

**REQUEST FOR QUALIFICATIONS**  
**LIGHTING REGULATIONS WITHIN THE LAND DEVELOPMENT CODE**  
**AND**  
**LIGHTING STANDARDS FOR STREET LIGHTS IN ARVADA**

**RFQ Responses due**  
**December 1, 2009**

**City of Arvada**  
**Community Development Department**  
**8101 Ralston Road**  
**Arvada, CO 80001-8101**

## **Request for Qualifications**

### **Lighting Regulations within the Land Development Code And Lighting Standards for Street Lights in Arvada**

The City of Arvada is seeking qualifications from consultants interested in working with Staff to develop revised lighting regulations within our Land Development Code and to develop standard specifications for street lights throughout Arvada.

#### **Location**

The City of Arvada, Colorado is a suburban community with a population estimate of approximately 107,500 people and is located in northwestern Denver metropolitan area, between the City of Denver and the foothills of the Rocky Mountains.

#### **Background Information**

As a city located near the foothills of the Rocky Mountains, light levels and the protection of the dark sky are of primary importance. As development progresses farther and farther west, closer to the foothills, lighting becomes more critical. The Land Development Code (LDC) provides land use development and design regulations for the City of Arvada. In 2000 the LDC was updated to include lighting regulations which identified lighting zones throughout the city, addressed maximum light levels within those areas, and specified maximum lumen levels for various fixture types (unshielded vs. cutoff, etc.) However, due to the continuing advancements in the field of lighting we are finding the code silent on newer technologies such as LED and solar lighting. Additionally, the current code has been inefficient for development review. For instance, it specifies different maximum light levels for the various elements individually throughout a single site (ie sidewalks vs. parking lots, vs. building entries) that are difficult to evaluate when immediately adjacent to each other.

In conjunction with evaluating development review proposals, the City of Arvada is also involved in the location and design of street lights throughout the city. For new developments in the City of Arvada it is standard procedure that street lights are coordinated with the city and with Xcel Energy and sole maintenance is the responsibility of Xcel Energy.

#### **Issue Context**

Due to the complex nature of the existing code and recent advancements in lighting, the Land Development Code needs to be updated to address these issues. As such we are seeking assistance in developing new design review standards for use in the development review process. As a part of that update, alternative street light systems and newer technologies (such as solar and LED systems) should also be evaluated. For example,

street lights may be limited to intersections only in residential neighborhoods with supplemental lighting provided by curbside lighting from each individual lot.

It is also the city's desire to develop a street lighting system throughout Arvada that will allow city staff to easily and efficiently install and maintain street lights. To accomplish this task, the city is striving to develop a palette of standard light fixtures to be utilized for this purpose. The newer technologies should also be a factor to evaluate in developing this palette.

### **Scope of Services**

While the City of Arvada is willing to entertain discussion of the most appropriate scope of services within its designated budget, the following basic scope of services has been preliminarily identified;

- 1) Develop and write revised lighting criteria for the Land Development Code to be utilized by the Community Development Department to review and evaluate land use developments throughout the City of Arvada.
- 2) As part of the Land Development Code changes, city staff needs to be able to understand the benefits and difficulties of the various design options particularly pertaining to newer technologies such as LED and solar lighting. With that in mind, a number of meetings will be needed with city staff for goal setting and educational purposes.
- 3) Provide professional expert knowledge and input during public hearings before Planning Commission and City Council to adopt the regulations.

Alternatively, the city is also seeking input on the following additional scope of services to be included as an alternate/add-on to the basic scope of services.

- 4) Provide design specifications for standard street light fixtures to be implemented with new developments/redevelopments in the city.

### **Budget**

The project budget is \$8,500-9,500.

### **Project Timeframe**

The city wishes to select a qualified consultant and issue notice to proceed prior to December 30, 2009 and wishes to complete the project within a maximum 6 month time frame.

## **Desired Qualifications and Experience**

To be fully considered, respondents' qualifications shall clearly identify the following:

1. Demonstrated firm experience in preparing and writing lighting regulations for cities or counties for use in development review.
2. Involvement in preparing national lighting codes for use in the private and public sector development review.
3. Demonstrated knowledge of most recent industry standards for lighting to include LED and solar lighting.
4. Knowledgeable understanding of available lighting options for inclusion in a city palette of fixtures for street lights and residential lighting.

## **Interview and Selection Process**

Statements of Qualifications will be evaluated by a team consisting of representatives of the Community Development Department and Public Works,

Statement of Qualifications will be evaluated according to the following criteria:

- Experience of the firm and key staff in writing lighting regulations for similar jurisdictions
- Experience developing national lighting standards
- Knowledge and understanding of land use and development review procedures
- Knowledge of new industry design options and evaluation/measurement standards
- Track record of the firm in completing projects on-time, on-budget, and according to the objectives of the client;
- Willing responsiveness of the firm to the needs and desires specific to this city and this project.
- Client recommendations

Based on the Statements of Qualifications, city staff may conduct a select number of interviews to determine the “most qualified” firms or consulting teams. After reviewing the Statement of Qualifications and conducting interviews, the city will either:

1. Select the “most qualified” firm or consulting team to develop a final scope and contractual agreement, or
2. Select a short list of consulting teams that will be invited to respond to a Request for Proposals.

The city reserves the right to waive an irregularity in any submittal or to reject any or all Statement of Qualifications.

### **Inquiry and Submission Procedures**

All Statements of Qualification should include the following information and documentation:

- A maximum two page statement describing:
  1. Why the firm or consulting team should be considered the “most qualified” for this project and what distinguishes the firm or team from others;
  2. A brief approach; and
  3. The anticipated time-frame for the project.
- Background information on the firms or consulting team describing its size and typical projects;
- Examples of recent work showing specific experience with similar projects by staff who would be committed to this project;
- The specific experience of staff members who would be assigned to the project;
- Three (3) client references specifically related to this type of work including names of individuals and phone numbers and other information as appropriate;

Questions concerning the project should be made by November 23, 2009 and directed to:

Linda Hoover, Senior Planner  
City of Arvada Community development Department  
8101 Ralston Road  
Arvada, CO 80001-8101  
720-898-7454  
Email: [LHoover@arvada.org](mailto:LHoover@arvada.org)

Answers to questions received by November 23 will be distributed to respondents by November 25, 2009.

Ten (10) copies of the Statement of Qualifications should be delivered no later than 12:00 noon, December 1, 2009 to:

Linda Hoover, Senior Planner  
City of Arvada Community Development Department8101  
Ralston Road  
Arvada, Colorado 80001-8101

Late submittals will not be accepted.