



TOWN OF MINTURN

REQUEST FOR PROPOSALS

TOWN OF MINTURN COMMUNITY PLAN UPDATE

**Town of Minturn
301 Boulder Street #309
Minturn, CO. 81645
Phone: 970-827-5645**

Prepared by: Scot Hunn, Planning Director

Date: May 28, 2021

REQUEST FOR PROPOSALS

TOWN OF MINTURN COMMUNITY PLAN UPDATE

The Town of Minturn (the “Town”) invites and welcomes proposals for an update to the Town of Minturn Community Plan (the “Community Plan”). All proposals must be received by June 30, 2021 at 4:00 pm MDT.

This proposal document may be obtained at the Planning Department at 302 Pine St, Minturn, Colorado during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. The complete document is also available at:

<https://www.minturn.org/planning-zoning/pages/community-plans>

Contact information:

Name: Madison Harris
Title: Planner I
Phone: 970-827-5645 Ext. 2
Email: planner1@minturn.org

Project Overview:

The Town desires to complete a comprehensive update to the 2009 Town of Minturn Community Plan and seeks the professional services of a firm or an interdisciplinary team of firms to:

- Serve as project manager for the Town;
- Advise the Town on the phasing, prioritization, and timely execution of individual tasks and elements of the Community Plan; and,
- Provide on-call services, as needed and as deemed appropriate by the Town, to execute portions of the Community Plan based on Town resources, additional/available grant funding, prioritization of Community Plan elements, and/or a determination by the Town that ongoing professional services are required to more effectively implement the Community Plan objectives, and to further the Town’s strategic priorities.

The Community Plan will be guided by a robust community outreach effort which may overlap and/or be coordinated with certain sub-area master planning projects already initiated by the Town, and which may be ongoing throughout the Community Plan update.

The Town is experiencing significant growth pressure as well as changes in demographics, community attitudes, preferences, and needs, and therefore seeks to add additional analyses and tools that may not have been used during the development and adoption of the 2009 Community Plan.

The updated Community Plan will serve first to verify and confirm the Town's vision to reflect current conditions and priorities while identifying the many opportunities and challenges facing the Town in the coming 10-15 years.

The result of the updated Community Plan will be the adoption by the Town of Minturn Planning Commission and Council of the Town of Minturn Community Plan document and any appendices.

Desired Qualifications:

The Town has determined that proper, successful and cost-effective facilitation and execution of the Community Plan update will rely upon securing the services of a firm or team of firms possessing the following minimum qualifications and areas of expertise. The respondent(s) must have demonstrated working knowledge, experience, and a professional track record – in the public, private, and/or not-for-profit sectors – in the following core competency areas:

1. Designing and facilitating robust, innovative public engagement, public relations and outreach processes specifically including virtual components and utilizing multiple layers, platforms and techniques such as surveys, online data collection, mapping, and online polling to ensure safe, inclusive, equitable, and engaging opportunities for public input associated with a public project or initiative.
2. Establishing and successfully cultivating/maintaining relationships with stakeholders and strategic partners (e.g. regional partner jurisdictions, community organizations, and other agencies) as a key component to community engagement, building civic capacity and leveraging regional partnerships and cooperation.
3. Working well with municipal staff, as well as appointed and elected officials in a professional manner to deliver projects in a timely, cost-efficient manner.
4. Interpreting, using, crafting, evaluating and amending land use codes/regulations, comprehensive planning documents and policies including sub-area master plans successfully.
5. Completing assessments and analyses of existing conditions, inclusive of physical conditions, economic and fiscal conditions, commercially zoned lands and loss of commercially zoned lands, strategic priorities and policy efficacy, and public opinions; then, making recommendations and using existing conditions analyses to inform the development of planning and policy documents.
6. Experience with the creation of and/or amendment to Three-Mile plans and Urban Growth Boundary documents and policies.
7. Ability to identify risks and vulnerabilities of natural and human caused hazards and goals, strategies and/or actions to address these hazards.
8. Familiarity with community housing and affordability plans and the ability to integrate such plans and policies within a community/comprehensive plan.
9. Understanding the importance of a Community Plan water component that can describe the community's values related to water supply, drinking water, wastewater infrastructure, water quality and water conservation. Additional experience in land use

