milestone, the 16th Street Plan Project Manager.

The following organizations, agencies, and constituents will be represented on the Steering Committee:

- BID
- DDP
- RTD
- City Public Works Department
- City Planning Department
- City Economic Development Department
- Downtown Area Plan Steering Committee
- Downtown Retailer
- Downtown Developer
- Major Downtown Employer
- BID Property Owner
- Downtown Resident
- Downtown Architect
- Downtown Landscape Architect
- Downtown Contractor
- Hospitality Industry
- City Council
- Historic Preservationist

1.5 GEOGRAPHIC EXTENT OF THE TECHNICAL ASSESSMENT AND REVITALIZATION PLAN

The Project Area includes the original 16th Street Mall, the LoDo extension and Wewatta Street between 16th and 18th Streets, the location of the light rail station and MallShuttle termination. The project area shall include the public right-of-way from property line to property line on both sides of 16th Street from Civic Center

Station at Broadway and Colfax Avenue to Wewatta Street. Additionally, this project should consider the infrastructure connections to adjacent perpendicular streets (e.g. Curtis Street, Stout Street, etc.) as well as to Union Station and Civic Center Station.

Refer to Map that follows for a pictorial description of the project study area. The study area is indicated in red.



Project Area Map – 16th Street Mall in relationship to Downtown Denver

1.6 EXISTING RESEARCH AND CONCURRENT PLANNING/DEVELOPMENT PROJECTS

The selected Consultant will be provided with all relevant information that has been gathered and analyzed to date. Once selected, the Consultant is responsible for understanding and summarizing the work to date so as not to duplicate what is already known. In order to build on work that has already occurred, the Consultant will field-verify all existing infrastructure items. Past plans and studies should be viewed and utilized not only as a source of information but also as a source of community input. Below is a list of the documents that must be considered when the selected Consultant completes the technical assessment and rehabilitation plan.

1. Primary Plans and Study Resources

- Downtown Area Plan (2007)
- The Transitway/Mall (1977) – I.M. Pei and Partners
- Original Construction Drawings
 - Civil
 - Structural
 - Architectural
 - Graphic-Signs
 - Lighting
 - Electrical
 - Shop Drawings
 - Storm Sewer As-builts (1987)
- 1993 16th Street Mall Extension Through Lower Downtown
- 16th Street Mall ULI Panel Report (2008)
- Denver Strategic Transportation Plan (2008)
- Downtown Multimodal Access Plan (2006)
- City and County of Denver Storm Water Drainage Master Plan Revision (underway)
- City and County of Denver Sewer Master Plan Revision (underway)
- Denver Union Station Master Plan (2004) and related documents underway
- RTD MallShuttle specifications, technology and ridership data
- RTD research: transitway paver maintenance data
- RTD Above-grade inventory of landscape/urban design elements
- Market Street Station: Canopy and Hardscape (2001-02)

2. Secondary Plans and Study Resources

- Civic Center District Plan (2005)
- Central Platte Valley Plan/Revised Plan (1986/1991)
- City of Denver Skyline Park Redevelopment Plan
- LoDo Neighborhood Plan and Design Guidelines
- 16th Street Transitway/Mall Safety Report Primer (1989)

- 16th Street Mall Wayfinding Signage Replacement Project (2003)

The above named documents will be provided to the Consultant at the time the contract is awarded and the agreements are signed. Additional plans and reference materials may be included.

Several planning efforts and development projects are currently underway in Downtown Denver. Some of these efforts may overlap with or affect the goals and objectives of the work proposed by this contract. Findings of the planning studies and/or relevant reports related to specific development projects may become available while this existing conditions technical assessment is underway. The 16th Street Plan Project Manager will inform the Consultant of proposed or contemplated planning and development efforts that may have an impact on this assessment. In return, the Consultant must respond to such efforts while developing the technical assessment and rehabilitation plan.

SECTION 2.0: SCOPE OF SERVICES AND PROJECT DELIVERABLES

The completed *16th Street Plan Existing Conditions Technical Assessment and Rehabilitation Plan* will include the following:

1. An Existing Conditions Inventory
2. Analysis and Suggested Alternatives
3. A Recommended Rehabilitation Strategy

The technical assessment and rehabilitation plan shall identify and locate the Mall's infrastructure and design elements, compare the existing conditions to those identified in the original 16th Street Plan (1974) and recommend a rehabilitation strategy that identifies failed or failing infrastructure and streetscaping features, details and prioritizes suggested improvements or upgrades, which shall include a cost analysis and phasing strategy.

