

PROCUREMENT AND PROJECT MANAGEMENT FOR YOUR TRAIL PROJECT

Jason Meyer- El Paso County

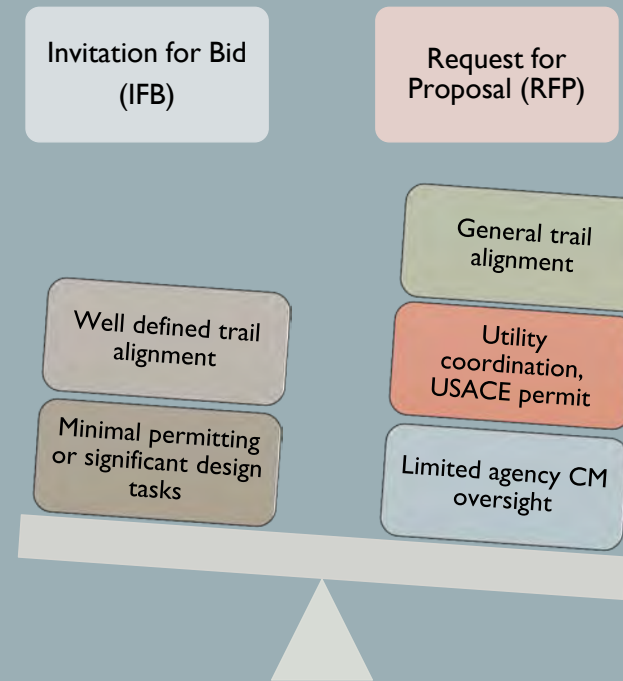
David Deitemeyer- City of Colorado Springs

