

## REQUEST FOR PROPOSALS

### UPDATE OF THE TOWN OF SILVERTHORNE PARKS, TRAILS, AND OPEN SPACE MASTER PLAN

The Town of Silverthorne, Colorado, is seeking a qualified consultant, or team of consultants, to facilitate a comprehensive public process and prepare an update to the Silverthorne Parks, Trails, and Open Space Master Plan. This plan will guide future parks, trails, and open space acquisition and implementation decisions within the Town. Interested firms should submit a scope of work, summary of qualifications, resumes of key personnel and summary of recent related experiences by **5:00 p.m. on March 31, 2014**. Please submit five printed copies and one electronic copy to:

Joanne Cook, Recreation and Culture Director  
Town of Silverthorne  
430 Rainbow Drive  
Post Office Box 1309  
Silverthorne, Colorado 80498

(970) 262-7372  
jcook@silverthorne.org

## TOWN OF SILVERTHORNE

### INTRODUCTION

The Town of Silverthorne, Colorado, is seeking a qualified consultant, or team of consultants, to facilitate a comprehensive public process and prepare an update to the Town's Parks, Trails, and Open Space Master Plan. This Request for Proposals is both being publicly advertised and forwarded to select firms who have been involved with or expressed interest in these issues in the past. Interested firms should submit a scope of work, summary of qualifications, resumes of key personnel and summary of recent related experiences by **5:00 p.m. on March 31, 2014**. Late, faxed or e-mailed proposals will not be accepted. Please submit five printed copies and one electronic copy to:

Joanne Cook, Recreation and Culture Director  
Town of Silverthorne  
430 Rainbow Drive  
Post Office Box 1309  
Silverthorne, Colorado 80498  
(970) 262-7372

Up to three firms may be asked to attend an interview on **April 9, 2014**, or as soon as possible thereafter. If your firm is asked to attend an interview, be prepared to discuss your proposal and your approach to this project. Interviews will last up to 60 minutes and you will need to bring the key personnel that will be committed to the project. A copy of the Town's standard consultant services contract will be provided to the firms selected for an interview. The Town anticipates awarding the contract by the **end of April 2014**.

### OVERVIEW

The Town of Silverthorne's first Parks, Trails, and Open Space Master Plan (Parks Master Plan) was adopted in January 2001. This Plan has served the Town very well since then. However, the Town Council has determined that an update to the policies, goals and implementation strategies of the 2001 Parks Master Plan is needed to reflect the current vision of the community. The 2001 Parks Master Plan has the following elements:

- Introduction
- Needs and Aspirations
- Definitions and Standards
- Plan Recommendations
- Implementation

The entire 2001 Parks Master Plan is available for review on the Town of Silverthorne website at [www.silverthorne.org](http://www.silverthorne.org), under *Key Documents*.

The Town of Silverthorne has experienced substantial growth over the past decade and has been actively implementing its Parks Master Plan. The primary goal of this update is to provide a long-range planning and implementation document to guide the future development of the parks, trails, and open space system within the Town. With an updated plan, Town Council and staff will be able to administer resources and understand the community's priorities when acquiring park and open space parcels, creating new outdoor recreation amenities, and preserving and improving existing outdoor facilities. The updated plan will enable the Town to continue to provide quality outdoor recreation opportunities to residents and visitors by providing a roadmap for the next ten years.

## **SCOPE OF WORK**

The Town seeks a consultant that will take a fresh look at the Town's existing amenities and make future recommendations based on an independent vision. New ideas, which may not necessarily agree with current visioning, are encouraged. The plan update is intended to take a big-picture look at the Town's potential, rather than simply reaffirming current goals and priorities.

The consultant will use a comprehensive public process during the preparation of the update to the Parks Master Plan including a statistically valid survey, an on-line survey, public meetings, workshops, and stakeholder meetings. Written communications will be published in both English and Spanish and public meetings will have bilingual (English and Spanish) speaking facilitators present. Community outreach will include creative ways to engage all members of the community, such as picnics held at target communities, attendance at community events, contacting multi-cultural representatives to specifically solicit participation, online tools such as mindmixer, and reaching out to groups outside of Silverthorne Town limits. This updated community input will be utilized to create the framework needed for future projects.

The consultant will work with the Silverthorne Parks, Open Space, Recreation, and Trails (SPORT) Committee and the Town Staff for the update of the Master Plan. The consultant will prepare a draft plan and implementation strategy, utilizing information provided and through further analysis, for review and adoption by the SPORT Committee, Planning Commission, and Town Council.

The updated PTOSMP will include:

- An inventory of current amenities (which will be provided to consultant by Town staff)
- Results of community inputs
- An outline of guiding principles
- Guidelines for establishing priorities
- Criteria for reviewing projects not addressed in the plan
- Discussion of connectivity for access to all areas by foot and bike
- Recommendations that include maps and an action plan

When evaluating results and making recommendations, our community must be compared to other mountain communities and resort communities.

