



## OPEN SPACE & TRAILS DEPARTMENT

970.668.4060 ph | 970.668.4225 f  
www.SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660  
Frisco, CO 80443

### **REQUEST FOR PROPOSALS for SUMMIT COUNTY OPEN SPACE AND TRAILS MASTER PLAN**

***POSTED APRIL 16, 2021***

#### **Proposals Due:**

MAY 6, 2021 by 5:00PM MST/MDT

#### **Overview**

Summit County Government (“County”) is soliciting bids from qualified contractors to provide services to create the **SUMMIT COUNTY OPEN SPACE AND TRAILS MASTER PLAN**.

#### ***Background***

Summit County, Colorado (the County) is located roughly 75 miles west of Denver and is in the heart of the Rocky Mountains. It is approximately 619 square miles encompassing the Blue River Watershed from Green Mountain Reservoir to Hoosier Pass, Vail Pass, Loveland Pass, three peaks over 14,000 feet, and the Continental Divide. Over 75% of Summit County is National Forest or Federally designated Wilderness Area. The County is home to four internationally acclaimed ski areas and its population of roughly 31,000 permanent residents soars to above 150,000 people during peak tourism periods. Considered “Colorado’s Playground” by many, locals and visitors flock to the endless recreational opportunities the County offers including skiing, fishing, hiking, biking, and boating.

Summit County owns and manages over 17,000 acres of land acquired or conserved to protect open space values and provide a variety of recreational amenities including over 100 trailheads and trail portals, 100 miles of natural surface trails, 50 miles of dirt roads, and 35 miles of paved Recreational Pathways. The Summit County Open Space and Trails Department (OST) is charged with managing these assets and is staffed by one director, three resource specialists, and four seasonal trail technicians. OST is guided by a 13-member Open Space Advisory Committee (OSAC), which makes recommendations to the Summit County Board of County Commissioners (BoCC). The department is funded by a mill levy that was renewed in 2019 to provide perpetual funding for the acquisition, protection, preservation, and maintenance of open spaces and trails in the County.

OST’s stated mission is to identify, protect, and manage open spaces, trails, and trailheads to preserve and maintain Summit County’s rural mountain character, unique natural areas, and high quality of life for residents and visitors.

#### ***The Summit County Open Space and Trails Master Plan***

The BoCC adopted the Open Space Protection Strategy in 1996 which focused primarily on the acquisition and protection of unique community resources. In the 25 years since its inception, the County has protected over 250 individual properties and created a diverse array of recreational opportunities for residents and visitors. As a direct result of these successes, OST is now experiencing increased demand for more trails and recreation opportunities, along with more facilities and amenities, while facing greater resource challenges related to overuse, illegal parking, habitat loss, and resource degradation. These current issues have highlighted the need for a new Open Space and Trails Master Plan to address current and future challenges as well as lay a foundation for the next ten years of managing and protecting open spaces and trails in Summit County.

The Master Plan will include research, data collection and analysis, community and stakeholder engagement, and goal assessments to guide open space and trails decisions involving, but not limited to, land acquisition, trail development and maintenance, habitat protection and restoration, and recreational opportunities. The Master Plan will be used as a planning tool to address current and future needs and will provide management recommendations for open spaces and trails that help meet a desired vision of the future. The planning process will be a collaborative and inclusive effort to engage the community, appropriate stakeholders, relevant land management agencies and municipalities in Summit County, OST, OSAC, and the BoCC.

To guide the master planning process, OST identified the following questions. Soliciting answers to these questions throughout the master planning process should aim to benefit the entire Summit County community:

- What has the organization accomplished and what are our priorities for the future?
- Who do we serve now and who will we serve into the future?
- How do we sustainably balance changing public desires with resource protection?
- How will we achieve our goals and measure success?

In order to help answer the aforementioned questions, the proposers should provide their strategy to help create the Open Space and Trails Master Plan including the minimum services outlined below and in greater detail in Attachment A – Scope of Work. Contractors are encouraged to submit recommendations and additions to help focus any of these items based upon successful experience completing similar efforts. The proposers should also identify how to most efficiently coordinate efforts with the OST staff to complete associated tasks. Requested services from the contractor include, but are not limited to, the following:

1. **Community Outreach:** The contractor shall provide and implement a comprehensive strategy for public engagement and participation. The contractor shall also assist the County in developing a web presence to garner interest in community engagement and participation.
2. **Advisory Council Facilitation:** The contractor shall be present at 5-7 OSAC meetings and 2-4 BoCC meetings when needed. The contractor shall also be present at one meeting for each of the County planning commissions: Lower Blue Planning Commission, Upper Blue Planning Commission, Snake River Planning Commission, Tenmile Planning Commission, and the Countywide Planning Commission. The contractor will assist in the preparation of meeting agendas, materials, and updates and will solicit input from Council Members and Commissioners. The contractor shall additionally facilitate approximately two work sessions and potentially one or more retreat-style events with the OSAC to reach consensus-based recommendations to the BoCC from the OSAC.
3. **Data Collection and Analysis:** The contractor shall assist OST staff as needed in data collection and analysis to help inform management goals, strategies, monitoring methods, and other plan elements.
4. **Visioning:** The contractor shall assist the County in aligning County and public values to create a desired vision of the future for the protection and management of open spaces and trails in Summit County.
5. **Plan Layout and Graphic Design:** The contractor shall provide graphic design expertise to create visuals, graphics, and layout for the final master plan document.
6. **Master Plan Review and Editorial Assistance:** While staff may share responsibility for the written portions of the master plan, particularly background information and supporting documents, the contractor will provide editorial assistance and help create the working drafts of the master plan. Staff anticipates having a concise, graphically pleasing, forward-facing, and web-accessible document that links to more supporting documentation such as more in-depth implementation details for management recommendations. The final master plan should be a searchable document from the web. The contractor

will also assist in the presentation of the final master plan to the BoCC for adoption (this is included in the 2-4 BoCC meetings referenced in Section 2, Advisory Council Facilitation).