Greg Mazu- Singletrack Trails

APPROACHES TO PROCUREMENT

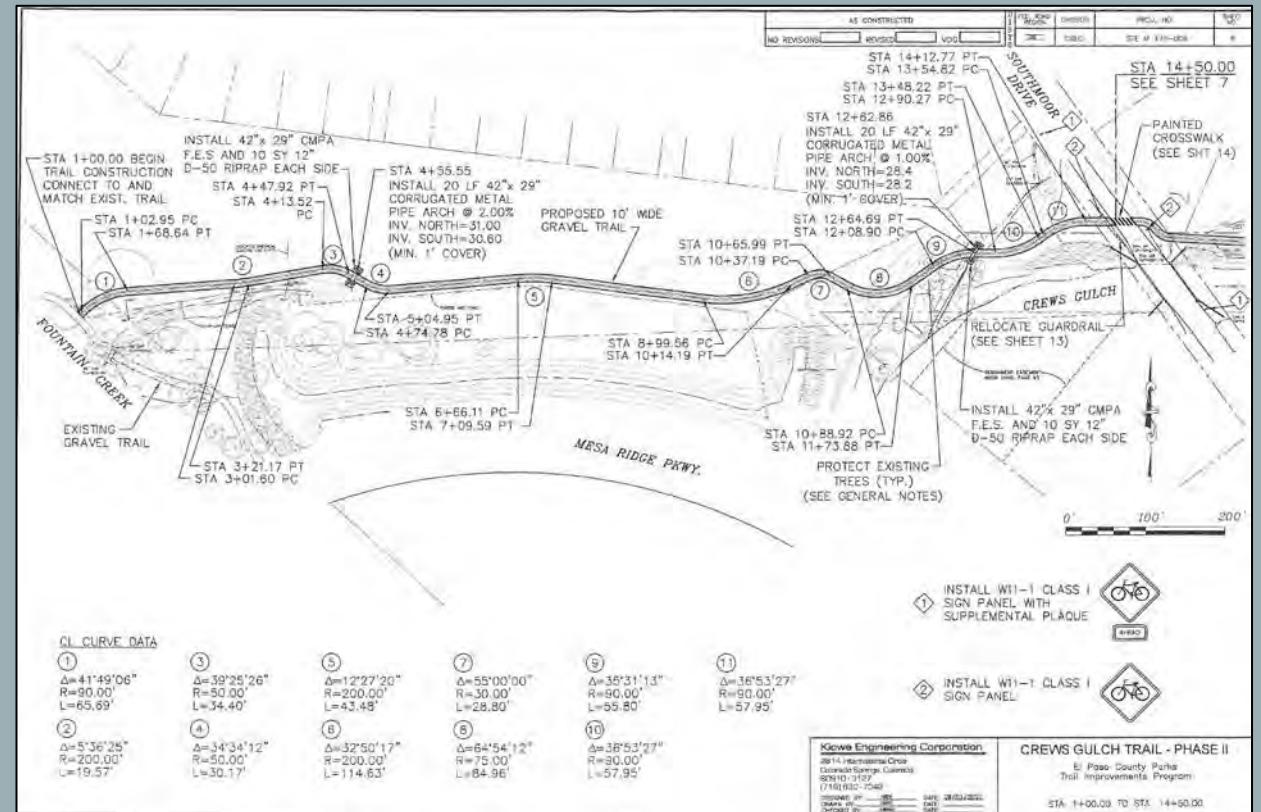
Define your scope of work

- Agency expectations
- Project budget
- Workload / capacity
- Defined trail alignment
- Regulatory approvals / permitting
- Project metrics / invoicing



What does your agency use?

IFB OR RFP?



EXAMPLE BID TABS

RFP NO.: 13-044 DATE: July 10, 2013

**EL PASO COUNTY
CONTRACTS AND PROCUREMENTS DIVISION**

COST OFFER FORM

UTE PASS REGIONAL TRAIL CONSTRUCTION

NOTICE TO FIRMS:	YOU ARE REQUIRED TO USE THIS FORM WHEN SUBMITTING A COST PROPOSAL.
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RESPONSE CHECKLIST ATTACHED? Yes _____ No _____

Section A Retrofit 0.22-miles of utility maintenance road for shared trail and vehicle use

Cost (Fixed Lump Sum) \$ _____

Estimated Completion Time: _____ Calendar Days

Section B Construct 1.18-miles of new 8-ft wide multi-use trail

Cost (Fixed Lump Sum) \$ _____

Estimated Completion Time: _____ Calendar Days

Section C Retrofit 1.68-miles of utility maintenance road for shared trail and vehicle use

Cost (Fixed Lump Sum) \$ _____

Estimated Completion Time: _____ Calendar Days

ESTIMATED TOTAL PROJECT COST \$ _____

TOTAL ESTIMATED COMPLETION TIME: _____ Calendar Days

Culvert (Size & Type #1) Unit Cost \$ _____

Culvert (Size & Type #2) Unit Cost \$ _____

Culvert (Size & Type #3) Unit Cost \$ _____

The respondent acknowledges and agrees that the above stated costs, fees, and schedule (as may be subsequently modified by negotiation) shall become conditions of the Contract.

Submitted By: _____ Date: _____
Company

Federal ID#: _____ Phone: _____

Address: _____

City/State/Zip: _____

Authorized Representative: _____
(Printed)

Authorized Signature: _____

BID TAB SHEET

IFB: 17-011

Due Date: _____

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION

BID FORM for

Black Forest Section 16 and Drake Lake Natural Area Flood Repairs

NOTICE TO CONTRACTORS: YOU ARE REQUIRED TO USE THIS FORM WHEN SUBMITTING A BID.

QUOTE ALL PRICES DELIVERED

Response Checklist attached? _____ YES

All documentation required on Response Checklist attached? _____ YES

Will you accept payment by VISA credit card? _____ YES _____ NO

If you accept VISA, is there a cost? _____ YES _____ NO

If cost or min/max amount, explain: _____

Line #	Item #	Item Description	U/M	Est. Qty	Bid Form Totals			Unit Price
					BF SEC16	Drake Lake		
1	202-00033	EXCAVATE AND DISPOSE OF EXISTING PIPE	EA	3	3	0		
2	203-00010	UNCLASSIFIED EXCAVATION (EXCAVATE AND DISPOSE OF GRAVEL)	CY	7	0	7		
3	203-00012	MINOR GRADING AND SHAPE DITCHES	LF	150	150	0		
4	203-00060	EMBANKMENT MATERIAL (COMPLETE IN PLACE)	CY	15	3	12		
5	208-00020	SILT FENCE	LF	596	0	596		
6	304-06007	AGGREGATE BASE COURSE (CLASS 6)	CY	667	639	18		
7	304-09000	CRUSHED LIMESTONE TRAIL SURFACING	CY	728	688	40		
8	504-08100	INSTALL TIMBERS AND SECURE	LF	16	0	16		
9	603-10120	12 INCH CORRUGATED STEEL PIPE	LF	35	35	0		
10	620-00020	SANITARY FACILITY	LS	1	0	1		
11	700-70010	FORCE ACCOUNT - MINOR CONTRACT REVISIONS	FA	1			\$6,416.45	
TOTAL PROJECT PRICE								
OPTIONAL ITEMS:								
12	504-08285	STACKED SOLID RETAINING BLOCK WALL	SF	255				
13	603-30012	12 INCH STEEL PIPE END SECTION	EA	6				

Number of Calendar Days to Completion after Notice of Award:

NOTE: Price must be inclusive of (but not limited to) the following: all contractor fees, actual costs, overhead, profit, permits and bid, performance and payments bond costs.