- vs. water demand, watershed health and environmental resources, water based recreation, floodplain hazards, stormwater management and water equity is desirable.
10. Representing clients in public settings, making public presentations, and facilitating in-person and virtual public open houses and events.
 11. Performing growth management, real estate and fiscal/economic development analyses through modeling, scenario planning and analyses focused on existing and potential enhancement of commercially oriented zoning and development incentives.
 12. Providing out-of-the-box, creative solutions to challenges and opportunities facing clients including solutions or ideas that may not have been considered or that leverage a client's attributes and assets in new and creative ways.
 13. Creating and curating Geographic Information Systems (GIS) mapping as a planning tool as well as a communication tool when interfacing with the public as well as appointed and elected officials.
 14. Interpreting and applying Colorado State statutes with regard to land use, comprehensive planning, and growth management.
 15. Proposing and executing multi-month, interdisciplinary projects, working with multiple team members and partner agencies and technical advisory committees to establish and meet project goals, critical paths and milestones, and budgets.
 16. Performing sub-area master plan activities and tasks including completion of parking analyses and studies - targeting the Old Town Area - as well as the development of sub-area land use controls and design standards specific to the Old Town 100-Block Commercial.
 17. Completing editing of regulatory and comprehensive plan documents and leading processes to publicly review and adopt new land use codes, comprehensive plans, and ordinances.

Additional, preferred qualifications, working knowledge and experience:

1. Knowledge of the Eagle River Valley portion of Eagle County about regulatory, political conditions, partnerships and initiatives addressing transportation, housing, and economic development.
2. Design and execution of Form Based Codes for sub-areas or entire jurisdictions.
3. Developing and/or enhancing multi-modal transportation standards, policies and implementation strategies.
4. Using and understanding Capital Improvements Plans (CIPs) and municipal budgeting as part of comprehensive land planning and growth management scenario analyses and modeling, economic development and fiscal planning exercises.
5. Experience supporting small mountain towns.

Scope of Services

The following tasks reflect the anticipated consultant scope of work required for completion of the 2020 Comprehensive Plan. As part of the request for proposal process, respondents shall describe how they intend to meet these expectations as well as make recommendations on how this scope of work can be more cost-effective, time-efficient, and how to produce a

comprehensive plan that represents the community vision. Sub consultants may also be utilized as part of the primary consultant team in this process, with clear delineation of their roles, responsibilities, and expectations. The scope of work is divided into 4 main tasks:

1. Project Management
2. Stakeholder Engagement
3. Research and Analysis to include but not limited to:
 - a. Evaluation of 2009 Community Plan, existing conditions, trends and forecasts
 - b. Old Town Character Area parking study
 - c. Chapter 16 Minturn Municipal Code recommended updates
 - d. Historic vs current commercial zoning analysis (commercial leakage and loss analysis)
 - e. Recommended update to the Town's Design Review guidelines
4. Plan Development and adoption to include but not limited to:
 - a. Drafting, review and editing of community plan update and associated documents:
 - i. Community Plan
 - ii. 3-Mile Plan
 - iii. Old Town Character Area parking study
 - iv. Minturn Municipal Code Chapter 16 - Zoning recommended updates
 - b. Delivery of final plan document(s) in multiple forms
 - c. Attendance and presentation of final plan documents at Planning Commission and Town Council meetings
 - d. Development of implementation plan if deemed necessary

Task 1: Project Management

The successful consultant is expected to have on-going email communication with the Town Project Lead, as well as weekly phone meetings on project status and to troubleshoot items in progress. Weekly meetings may be canceled if not necessary. Invoices, budget tracking and progress reports should be submitted monthly. The project management budget should also include funds for travel to Minturn, as outlined in deliverables below.

Task 1 Deliverables:

- Provide a project implementation plan with goals, objectives, milestones and/or check-in events, completion target dates. The plan should also provide or consider alternatives that allow for the Town to implement the Community Plan update in modules and/or phases based upon need, available staff capacity, budgetary concerns, and strategic priorities.
- Coordinate with other Town consultants and staff members (i.e. Town Engineer, Town Attorney, Town Water and Sewer providers/operators, Town Public Works Department) as well as representatives of the USFS, and other public agencies, as needed, to understand issues and data related to development within the Town and to ensure that issues directly related to service provision and long-term maintenance of any public

facilities are integrated into the Community Plan recommendations and implementing strategies.

Task 2: Stakeholder Engagement

The successful consultant is expected to support stakeholder engagement through development and implementation of a communication and engagement strategy. The communication will outline how the Project Team will provide process updates, opportunities for input, and documents ready for public consumption. The community engagement will outline how input from the community will be gleaned to identify community-oriented assets and desires. This will include clearly defined community input opportunities and methods.

Task 2 Deliverables:

- Facilitate a kick-off meeting/open house to introduce the project and to build a database of participants who will be invited to participate throughout the project.
- Facilitate a robust, inclusive and equitable public engagement process that provides multiple layers and avenues for the public to access project information, to provide feedback, and to participate. Should include multiple in-person and virtual open house options for public engagement.
- Presentation and updates of project schedule, phases and tasks to the Town of Minturn Planning Commission at a minimum of two (2) public meetings and presentation of the same to the Town of Minturn Town Council at a minimum of two (2) public meetings.

