

**CITY OF HELENA, MT**  
**REQUEST FOR PROPOSALS (RFP) NO. TSD- #123**  
**HIRE A CONTRACTOR FOR ADA RAMP PROGRAM**

**I. PROJECT OVERVIEW**

ADA curb ramp construction, repair, and replacement namely to bring corner curb ramps up to compliance with the Public Right of Way Accessibility Guidelines (PROWAG) along mill & overlay project roads.

**II. AGREEMENT FOR SERVICES AND COMPENSATION**

One respondent will be selected as the finalist and offered an opportunity to negotiate an agreement with the City. If an appropriate agreement cannot be reached with the highest-ranked respondent, the second-ranked respondent may be invited to negotiate an agreement with the City, and so on.

A sample agreement will be provided in the complete proposal request as Attachment "A" hereto; however, the City reserves the right to change any terms prior to entering into an agreement with the successful respondent.

Evaluation criteria WILL include consideration of the proposed compensation schedule and responders are required to submit a compensation proposal as part of their response.

**III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE**

The scope of work for the project includes:

1. Repair or replace ADA curb ramps to bring into compliance per City work order(s).
2. Potential installation of sidewalk to transition from new ramps to existing sidewalk.
3. Where necessary, remove & replace extra curb & gutter for better asphalt overlay.
4. New sidewalk shall meet the existing sidewalk or concrete driveway with a clean, straight saw-cut and 1/2-inch expansion joint material.
5. Unit pricing will be based solely on 5' wide single or double ramps, or blended transition corners, with Transportation Engineer approval, as complete units. Assume replacement of entire corner including curb & gutter.
6. All work shall be done in accordance with City of Helena Engineering Standards, Montana Public Works Standard Specifications (MPWSS) and comply with PROWAG guidelines.

7. The Contractor is responsible for furnishing, installing, maintaining, relocating, and removing temporary traffic control devices for regulating, warning, or directing vehicle and pedestrian traffic during construction. A typical Traffic Control Plan must be submitted with executed contract. All traffic/pedestrian controls shall be placed in accordance with Manual on Uniform Traffic Control Devices (MUTCD) Standards. Traffic control is incidental to the sidewalk repair/replacement work, no other compensation will be allowed.
8. Any irrigation repairs will be incidental to sidewalk repair/replacement work, no other compensation will be allowed.
9. Wherever tree roots are encountered under or directly adjacent to the sidewalk, the City Arborist must be consulted and decide if the roots can be cut and removed. If root removal is required, the cost for such work shall be considered incidental to the sidewalk installation, no other compensation will be allowed. If the tree needs to be removed, that will be coordinated with the City and the responsibility of the removal lies with the City.
10. The contractor will complete all related work within 30 calendar days of issuance of work orders.

#### **IV. ATTACHMENTS**

The following information is provided for informational purposes only:

Attachment "A" - Sample Project Agreement

Attachment "B" - Proposal Unit Specifications

Attachment "C" - Proposal Unit Price Sheet

#### **V. PROPOSAL SUBMISSION REQUIREMENTS**

A. Proposal submission must:

- Be no more than 5 one-sided bound pages (8.5"x11"), inclusive of a cover page and back page.
- Be no smaller than 11-point font.
- Contain the information required by this RFP and address all required topics.
- Acknowledge that responder has reviewed any addenda issued for this RFP; and
- Be signed by an authorized agent.

B. Proposal submission must include all of the following:

1. Respondent's legal name, address, and contact information.
2. Brief description of the respondent firm, including but not limited to, identification of the principals, the approximate number of employees, how long the firm has been in business, and how long the respondent has been engaged in

relevant types of work. Include information that demonstrates the respondent's experience in completing projects similar to that which is required by this RFP.

3. Identify individuals who will be assigned to this project, their role on the project team, a brief resume, and their experience and qualifications on similar projects.
4. Description of how the respondent will accomplish the tasks, goals, and objectives identified in section III of this RFP.
5. Provide anticipated project schedule including a description of how this project will fit with the firm's current workload.
6. If this project includes a public participation requirement, describe the proposed public participation process.
7. Itemized unit prices for all items in Attachment "C".

### C. References

List three (3) recent professional references who can provide information regarding the respondent's ability to perform the services described herein. References must include the name of the person to be contacted, phone number, email, and the type of project the respondent completed for the reference.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated by a selection committee, based on the following criteria:

	<b>Criteria</b>	<b>Points</b>
1	Qualifications (based on experience and references)	10
2	Proposed Unit Cost	10
3	Overall quality of the proposal	5
	TOTAL	25

The selection committee may select one or more respondents as finalists. Finalists may be interviewed to further establish qualifications. If the selection committee determines that interviews are appropriate, the finalists will be contacted to schedule the interviews.