Our submitted bid consists of a total price, all inclusive of any freight, surcharges, labor, insurance, materials, and any other miscellaneous incidental charges required to perform the services, except taxes as county is tax exempt.

Submitted by: _____ Date: _____
(Company Name)

Federal ID# / SS# _____ Email: _____

Address _____ Phone: _____

City/State/Zip _____ Fax: _____

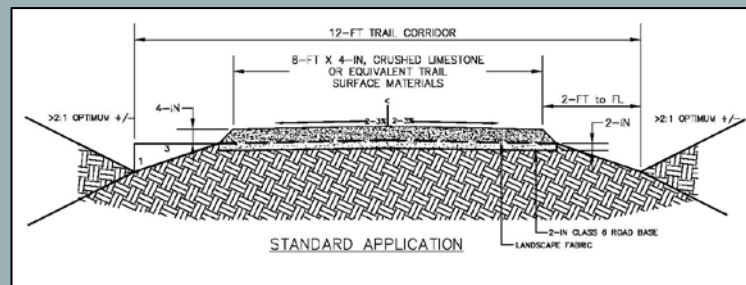
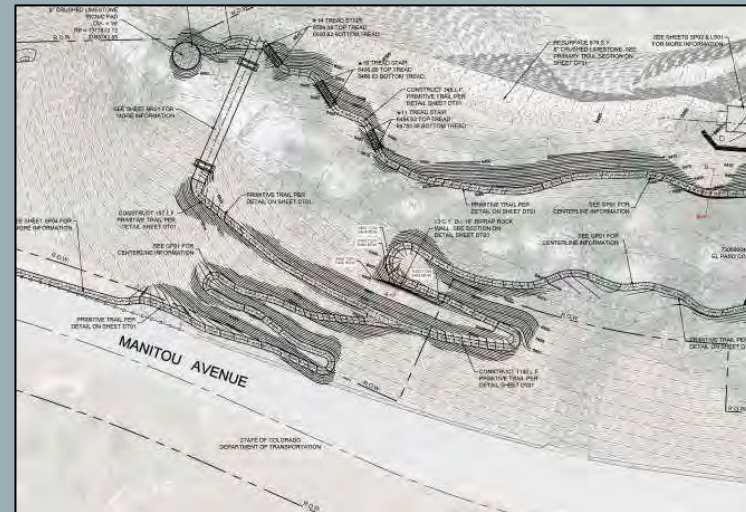
Authorized Signature: _____

Printed Authorized Signature: _____

PLANS AND SPECIFICATIONS

Appropriate level of detail

- How detailed do you need to be?
- Trail notes or construction docs?
- Level of oversight
- What are your project metrics
- How are you invoicing?
- Can you use existing standards?



How detailed do you get?

EXAMPLE



FOUNTAIN CREEK REGIONAL TRAIL FLOOD REPAIRS ESTIMATED QUANTITIES AND WORK TASKS FOR INFORMATION ONLY

	Description of Work	UM	Est. Qty.	Included in Bid Tab Line #
A PROJECT A – STRATMOOR REGIONAL TRAIL REPAIRS				
A1 01	Excavate temporary/existing trail and old trail spurs (8'10" L x 8' W x 2" D); store material on site, then place as fill in excavated new trail tread	CY	40	3
A1 02	Excavate for new/permanent trail (700' L x 8' W x 4" D); store material on site; then place as fill to reclaim temporary trail and spurs	CY	69	3
A1 03	Install trail base course material (700' L x 8' W x 2" D)	CY	35	10
A1 04	Install crushed limestone trail surfacing (700' L x 8' W x 4" D)	CY	69	11
A1 05	Seeding and raking	SY	1,256	8
A1 06	Sanitary Facility	EA	0.25	20



PROJECT PROGRESS PAYMENT

9/13/2017

Payment Number:

Project Name: Stratmoor (Project A)

El Paso County Public Services Department
3275 Akers Drive
Colorado Springs, Co 80922