Task 3: Research & Analysis

The successful consultant will create methods for collecting and analyzing qualitative and quantitative data for utilization in the creation of the Community Plan. A variety of innovative, digital and in-person, methods should be used. The Town will provide GIS related data. Qualitative data collection will include anecdotal information from residents, professionals, visitors, and elected and appointed officials. Quantitative data will include without limitation, build-out analysis, historic vs actual commercial overlay, economic analysis, environmental analysis including wildlife, water, sensitive lands, and hazards, and infrastructure analysis. The successful consultant will document findings and provide recommendations to inform goals, policies, implementation strategies, and performance metrics.

Task 3 Deliverables:

- Evaluate prior town surveys and the 2009 Community Plan vision, goals, policies and implementing actions to determine effectiveness and relevance of existing plan elements.
- Create new mapping and geospatial analyses to inform and support the goals, policies and implementing strategies of the Community Plan while also serving as communication tools that will be understandable to the general public.
- Perform analyses of current conditions, trends, as well as forecasting for growth and development inclusive of local housing/real estate markets, local construction costs,

available land, amounts and types of various lands and uses, sustainable building practices and codes, demographics, economics, jobs-to-housing ratios, infrastructure, natural resource limitations, and capital improvements needs.

- Perform analyses of regional factors (in- and out-commuting; transit service and needs; multi-modal transportation; affordable housing; water and wastewater infrastructure needs and capacity; recreation facilities and infrastructure needs) as well as pertinent regional policies and partnerships such as County master plans, Climate Action Committee (CAC) 2021 Climate Action Plan, local sustainable building and energy efficiency codes or policies, that may influence the formation of the Community Plan goals, policies and implementation strategies.
- If the proposer is chosen to provide architectural design services, provide modeling, analyses, and concepts for future development within the Old Town 100-Block area (with the potential to expand the area), inclusive of building architectural design and character standards such as scale, mass, styles, materials, textures and forms.
- Old Town Character Area parking study
- Minturn Municipal Code recommendations for revisions needed to implement the Community Plan.
- Recommended updates to Minturn's Design Review guidelines

Task 4: Plan Development

The successful consultant will utilize the research and analysis collected to develop, in concert with the Town staff, goals, policies, implementation strategies and performance metrics which will make up the majority of the Community Plan. Feedback will be provided to Town staff, PC and Council through virtual or in-person updates during regularly scheduled public meetings. The town has not decided on an organizational/formatting preference for the Community Plan and will look to the proposers to advise and present recommendations.

Task 4 Deliverables:

1) Goals, Policies, Actions, and Performance Metrics:

- a) First draft will have one round of review with consolidated feedback by the Project Team.
- b) Second draft will have one round of review by the Project Team and Town Staff through meeting facilitation or in writing.
- c) Third draft will be presented to the Planning Commission and Town Council, and feedback provided at these sessions will be incorporated and finalized.
- d) Presentation for Planning Commission and Town Council.

2) Public Draft Plan:

- a) The public draft Plan will incorporate Town staff feedback and be presented to the public, Planning Commission and Town Council for review and feedback.

3) Final Plan:

- a) The final Plan will incorporate all feedback collected during the public draft and finalize the Plan and be in both written and electronic format including mapping, links, appendices and exhibits.
- b) Presentation and facilitation support for Planning Commission and Town Council adoption.
- c) The Town will draft staff reports and resolutions, and collect and respond to written public comment.

RFP Submittal, Evaluation and Decision Schedule:

- | | |
|---------------------------------|------------------|
| • Formal RFP publicly issued | May 28, 2021 |
| • RFP Questions Deadline: | June 21, 2021 |
| • RFP Submittal Deadline: | June 30, 2021 |
| • Town evaluation of Proposals: | July 1-15, 2021 |
| • Interviews: | July 22-28, 2021 |
| • Notice of Selection: | August, 2021 |

*****The Town reserves the right to amend the schedule, as needed*****

Proposals to Be Delivered:

For proper comparison and evaluation, the Town requests that all Proposals be formatted as directed and no more than ten (10) pages not including the cover letter and resumes. Respondents are required to indicate their interest in this Project, show their specific experience and address their capability to perform the desired core competencies. For proper comparison and evaluation, the Town requires that proposals be formatted **A to F**.

- A. Cover Letter:** Cover letter shall be provided which explains the Respondent's interest in and qualifications to successfully complete the project. The letter shall contain the name/address/phone number/email of the person who will serve as the Respondent's principal contact person with the Town and shall identify individual(s) who will be authorized to make presentations on behalf of the firm or team. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation, the Respondent agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Briefly explain your company's qualifications as they meet those qualifications outlined above to provide the services requested.
- C. Budget/Pricing:** The respondent shall provide hourly rates of all parties involved, and a cost estimate of the project which shall not exceed the amount of \$230,000 for all above identified deliverables.