The selected Consultant's analysis of and proposals for the Mall should be presented in such a way to clearly demonstrate and convey that work. Presentations should include, but not be limited to, text, graphics, maps, tables, charts, renderings, concept drawings and pictorial images.

The information provided in this project is intended to inform the *16th Street Plan: A Vision for the Future*. The Consultant team awarded this contract must agree to relinquish all rights relating to the deliverables outlined in this project as well as all interim data, maps and other resources. These items shall be considered the property of the BID.

2.1 PROJECT TASKS AND DELIVERABLES:

2.1.1 Part One: Existing Conditions Inventory and Technical Assessment

Part One of this project focuses on data collection and includes a review and inventory of the Mall's existing conditions. This inventory shall include a review of both infrastructure and urban design elements, including the granite pavers and related setting system.

Part One will establish the quantitative and qualitative description of baseline conditions that will inform the subsequent phases of this project and the longer-term visioning efforts of the 16th Street Plan. In Part One, the Consultant team shall complete the following tasks.

- 2.1.1.1 Conduct a systematic field study/inventory and prepare a matrix outlining the following: existing and planned infrastructure and utility systems; urban design features, including all streetscape and urban design elements.
- 2.1.1.2 Identify differences between current design elements and original Sixteenth Street Mall: Planning and Preliminary Design report (1974.)
- 2.1.1.3 Identifying and describe existing or potential issues related to the Mall's infrastructure/design elements, including those issues related to the impact of the past and present transit technologies.

After the completion of Part One, the Consultant team shall present its initial findings to the 16th Street Plan Steering and Technical Committees at the March 6, 2009 Steering Committee meeting. The Steering Committee will provide the Consultant with any feedback relating to Part One by March 13, 2009.

2.1.2 Part Two: Presentation of Rehabilitation Alternatives

For Part Two, the Consultant will build upon the matrix completed in Part One and will prioritize the Mall's existing infrastructure, design elements and building materials (including street furniture, light fixtures, pavers, landscape features and other design elements) in light of their historical and/or urban design significance. The Steering Committee intends to use this prioritization when making future decisions regarding the rehabilitation of these elements and/or the addition of other design and operational features.

Additionally, the Consultant will identify three rehabilitation strategies that specifically relate to the Mall's infrastructure and design elements. These strategies will identify capital improvements and/or repairs to the Mall's existing conditions. The three options will additionally include the following: preliminary cost estimates, phasing strategies and project timelines that consider planning and implementation schedules.

In Part Two, the Consultant shall identify any additional forensic analysis or infrastructure testing recommended prior to conducting any rehabilitation efforts.

- 2.1.2.1 Expand the existing conditions matrix to include a prioritization of improvements/repairs based on the historical and/or urban design significance of the Mall's infrastructure and building materials.
- 2.1.2.2 Develop and present three rehabilitation strategies that outline the following: recommended repairs and/or improvements to the Mall's infrastructure and urban design elements; cost estimates for proposed recommendations; phasing strategies; and, planning and construction timeline.
- 2.1.2.3 Describe a variety of possible future transit technologies and how they may potentially impact the Mall's transitway materials as well as how their operations may be affected by the Mall's current design.
- 2.1.2.4 Indicate recommendations for additional forensic analysis and/or infrastructure tests and reasons for those recommendations.

The Consultant shall present the items outlined in Part Two to the 16th Street Plan Steering and Technical Committees at the April 3, 2009 Steering Committee meeting. The Steering Committee will respond to the strategies and will provide the Consultant with final direction for Part Three after the Public Input Session #1.

2.1.3 Part Three: Rehabilitation Recommendation

After hearing the three rehabilitation strategies in Part Two, the Steering Committee will provide the Consultant with input to allow the Consultant to develop a rehabilitation recommendation. This report will mark the culmination of this project and will set the framework for any reconstruction that may occur as well as for subsequent phases of the long-term planning and detailed design process.

As with Part Two, the rehabilitation strategy will specifically relate to the Mall's infrastructure and design elements. Part Three will include a more detailed description of any proposed capital improvements and/or repairs and will include detailed cost estimates, phasing strategies and project timelines that consider planning and implementation schedules.

- 2.1.3.1 Develop and present a rehabilitation strategy that outlines proposed repairs and/or improvements recommendations for the Mall's infrastructure and urban design elements; future transit technology; detailed cost estimates for proposed recommendations; phasing strategies; and, planning and construction timeline.

The Consultant shall present the Rehabilitation Strategy to the 16th Street Plan Steering and Technical Committees at the May 1, 2009 Steering Committee meeting. At this time, the Consultant shall also provide a draft final report.