## **VII. SOLICITATION SCHEDULE**

Request for Proposals Released

February 6, 2024

Proposal Packets Due – Close date	February 27, 2024, 2:00 PM MST
Service Provider Selection and Negotiation	February 29, 2024
Agreement Approval	TBD
Work to Begin	May 1, 2024

### VIII. CONTACT:

The City contact for the purposes of this RFP is:

Darren Ramos  
 Transportation Engineering Technician  
 3001 E Lyndale Avenue, Helena, MT 59623  
 (406) 304-1873  
 E-Mail: [dramos@helenamt.gov](mailto:dramos@helenamt.gov)

### IX. QUESTIONS AND INQUIRIES

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to this RFP, a copy of which will be posted on the city’s website.

### X. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFP number and project name.

Two (2) hard copies and one electronic copy (PDF format) of the proposal must be submitted to:

City of Helena  
 Attn: Darren Ramos  
 3001 E. Lyndale Avenue  
 Helena, MT 59623

**PROPOSALS MUST BE RECEIVED NO LATER THAN: February 27, 2024, at 2:00 p.m. (MST)**

Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

The City is not responsible for costs associated with preparing proposals in response to this RFP.

### XI. RESERVATION OF RIGHTS BY THE CITY

The City reserves the right to reject any or all proposals, readvertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

## **XII. PUBLIC RECORDS DISCLOSURE**

All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 *et. seq.*

## **XIII. LOBBYING**

Respondents are prohibited from lobbying the City Commission, the Mayor, or members of the selection committee relative to the respondent's proposal or response to this RFP.

# Attachment "A"



## FY 2025 ADA RAMP IMPROVEMENTS

Project TSD-123

### PROPOSAL PRICE SHEET

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE
1	Single ADA Curb Ramp & Landing (Removal & Replacement)	EA	Any Quantity	
2	Double ADA Curb Ramp & Landing (Removal & Replacement)	EA	Any Quantity	
3	4" Concrete Sidewalk (Removal & Replacement)	SF	Any Quantity	
4	Concrete Curb/Gutter (Removal & Replacement)	LF	Any Quantity	
5	4" Asphalt Removal & Replacement (3/8" mix, PG 58-28)	SF	Any Quantity	
6	4" Pedestrian Curb	LF	Any Quantity	
7	6" Concrete (Driveway Sidewalk & Aprons)	SF	Any Quantity	
8	6" Concrete Valley Gutter (6' Wide Typ.)	SF	Any Quantity	
9	Move Drain inlet	EA	Any Quantity	
10	3/4" Clean Aggregate (6" typ.)	SF	Any Quantity	
11	3/4" Crushed Base Course (6" typ.)	SF	Any Quantity	
12	Reset Existing Sign and Post	EA	Any Quantity	

## Attachment "B"

### Proposal Unit Specifications

#### a. A single ramp will include:

- demolition of existing corner, all concrete.
- saw cut asphalt corner for concrete fillet and demo asphalt.
- excavate and compact subgrade.
- install crushed aggregate and compact.
- install concrete fillet and curb & gutter.
- install ramp with pedestrian curbing on both sides of ramp.
- cast iron truncated domes.

#### b. A double ramp will include:

- demolition of existing corner, all concrete.
- saw cut asphalt corner for concrete fillet and demo asphalt.
- excavate and compact subgrade.
- install crushed aggregate and compact.
- install concrete fillet and curb & gutter.
- install ramps with pedestrian curbing on both sides of each ramp.
- stamped concrete (random stone decorative concrete stamp) is to be applied to non-travel surface between ramps.
- cast iron truncated domes.

#### c. Blended Transition ramp (only when necessary and with prior approval by the City) will include:

- demolition of existing corner, all concrete.
- saw cut asphalt corner for concrete fillet and demo asphalt.
- excavate and compact subgrade.
- install crushed aggregate and compact.
- install concrete fillet and curb & gutter.
- install ramp with pedestrian curbing on both sides of ramp.
- cast iron truncated domes.

## Proposal Unit Specifications

Transportation Systems must be notified when forms are set to allow for field review before concrete is placed.

Materials specifications:

Concrete - 4500 psi @ 28-day break (per MPWSS 03310)

Sidewalk base -  $\frac{3}{4}$ " clean crushed aggregate

Curb and gutter/Fillet base –  $\frac{3}{4}$ " crushed base course (per MPWSS 02235)

In areas where the asphalt is failing and the City determines that it should be cut further to have a competent connection point, it will be filled back with 4" Asphalt Removal & Replacement (3/8" mix, PG 58-28), weather permitting.