



Request for Proposals

# Town of Mountain Village 2018 Trails Master Plan



## **INTRO**

The Town of Mountain Village is seeking to engage the services of a qualified and creative consulting team to develop a comprehensive trails master plan for the Town and the immediate surrounding area. This plan is intended to refine the open space and recreation vision as outlined in the Town's 2014 Comprehensive Plan. The plan will look at trails in and around the existing Town network, evaluate the feasibility of proposed trails from the comprehensive plan, and make further recommendations for future trails based on the community's vision and goals.

## **ABOUT US**

Located in southwest Colorado at 9540' and just a stone's throw from historic Telluride, the Town of Mountain Village is a vibrant year-round destination resort community and home to the Telluride Ski and Golf Company. At 3.27 square miles, we share borders with the USFS, the Town of Telluride, San Miguel County along CO Highway 145, as well as private land. Our residents and guests enjoy an active mountain lifestyle with easy access to world-class skiing, golfing, mountain biking, hiking, and everything else that the rugged San Juan Mountains have to offer.

The Town is comprised of several high density geographic zones, each having a unique function within the community. The commercial core, Mountain Village Center, acts as the hub of resort activity and has the highest concentration of hot beds, restaurants, and merchants. Connected by gondola to the commercial core is the Town Hall Sub-Area where the intercept parking garage, market, government offices, and for-rent affordable housing are located. Located at the bottom of the Village is the Meadows area which is characterized by dense residential development. Surrounding these three zones and weaving around ski runs and golf holes are the residential areas.

## **THE NEED**

As the Town nears buildout and the destination becomes more popular, having an integrated, well-constructed, safe, and usable trail network is a necessity to enhance and promote the use of non-motorized means of getting around for both daily transportation and recreation. Currently, many of our main arteries in residential areas do not have options for bike/ped traffic off of the road right-of-way. In many cases, trail connections require non-motorized traffic to travel in, or just adjacent to heavily traffic roads. To compound matters, the presence a of golf course and ski runs throughout the community make straightforward connections between population and commercial centers very challenging. We hear these concerns from residents and guests on a regular basis.

## **SCOPE OF WORK**

With public and stakeholder input, this trails master plan will help to identify and prioritize areas of opportunity and serve as the guiding document for future trail development and improvement. The successful team shall use a comprehensive and inclusive public process during preparation of the proposed trails master plan including hosting public meetings, workshops, and stakeholder interviews. This updated community input will be utilized in creating the framework needed for the plan.

The consulting team shall prepare a draft plan and implementation strategy, utilizing information provided through community and staff analysis processes for final review and adoption by the Town Council.

In developing the scope for this RFP, Town staff envisions several phases of work and areas of key focus by the consulting team that should be outlined when submitting proposals. These include the following:

### **Plan Elements and Deliverables**

The Trails Master Plan should, at a minimum, include these key elements in a way that will make the plan specific and tailored to the needs of the Town of Mountain Village. The consultant is encouraged to propose any other elements for our consideration in the proposal that may make the plan more effective.

- Redefine and update priorities as identified in the Town's 30 year comprehensive plan
- Master trail plan inventory, map and descriptions
- Trail standards, user type, and typologies
- Identification of key town connectivity corridors and recreational opportunities
- Implementation matrix of priority projects, estimated costs, maintenance plan and associated maintenance costs, and responsibilities
- Identify ownership of properties identified in the Trails Master Plan and research feasibility of actual development

### **Process**

The following steps are suggested for the creation of the Trails Master Plan, but the consultant may provide alternative or additional steps and more detail about these steps in their proposal.

1. Identify and convene an advisory group made up of partners, citizens, stakeholders, staff
2. Conduct stakeholder interviews to gain insights – goals, needs, desires, strengths, challenges, and opportunities
3. Initial community engagement event to introduce the Trails Master Plan project and gain citizen insights – goals, needs, desires, strengths, challenges, and opportunities
4. Initiate GIS mapping and data gathering utilizing data available from partners and other agencies: Inventory of trails, trail heads, community activity areas (all partner recreation areas, parks, commercial/service areas, transit center, etc.), community connectivity opportunities, natural resource/open space areas
5. Advisory group meeting to confirm stakeholder and community inputs, share trail and activity area inventory data, and initiate future mapping process
6. Evaluation and mapping of future trail system: Identify and propose trail gaps, property interests, new trails, trail links to existing trails, connectivity corridors
7. Develop Draft I of Trails Master Plan including plan document narrative, maps, trail descriptions, typologies, trail standards, best practices, and implementation matrix
8. Advisory group meeting to review and discuss Draft I

9. Community engagement event #2 to present Draft I to provide an interactive opportunity for citizen responses and inputs to the proposed plan
10. Develop Draft II of Trails Master Plan document narrative, maps and implementation strategy
11. Advisory group meeting to review and discuss Draft II
12. Presentation to Mountain Village Town Council and public
13. Adoption by Town of Mountain Village and partners

**Project schedule**

This is a tentative schedule and may be modified depending on the proposal, and staff and consultant’s workloads. The final plan must be completed no later than December 31<sup>st</sup>, 2018. The consultant should propose a realistic and justified timeline that will yield the outcome that is described in this RFP.