On a date to be determined, the Consultant shall present the Rehabilitation Strategy at a public meeting for input and comment.

The Steering Committee will submit any final report revisions to the Consultant May 8, 2009.

The Consultant will incorporate the Steering Committee's suggestions into the rehabilitation strategy and will print and distribute the final report by Friday, May 29, 2009. This project shall not include contract documents for construction.

2.2 PLAN PRODUCTION AND PROJECT DELIVERABLES

The selected Consultant will be responsible for providing the deliverables outlined in the scope of work on or before the due dates presented below. The final report must be completed and delivered to the Project Manager by Friday, May 29, 2009. All appendices and additional references are also due on this date.

Other key deliverable due dates will correspond with the Steering Committee presentation dates as follows:

March 6, 2009	Part 1 Deliverables Due
April 3, 2009	Part 2 Deliverables Due
May 1, 2009	Part 3 Deliverables Due
May 29, 2009	Final Documents Complete

The Consultant will be responsible for writing the technical assessment; drafting corresponding rehabilitation strategies; producing graphic illustrations, renderings and photographs for the report; document formatting, design and production of the final plan document. Interim draft infrastructure inventories are due to the Project Manager at 50% completion and 75% completion. Draft inventories are to be delivered in electronic file format on CD along with two (2) unbound hard copies.

The Consultant is to provide the Project Manager with a final document in electronic file format on CD in addition to a pre-specified number of bound hardcopies and one (1) unbound hard copy of the plan. The Consultant should submit the final plan document in booklet form that includes text, graphics, tables, charts, renderings and pictorial images of existing conditions as well as for proposed typologies for future infrastructural improvements. The document should be 8½ x 11 inches in size, black and white with selected pages in full color, and include sections that relate to those tasks addressed in the Scope of Services.

2.3 PROJECT RESOURCES

The 16th Street Plan will be funded by a variety of sources. Key contributors may include the BID, the City and County of Denver, RTD and the DDP, subject to the

appropriation of such funds in 2008 and beyond. The anticipated total budget for the contracting of consultant services for this existing conditions technical assessment is between \$200,000 and \$250,000. Additional project resources include data and research materials that will be provided to the selected Consultant at no charge.

RFP respondents should prepare and submit a responsible cost proposal based on a sound assessment of the scope and substance of work called for in this document. Please note: The scope and/or cost of services may require adjustment after a contract for consultant services is prepared and finalized.

SECTION 3.0 RFP ADMINISTRATION

Cassie Milestone, 16th Street Mall Revitalization Plan Project Manager, will be responsible for coordination of the procedures and rules specified in this RFP, managing this process and all other matters related to this process. The Project Manager will serve as the primary intermediary between RFP respondents and the Selection Committee. The Project Manager shall also serve as the key liaison between the Consultant, the Steering and Technical Committees and other stakeholders throughout the term of the project.

All those responding to this RFP will be required to register with the Project Manager via e-mail or mail. The Project Manager will use the registration list to provide respondents any RFP addenda and/or answers to RFP-related questions. To register, interested Consultants should e-mail Cassie Milestone at cmilestone@downtowndenver.com and should include the following information:

- Firm name
- Address
- Primary Contact
- Phone
- Fax
- E-mail address

Any questions or concerns regarding this RFP, must be put in writing and directed to Cassie Milestone via email at cmilestone@downtowndenver.com by 4 pm MST on November 25, 2008. Questions will be addressed at an optional pre-proposal meeting on **Monday, December 1, 2008 from 2 – 3:30 pm MST** at the Downtown Denver Partnership, 511 16th Street, Suite 200.

Additionally, all written questions and questions posed at the pre-proposal conference will be distributed via e-mail, along with corresponding answers, to all registered firms by 4 pm MST on December 2, 2008. Questions and answers will be distributed via fax to/from those without e-mail. No questions will be answered by phone or in person.

The BID reserves the right to modify or issue amendments to this Request for Proposals. If questions result in the modification of this RFP, the written modification will be distributed to all recipients of the original RFP.

SECTION 4.0: PROPOSAL DUE DATE AND LOCATION

Proposals shall be delivered to the Project Manager at the address listed below on or before **4:00 p.m. MST, Friday, December 8, 2008**. Late submissions will not be accepted. Faxed or electronic mail submissions will not be accepted. Eight (8) copies of the proposal must be submitted on standard 8½ x 11 inch paper. An authorized member of the firm must sign each copy in ink.