- D. Schedule:** The successful respondent shall provide a project schedule for all deliverables to be completed within twelve (12) months of the date of contract execution.
- E. References:** A minimum of three (3) references with name, address, telephone number, and email address that can attest to your experience in projects of similar scope and size.
- F. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

Evaluation Criteria:

- A. Evaluation:** An evaluation team shall review all responses and select the firms or team of firms that have best demonstrated the capability to perform the scope of services to schedule a virtual interview.
- B. Intent:** Evaluation of submittals will be performed in accordance with the criteria and procedure defined herein. The following parameters will be used to evaluate the submittals (in no particular order of priority):
- Responsiveness of the submittal to the prescribed format of the proposal, and to the required, desired and preferred qualifications, experience and knowledge
 - Clear understanding of the project goals and objectives
 - Relevancy and/or uniqueness of experience and required skills
 - Demonstrated capability and competencies in desired skill and experience areas; and
 - Relevant references
- C. Oral Interviews:** No oral interviews will be conducted as part of the evaluation of responses to the RFP.

Other Provisions:

- A. Implementation Agreements:** Upon identification by the Town of the successful respondent, the Town will give the successful respondent the first right to negotiate an agreement acceptable to the Town. In the event that an agreement satisfactory to the Town cannot be reached, the Town may enter into negotiations with one or more of the remaining respondents. The Town may choose to discard all proposals and re-issue another RFP.
- B. Insurance:** The successful respondent(s) shall comply with all minimum insurance requirements included in the agreement which shall include but not be limited to: Workers' Compensation, Auto coverage, Commercial General Liability and Professional Liability.
- C. Conflict of Interest:** No public official and/or Town employee shall have interest in any invitation to the RFP.

D. Public Record: All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award.

Instructions to Proposers

The Town of Minturn is soliciting proposals for an update to the Community Plan. This Request for Proposals ("RFP") will be non-exclusive. The Town reserves the right to purchase supplies or services from other professionals.

1. **Proposals must be received by U.S. mail to the Planning Department, 301 Boulder St #309, Minturn, Colorado, 81645 or by FedEx, UPS, DHL, or hand delivered to the Planning Department at 302 Pine St, Minturn, Colorado and one (1) electronic copy delivered to planner1@minturn.org on or before 4 p.m., MDT, June 30, 2021.** Any proposal received after this time will not be considered and will be returned to the respondent unopened unless good cause is shown as determined by the Town in its sole discretion.
2. Any question, interpretation or clarification regarding this Request for Proposals (RFP) is required 7 working days (June 21, 2021) prior to the proposal due date. Responses, if any, will be issued by addenda posted to www.minturn.org/planning-zoning/pages/community-plans
3. All questions regarding this proposal must be submitted in writing to Madison Harris, planner 1 via email to planner1@minturn.org. Please call to verify receipt of your questions. No questions will be accepted after the date and time referenced above unless good cause is shown as determined by the Town in its sole discretion. Oral interpretations shall be of no force and effect.
4. One (1) paper copy and one (1) electronic copy of your proposal are required. If brochures or other supportive documents are requested, then it is required that one (1) paper copyset and one (1) electronic copyset be submitted with your proposal.
5. Proposal should be no longer than ten (10) pages, not including cover letter or resumes.
6. The Town may, at its sole discretion, modify or amend any and all provisions herein. If it becomes necessary to revise any part of the RFP, addenda will be provided through posting at www.minturn.org/planning-zoning/pages/community-plans The Town reserves the right to extend the RFP submittal date or to postpone the award of an agreement.
7. All proposals will be reviewed by a selection committee and any other review as determined to be necessary by the Town. Respondents may be asked to supplement their initial proposals with additional written material. The Town may short-list respondents based upon an evaluation of the written submittals. The Town may arrange for virtual interviews with the short-listed respondents for a detailed presentation.
8. The selected proposal will be the one considered the most advantageous regarding price, quality of service, qualifications and capabilities of respondent to provide the specified service, ability to meet timelines indicated in the draft scope of work, respondent's familiarity with the Town and any other factors the Town may consider in its sole discretion. The Town may award a contract even if not the lowest priced proposal based upon a review of the identified factors.

9. Minturn will not pay for any information requested herein, nor is it liable for any costs incurred by the respondent in connection with its response to this RFP.
10. This RFP is not intended to completely define the contractual relationship to be entered into with the successful respondent(s).
11. Upon identification by the Town of the successful respondent, the Town will give the successful respondent the first right to negotiate an agreement acceptable to the Town. In the event that an agreement satisfactory to the Town cannot be reached, the Town may enter into negotiations with one or more of the remaining respondents. The Town may choose to discard all proposals and re-issue another RFP.

Attachments:

1. None