IFB Number: 17-061

ITEM	DESCRIPTION	PLAN QUAN	BID PRICE	QUAN TO DATE	UNIT	% COMP	COST TO DATE
203-00	Unclassified Excavation (complete in place)	109	\$18.00	109.00	CY	100.00%	\$1,962.00
212-00	Seeding (Native)	1236	\$3.00	1236.00	SY	100.00%	\$3,708.00
304-06	Aggregate Base Course (Class 6)	35	\$75.00	35.00	CY	100.00%	\$2,625.00
304-09	Crushed Limestone Trail Surfacing	69	\$70.00	69.00	CY	100.00%	\$4,830.00
620-00	Sanitary Facility	0.25	\$200.00	0.25	EA	100.00%	\$50.00

TOTAL TO DATE= \$13,175.00

LESS RETAINAGE PER SECTION 109.06= \$658.75

SECURITIES AMT= \$0.00

NET AMOUNT= \$12,516.25

ITEM 626, MOBILIZATION AMT: \$0.00 AT: 100.00%= \$0.00

PROJECT GRAND TOTAL= \$12,516.25

TOTAL OF PREVIOUS ESTIMATES= \$0.00

PAY THIS AMOUNT THIS ESTIMATE= \$12,516.25

ORIGINAL CONTRACT DAYS = 45.0

ADD DAYS ALLOWED = 0.0

TOTAL CONTRACT DAYS = 45.0

TOTAL DAYS CHARGED TO DATE = 5.5

CONTRACT DAYS REMAINING = 39.5

CONTRACT AWARD AMT: \$14,675.00

REVISED CONTRACT AMT: \$14,675.00 % COMPLETE: 89.78%

I CERTIFY THAT THE QUANTITIES AND AMOUNTS AS HEREIN STATED ARE CORRECT.

SIGNED _____ TITLE Project Inspector .20

APPROVED BY PROJECT ENGINEER _____ .20

APPROVED BY PROJECT MANAGER _____ .20

1 inch = 100 feet
0 25 50 100

PROJECT MAP A

STRATMOOR REGIONAL TRAIL REPAIRS



EL PASO COUNTY PUBLIC SERVICES DEPARTMENT
3275 AKERS DRIVE
COLORADO SPRINGS, CO 80922

PROJECT MANAGEMENT

Communication

- What is your PM structure?
- What helps a contractor on the front-end of a project?

Progress Meetings

- How often should you meet?
- What is the format?
- Who takes meeting notes?



What's your workload?

EXAMPLE AGENDA & SCHEDULE

Fishers Canyon Pedestrian Bridge Safe Crossing CONTRACT# 15-036

KICK-OFF MEETING

July 24, 2015
9 am - 10 am

Park Administration Building, 2002 Creek Crossing
Creekside Room

AGENDA

1. Introductions
2. Team Member Roles and Responsibilities
3. Communication and Decision-Making Protocol
4. Contract Matters
 - a. Invoicing and Payment
 - b. Other
5. CDBG / Davis-Bacon Parameters and Procedures
6. Work Plan and Schedule
7. Budget
8. Scope Issues and Questions
9. Next Steps, Action Items, Next Meeting Dates



Do you ask for a photo log?

IN THE FIELD

Change Orders

- What is your procedure?
- Issue with plans or specs?
- Request reasonable, or scope creep?

Punch List

- When should you develop this list?
- What is your warranty?
- How can you expedite close-out?

Document everything in writing- even if it's a simple email

**Do you use a
force account?**

EXAMPLE MEETING NOTES / PUNCH LIST



Remove berm and re-establish smooth trail surface and cross slope.

Remove outslope slough and re-establish smooth trail surface and cross slope.



Place slash along toe of slope.

Remove slash piles and place along toe of slope.

PUNCH LIST

PROJECT:

DMV EAST PHASE II LANDSCAPE INSTALLATION

Date of Inspection: 8/4/2009

Date of Completion: _____

Problem / Action #	Location	Summary of Action Needed / Notes
1	NW Parking Lot	Valve box erosion
2	SW Parking Lot	Irrigation head leak
3	W Parking Lot	Irrigation head is above grade and angled
4	W Parking Lot	Two (2) Pinon Pines need to be replaced
5	W Parking Lot	Two (2) Ash trees with dead leaders, within plant warranty
6	General Site	Bury / stake irrigation piping and cover with added mulch
7	NW Parking Lot	Irrigation head located by light pole is above grade
8	W Central Parking Lot	Rock island has sunk and there is exposed fabric
9	General Site	Some plants are missing from the landscape islands
10	SW Parking Lot	Sunken trench with missing grasses
11	SE Parking Lot	Missing ornamental grasses located next to light pole
12	NE Parking Lot	Metal edging is not trimmed / exposed
13	NE Road	Two irrigation heads are above grade
14	NE Road	Add dirt to back of curb
15	NE Road	Replace irrigation head at back of curb
16	SE Road	Dead / missing plants located in the landscape bed by stop sign

NOTES:

Drip irrigation should be placed upslope to plants to allow for adequate watering i.e. SE planting bed by stop sign.