### **Scope of Services**

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the planning services as further described in Attachment A - Scope of Work. Work shall be completed as set forth in a contract for this project to be negotiated with the County, based upon the contractor's written proposal.

### **Date and Time of Service**

Service will be performed on an ongoing basis beginning in **JUNE 2021 AND COMPLETED BY MARCH 2022**. Service will be performed on a regular schedule to be agreed upon prior to contract. Potential schedule should be included in contractor's written proposal.

### **Indemnification and Insurance**

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- Standard Workers' Compensation as required by law in the State of Colorado; and
- Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$400,000 on account of any one person and \$1.2 Million for each occurrence of property damage and personal injury; and
- Automobile Liability insurance in those instances where Contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$400,000 (bodily injury per person), \$400,000 (each accident) and \$400,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

### **Proposal Format**

Costs for performing the six services outlined in this request for proposals (Community Outreach, Advisory Council Facilitation, Data Collection and Analysis, Visioning, Plan Layout and Graphic Design, and Master Plan Review and Editorial Assistance) shall be clearly stated and broken down to allow the County to effectively evaluate each proposal. Potential monthly schedule of services should also be included.

### **Refinements and Improvements**

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

## **Part I - ADMINISTRATIVE INFORMATION**

### **A. Issuing Officer**

This Request for Proposals (“RFP”) is issued by Summit County Open Space & Trails. For questions, please contact Christine Zenel, at [Christine.Zenel@SummitCountyCO.gov](mailto:Christine.Zenel@SummitCountyCO.gov) or 970-668-4061.

### **B. Purpose**

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

### **C. Scope**

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

### **D. Scheduling**

Proposals must be submitted via email to [Christine.Zenel@SummitCountyCo.gov](mailto:Christine.Zenel@SummitCountyCo.gov) to the **Open Space & Trails Department** by **MAY 6, 2021** no later than **5:00PM MST/MDT**. The proposal should outline the schedule for commencement of service.

### **E. Inquiries and Questions**

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of the any requirements. Direct all inquiries to:

Christine Zenel, Resource Specialist  
Summit County Open Space & Trails  
970-668-4061  
[Christine.Zenel@SummitCountyCO.gov](mailto:Christine.Zenel@SummitCountyCO.gov)

### **Time Schedule:**

**Friday, April 16, 2021** Request for Proposals publicly advertised and posted on County website

**Tuesday, April 27, 2021** Optional pre-proposal meeting at **2:00 p.m.** over Zoom (contact [Christine.Zenel@SummitCountyCO.gov](mailto:Christine.Zenel@SummitCountyCO.gov) for invitation) – Proposers will have an opportunity ask questions and the County will provide background information

**Thursday, April 29, 2021 at 12:00 pm** Deadline for all Questions

**Friday, April 30, 2021** All Questions, Comments, and Responses to Questions posted by the County at Bids and Proposals on [www.SummitCountyCO.gov](http://www.SummitCountyCO.gov)

**Thursday, May 6, 2021 Proposals must be submitted via email to [Christine.Zenel@SummitCountyCO.gov](mailto:Christine.Zenel@SummitCountyCO.gov) no later than 5:00 p.m. MST/MDT**

**Friday, May 7, 2021** Official Bid Opening at 9:00 a.m. over Zoom (contact [Christine.Zenel@SummitCountyCO.gov](mailto:Christine.Zenel@SummitCountyCO.gov) for invitation)

**Week of May 17, 2021** Interviews with short-listed Proposers if necessary

**Week of May 24, 2021** Contract negotiations

**Week of May 31, 2021** Notice of Award and send Unsuccessful Bidder letter (email) to all Proposers

**F. Instructions for Submission of Proposals**

It is imperative, when submitting a proposal, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

**Email Address:**

Christine.Zenel@SummitCountyCO.gov

Subject Line Text: <Vendor's Name> - Proposal for: SUMMIT COUNTY OPEN SPACE AND TRAILS MASTER PLAN

**Body Text:**

ATTN: CHRISTINE ZENEL, RESOURCE SPECIALIST

SUMMIT COUNTY OPEN SPACE & TRAILS

Proposal for: SUMMIT COUNTY OPEN SPACE AND TRAILS MASTER PLAN

1. Contractor's company name
2. Contact name and phone number

**G. Late Proposals**

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to the OPEN SPACE & TRAILS DEPARTMENT by 5:00PM MST/MDT on MAY 6, 2021. **Late proposals will not be accepted.**

**H. Proprietary Information**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

**I. Response Material Ownership**

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

**J. Incurring Costs**

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

**K. Acceptance of Proposal Content**

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

**L. Acceptance Time**

The County intends to make a proposal selection within 20 business days after the closing date for receipt of proposals.

**M. Budget**

Costs for performing services including hourly rates for time, materials, and travel, and a "not to exceed" project total for the proposed work must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

**PART II – PROPOSAL CONTENT**

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor

may have about meeting these requirements shall be specifically identified in the proposal.

### **Scope of Work**

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

### **Qualifications**

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address, and phone number of a contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

## **PART III – PROPOSAL EVALUATION AND SELECTION**

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

### **Selection Process.**

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("Proponents") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that includes but is not limited to:
  - a. Cost;
  - b. The reputation, experience, and efficiency of the Proponent;
  - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
  - d. The comparative quality of the goods and services bid;
  - e. The Proponent's performance under previous contracts with Summit County;
  - f. The number and scope of conditions attached to the proposal;
  - g. The Proponent's interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and

- h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
- 5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the County's standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.