

October 11, 2021

Re: Request for Resumes and Pricing

To Interested Transportation and Traffic Engineering Firms:

The Town of Bennett is seeking a qualified individual and firm to serve as the Town's Traffic Engineer. The Town is eager to interview qualified firms for this position.

The Town of Bennett is a busy and growing community on the eastern I-70 corridor. We are experiencing a great deal of both residential and commercial growth and are planning for an exciting future. We are a part of the DRCOG region and attend meetings for DRCOG as well as the sub-regional forums of both Adams and Arapahoe Counties. The Town undertook a major Capital Improvement Program (CIP) planning effort in 2019 and will update this new CIP plan in GIS on an annual basis. In addition to all the projects outlined in the CIP, there are upcoming construction projects along I-70 and HWY 79.

The following scope of work will be associated with this position:

- Serve as the Town's Traffic Engineer on our Development Review Committee (DRC) and attend weekly meetings of the DRC to discuss and review upcoming development projects and ongoing planning needs;
- Provide timely technical review of, and answer inquiries relating to: land development plans, site plans, subdivision plats, traffic impact studies and construction documents proposed by applicants to ensure that such conform to Town ordinances and regulations, CDOT standards when applicable, and other appropriate engineering standards.
- Attend periodic meetings of the Planning and Zoning Commission and Town Board of Trustees;
- Participate in the Town's annual CIP process and update the Capital Asset Inventory Master Plan (CAIMP) updates in GIS;
- Coordinate with the Town's other Traffic Engineer who works on project coordination and transportation related committees and relationships.

Excellent verbal and written skills are essential. The selected Traffic Engineer will be expected to provide the Town with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the Town in printed form, as well as in electronic form.

The estimated time commitment is approximately 5-15 hours per week depending on workload, applications pending and meeting attendance.

If you are interested in serving in this capacity, please submit the following information by Thursday October 28, 2021:

- 3-page limit - Letter of interest outlining your company and perspective on serving in this capacity specifically:
 - Relationships with CDOT Region 1 personnel

- Working in a smaller community
- Ability to provide service while also balancing project budgets
- 3-page limit - Name and Resume of primary individual who would serve as the main contact and official Traffic Engineer, and list of additional staff that would be supporting the Traffic Engineer
- 1-page limit - A schedule of billing rates

If you are interested in serving in this important role with the Town of Bennett, please respond to this letter by noon Thursday October 28, 2021. All responses should be sent to: clind@bennett.co.us Attention: Traffic Engineering LOI. Town Staff will review the submittals and contact each submitter the week of November 1st to discuss a potential 30-minute virtual interview on November 8th or 9th. The selected firm will be notified on November 11th and contracting will commence that day

If you have any questions please do not hesitate to reach Deputy Town Administrator, Rachel Summers via email at rsummers@bennett.co.us.

Thank you for your time and interest. We look forward to your response.

Sincerely,



Trish Stiles
Town Administrator