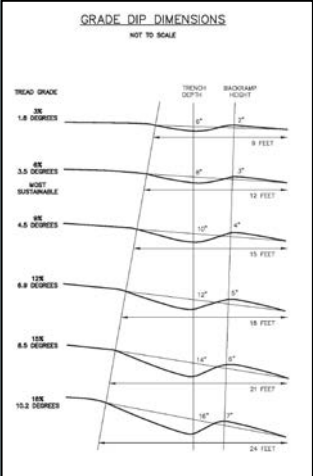
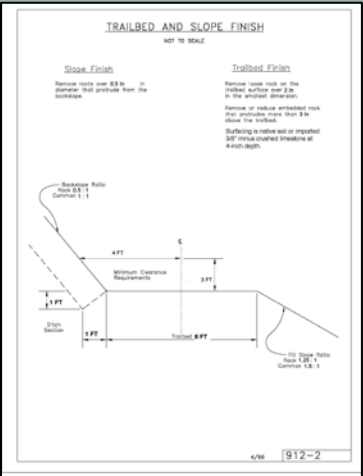
Per Installation Notes: Landscape fabric is required under rock beds only. No Mulch beds are to have fabric installed.

WHEN THINGS GO WELL



Rock Island Regional Trail Construction – IFB

WHEN THINGS GO WELL



Ute Pass Regional Trail Construction- RFP

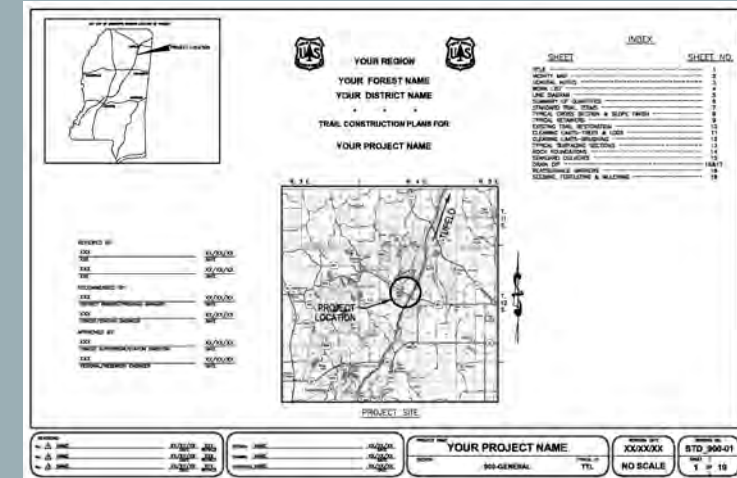
HEAD SCRATCHERS



RESOURCES

Resources

- United States Forest Service
 - Standard Trail Plans and Specifications [Link](#)
- International Mountain Bicycling Association
 - Guide to Building Sweet Singletrack [Link](#)
- American Trails. Org [Link](#)



A detailed trail construction plan form template. It includes a title block with fields for 'YOUR REGION', 'YOUR FOREST NAME', 'YOUR DISTRICT NAME', and 'YOUR PROJECT NAME'. Below this is a 'TRAIL CONSTRUCTION PLAN FOR' section. The form features a central map area labeled 'PROJECT LOCATION' with a scale bar and north arrow. To the right is an 'INDEX' table listing various trail components and their corresponding sheet numbers. At the bottom, there are sections for 'REVISIONS', 'APPROVED BY', and 'PROJECT INFORMATION'.

SHEET	SHEET NO.
INDEX	1
GENERAL NOTES	2
TRAIL ALIGNMENT	3
TRAIL CROSS SECTION & SLOPE TRENCH	4
TRAIL CROSS SECTION & SLOPE TRENCH	5
TRAIL CROSS SECTION & SLOPE TRENCH	6
TRAIL CROSS SECTION & SLOPE TRENCH	7
TRAIL CROSS SECTION & SLOPE TRENCH	8
TRAIL CROSS SECTION & SLOPE TRENCH	9
TRAIL CROSS SECTION & SLOPE TRENCH	10
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