**Mountain Village Trails Master Plan Timeline - 2018**

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
RFP Development									
RFP Award and Contracting									
Project Start-Up: Meetings w/ Consultants, Partners, and Stakeholders									
Confirm Project Goals, Processes, Outcomes, w/ Consultants and Partners									
Trail Inventory, Assessment, and Mapping									
Initial Community Engagement Event: Introduction and Initial Community Input									
Draft 1 of Trails Master Plan									
Followup Community Engagment Event: Draft 1 Review and Comments									
Draft 2 of Trails Master Plan									
Presentation to Town Council and Public									
Final Trails Master Plan Completed and Adoption									

## Final Deliverables

- GIS Maps – Community Activity areas (Town Center, Town Hall Sub-Area, Meadows, USFS trail heads, community parks, recreation, transit hub, etc.), key open space areas, wildlife habitat or other sensitive areas.
- GIS Maps – Inventory of existing trails and related facilities in and around the Town of Mountain Village, trail heads, parking areas, and existing corridors for both intra and inter-community connectivity
- GIS Maps – Proposed future recreational trails system, community connectivity corridors
- For proposed future trails, an inventory of affected property owners and definition of existing easements and where easements will need to be acquired – minimizing easements to be acquired is a key goal
- Analysis and description of trail needs, issues, and opportunities
- Summary and documentation of citizen outreach meetings and inputs
- Recommended trail/corridor design standards for type of use, best practices, and maintenance recommendations
- Other concepts/images for design features of trail heads, landscape features, that will help to integrate the master trail plan into the community
- Final Trails Master Plan including a narrative, vision and goals, maps and implementation strategy and matrix (projects, priorities, estimated costs, and management responsibilities over the long term)
- Final document shall be provided in an emailed electronic copy, one copy on a flash drive, and one unbound paper copy for reproduction purposes

## REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS

Firms interested in this Request for Proposals (RFP) must submit a detailed proposal as outlined above by **5:00PM, Friday, June 8<sup>th</sup>, 2018**. Please submit either one bound paper proposal or a PDF electronic copy (on a flash drive) addressed to: Jim Loebe, Director of Transportation and Recreation, Town of Mountain Village, 455 Mountain Village Blvd, Suite A, Mountain Village, CO 81435. Alternatively, an emailed PDF submission can be sent to: [jloebe@mtnvillage.org](mailto:jloebe@mtnvillage.org). **Proposals must be received by mail, email, or hand delivery to the second-floor reception desk of Mountain Village Town Hall by 5:00PM, Friday, June 8<sup>th</sup>, 2018. It is the responder's responsibility to ensure delivery of their proposals by their chosen method.**

All responses to the RFP become the property of the Town and are subject to the Open Records Act. Brevity and substantive content are strongly encouraged but there is no suggested page limit to the proposal. Trails master planning experience should be highlighted along with a general overview of the consultant firm including size of staff and current clients. The following must be submitted:

1. A cover letter that introduces your firm with a statement of your general qualifications, the firm name; business address; telephone/Fax number; email address/Web site address; and related types of services your firm is qualified to perform. Identify project manager and lead contact for the lead firm.

2. A list of personnel assigned to the project team, project roles, including a list of sub consultants and their roles. Please include brief resumes or bios and prior related work experiences and how much time each individual is expected to spend on the project.
3. For each firm, the title, location, and description of at least three (3) relevant or comparable projects (completed or underway), and names and phone numbers of references for those projects.
4. An explanation of the approach to be taken by the consultant team and a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the final Trails Master Plan work product.
5. An estimated time line for completion of the project.
6. A budget proposal for the project including a breakdown of the fees associated with each firm and a list of billable rates for each team member. An estimated breakdown of costs for each phase or key task of the project that you have outlined within scope of work, and provide the “not to exceed” final total project cost, including expenses.

### **PROPOSAL EVALUATION CRITERIA**

The following factors will form the basis for evaluating the proposals:

- Quality, creativity, ability, and approach put forth in the detailed scope of work outlined by the consultant that clearly and specifically illustrates the tasks that will be completed and accomplished to reach and develop the final Trails Master Plan.
- Summary of qualifications demonstrating experience and knowledge
- Knowledge and understanding of the geographic region, mountain towns, and the variety of uses of trails in these environments
- Proposing firm’s fee structure and overall proposed fee
- Availability and project timeline
- Results of reference checks and past performance for other clients

Finalists will be selected based upon the proposal’s response to the RFP, experience, knowledge of the region, references and best fit for the Town of Mountain Village, not necessarily lowest cost, as noted above. A Trails Master Plan selection committee will convene on June 11<sup>th</sup> to review and discuss proposals, and finalists will be notified on June 12<sup>th</sup> and invited to an interview. Finalist interviews will be conducted on June 13<sup>th</sup> and June 14<sup>th</sup>, 2018. Proposing consultants are encouraged to keep time available in their schedules to accommodate this selection and interview schedule. We will try to be as flexible as possible on those dates to accommodate consultants. The Town acknowledges this is a quick turnover time from RFP issuance to selection, but we would like to get this project underway and have an implementable trails master plan for our use. We encourage your submittals!

Questions concerning the RFP or the selection process may be submitted in writing by Friday, June 1<sup>st</sup>, 2018 at 5:00PM via email to [jloebe@mtnvillage.org](mailto:jloebe@mtnvillage.org). All questions and responses will be posted on the Town of Mountain Village website at [www.townofmountainvillage.com/RFP](http://www.townofmountainvillage.com/RFP) by June 4<sup>th</sup>, at 5:00PM.

**GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM:**

1. Successful proposing firm shall enter into a contract with the Town of Mountain Village that will be prepared by the Town Attorney. Contract includes requirements for insurance coverages and indemnity by the contractor without reciprocal insurance or indemnity by the Town of Mountain Village
2. Successful proposing firm may not assign or subcontract the whole or any part of the contract without prior written consent of the Town of Mountain Village.
3. Work should be completed according to the agree-upon proposal and timeline, but no later than December 31<sup>st</sup>, 2018, unless extensions are agreed to by the Town of Mountain Village.