The importance of low maintenance and environmentally sustainable practices should be addressed in the principles and in the guidelines for establishing priorities and reviewing potential projects. The plan will also include timelines, budget approximations, level of service recommendations, and suggestions for potential partnerships.

The consultant will reference existing Town documents to ensure that the plans complement each other. Examples of such resources are the Town's new Comprehensive Plan, the Recreation and Culture Department's Strategic Plan, the Dan Burden Walkability Study, the Town's Urban Renewal Authority Plan, and the Blue River Trail Master Plan. Furthermore, it is expected that the updated Parks, Trails, and Open Space Master Plan will recognize and make accommodations for other jurisdiction's policies and plans, such as the National Forest Service or adjacent governmental entities.

The consultant will provide an electronic copy of the draft plan to the Town and the consultant will assist Staff in the adoption process. Upon adoption, the consultant will deliver to the Town 10 paper copies of the adopted plan, an electronic copy of the plan, and originals of maps contained in the plan.

## **PROPOSAL ELEMENTS**

- Proposals should contain a detailed scope of work clearly illustrating tasks to be accomplished and final work product.
- Proposals should include a detailed list of documents and information needed for the project. The list will indicate if the information will be provided by the Town or by the consultant.
- Proposals should include a time line for completion.
- Proposals should include a list of personnel assigned to the project team, including their resumes and work experience.
- Proposals must include at least one example of similar work completed.
- Proposals should include hourly fee schedules for each team member.
- Proposals should include a "not to exceed" total project cost.

## **CONDITIONS OF PROPOSAL SUBMITTAL**

- Five printed proposals, and one electronic proposal (CD or flashdrive format).
- Submittals shall not exceed six pages plus resumes and work samples.
- Late, e-mailed, and faxed proposals will not be accepted under any circumstances.
- A duly authorized official of the proposing firm must sign the proposal.
- No proposal will be accepted from any person, firm or corporation that is in arrears for any obligation to the Town, or that otherwise may be deemed irresponsible or unresponsive by Town staff or Town Council.

- All prices quoted must be firm for a period of ninety (90) days following the opening of the proposal.
- All costs, including travel expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.
- All information included in any proposal that is of a proprietary nature must be clearly marked as such. The Town of Silverthorne shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.
- The Town of Silverthorne reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or information contained in any proposal, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the Town.
- All proposals and examples of previous work shall become the property of the Town of Silverthorne.

### **STATEMENT OF QUALIFICATIONS**

To be considered for provision of professional consulting services associated with the Town of Silverthorne Parks, Trails, and Open Space Master Plan update, please provide the following information. The information should cover all persons and/or firms that may be involved in the project and the lead person for the proposed project.

1. Firm name.
2. Year established.
3. Business address.
4. Telephone/FAX Numbers.
5. E-mail addresses/Web site address.
6. Related types of services particularly qualified to perform.
7. Names and registration information of principals.
8. Key personnel including names, titles, qualifications, specific related project experience, years of service with firm(s).
9. Maximum and minimum number of staff over the past 5 years.
10. Consultants and associates typically retained, and their key personnel and qualifications.
11. Description of major projects completed in the past 5 years.
12. Names and phone numbers of references for similar projects.
13. Present activities, including number and cost of projects and your firm's activities/responsibilities.

### **EVALUATION CRITERIA**

A team consisting of the Recreation and Culture Director, Community Development Director, Public Works Director, Town Manager, SPORT Committee members, and other interested parties, will review and evaluate the proposals with the following weights.

- 25% Fresh look at community, new ideas, Town's potential realized
- 15% Public process, comprehensive outreach, use of English and Spanish
- 15% Cooperation with SPORT Committee, time taken to inform and use this group to its full potential
- 15% Elements to be included in plan
- 10% Comparison to other mountain and/or resort communities
- 10% Use of maps and illustrations
- 5% Environmental practices
- 5% Use/incorporation of existing Town documents

Other factors to be considered are as follows.

- The degree to which the proposal meets or exceeds the terms of the Request for Proposals.
- Experience of key personnel.
- Quality, clarity and usability of previous work samples.
- Careful consideration of the results of reference checks and past performance for other clients. Reference checks will include discussion regarding the applicability of the final work product from similar projects to real world application.
- The proposing firm's fee structure ("not to exceed cost") which should be based on the services to be provided including all expenses.
- Proposed design time schedule.
- Hourly rates of team members.

#### **GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM(S)**

- The successful proposing firm(s) shall enter into a contract with the Town. The Town Attorney will prepare the contract or review a proposed contract that is submitted by the proposing firm(s).
- The successful proposing firm(s) shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town of Silverthorne.
- Work shall be completed according to the proposed timeline.
- The successful firm(s) shall work closely with Town Staff, Town Council, Planning Commission, SPORT Committee, citizen groups, and the general public.