Deliver submissions to:

Cassie Milestone
Project Manager - 16th Street Plan
Downtown Denver BID
511 16th Street, Suite 200
Denver, CO 80202

Please mark the outside of the package with the project manager's name and the title, "Proposal for *16th Street Plan Technical Assessment and Rehabilitation Strategy*."

SECTION 5.0: PROPOSAL FORMAT AND SUBMITTALS

The content of all proposals for this work shall address the following issues and adhere to the following format:

- 6.1 *Transmittal Letter*: Include the single point of contact for the Consultant with address, telephone and email information.
- 6.2 *Scope of Services*: Describe how service will be provided. Include a detailed listing and description of tasks and deliverables. Provide a summary of the proposed approach to the project, as well as a detailed description of the methodology and timeline to be used to provide the requested services and deliverables.
- 6.3 *Experience and Capacity*: Describe background and experience of all firms and subcontractors demonstrating ability to provide required services. Identify any subcontractors that the firm expects to engage to provide services described in the Scope of Services. Teaming of firms with complementary expertise is encouraged.

The BID anticipates the effort shall be led by a civil engineering firm with participating sub-consultants which may include, but not be limited to: forensic analysts; construction cost estimators; landscape architects; transportation

planners; and, historic preservationists. Knowledge of ANSI/ADA requirements is encouraged.

For each firm, proposals shall include written indications concerning the following:

- 6.3.1 Include a description of each firm's history, background, organization and size as well as the firm's capacity to provide the requested services. Indicate if company expansion is required in order for any firm to provide the proposed service.
 - 6.3.2 Include examples of each firm's work on similar projects and each firm's work for other public sector clients.
 - 6.3.3 Indicate whether the firm's activities or representation of other clients could potentially pose a conflict of interest in its representation of BID, RTD, DDP or the City and County of Denver.
- 6.4 *Personnel Listing:* Identify specific personnel who will be assigned to the project. Provide resumes for all staff to be assigned to the project. Identify one individual and an alternate to be designated as a contact person for assignments, billing and general contract administration. Subcontractors should also be listed.
- 6.5 *Cost of Services:* Indicate proposed Maximum Fixed Fee Cost of Service that directly relates to the scope of work. Divide fees so that they directly relate to the three work scope components and corresponding specific project deliverables.
- The Consultant should provide an estimated fee schedule, which will include the following elements:
- 6.5.1 An estimated fee for the project based on your understanding of the Project and Services included herein. Itemize the estimate according to three project phases.
 - 6.5.2 An estimate based on the Consultant's experience of reimbursable expenses. Include proposed payment billing schedule. Submit an example of the firm's actual billing format.
- 6.6 *Timeline:* The Consultant should propose the timeframe for completing milestones outlined in Parts One and Two of the project. Specific dates should be proposed for completion of each activity and for each meeting the Consultant requires for information gathering and reporting.
- 6.7 *References:* List references from contracts similar in size and scope. Respondents must provide references that Selection Committee representatives may contact.

SECTION 6.0: SELECTION PROCESS AND EVALUATION CRITERIA

All proposals received within the stated deadline will be reviewed by a Selection Committee comprised of members representing the BID, RTD, the City and County of Denver, DDP and the 16th Street Plan Steering and Technical Committees. The Selection Committee will determine a short list of finalists to interview and present their proposals. Interviews with the Selection Committee are scheduled for December 16 – 17, 2008.

Following the interviews, the Selection Committee will rank the finalists. The first-ranked Consultant will be contacted to discuss the final scope of services and corresponding fee and contracting requirements. The Notice to Proceed with limits is subject to successful contract negotiation and execution. In the event that negotiations with the first-ranked Consultant are unsuccessful, the Selection Committee will proceed to the second-ranked Consultant and so on.

Criteria used in the evaluation of proposals will include, but are not limited to, the following:

1. Quality, thoroughness and clarity of proposal.
2. Demonstrated understanding of the Scope of Services.
3. Organization, management and technical approach to project.
4. Demonstrated experience in one or more of the fields of expertise required to complete this work.
5. Ability to package findings, ideas and concepts through a combination of written and graphic means of expression.
6. Qualifications and experience of staff.
7. Itemization and allocation of staff resources in relation to the Scope of Services.
8. Demonstrated experience subcontracting from, and collaborating with, firms who are experienced in one or more of the complementary fields of expertise required to complete this work.
9. Demonstration of capacity to successfully complete the project within the limits of the proposed funding.
10. Review of references.
11. Financial responsibility and capacity of firm.

Please note the abovementioned criteria are not listed in any particular order. The BID reserves the right to reject any and all proposals.