

SUBJECT: **APPROVE A DRAFT REQUEST FOR PROPOSAL (RFP) FOR
THE PARKS, RECREATION & OPEN SPACE LONG-RANGE
PLAN, TRAILS MASTER PLAN AND COTTONWOOD/LAKE
PARK PLAN**

DATE: **OCTOBER 15, 2024**

PRESENTED BY: **BRYON WEBER, PROS PROJECT MANAGER
ADAM BLACKMORE, PROS DIRECTOR**

SUMMARY:

The Parks, Recreation and Open Space Department (PROS) is in the process of embarking on an updated long-range plan for the Department and its divisions (Parks, Recreation & Senior Center, Open Space, and Coal Creek Golf Course). Staff have drafted a Request for Proposal (RFP) to obtain consulting services for the initiative and request Council's approval of the document prior to publication.

The document was developed in collaboration with staff from all PROS divisions and incorporates review and feedback from members of the PROS Advisory Boards (PPLAB, OSAB and RAB). Funding for the plan is part of the 2023-2024 budget, with specific funds dedicated to the Trails Master Plan allocated as a component of the May 24, 2024 budget amendment.

FISCAL IMPACT:

The City currently has \$300,000 allocated towards the long range planning effort and an additional \$100,000 specifically for the Trails planning component. Funds for the Cottonwood/Lake Park property plan are included in the proposed 2025-2026 CIP budget.

SCHEDULE:

Staff intend to post the RFP in November 2024 in hopes of a having a consultant selected by early 2025. The planning effort itself will occur in 2025 and extend into 2026 pending consultant availability and the final community engagement strategy.

PROGRAM/SUB-PROGRAM IMPACT:

The recommended planning efforts support goals from all PROS Divisions, including:

- 1) Parks: Providing well-maintained parks and landscaped areas that are easy to walk to and enjoyable to visit or see; sports facilities that are fully used and properly maintained; and a suitable final resting place that meets community needs.
- 2) Recreation & Senior services: Promoting the physical, mental and social well-being of residents and visitors through a broad range of high quality, reasonably priced recreation and leisure activities for people of all ages, interests and ability levels.

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- 3) Open Space & Trails: Acquiring candidate properties as they become available and preserve, enhance and maintain native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.
- 4) Golf: Providing an enjoyable, yet challenging course for residents and visitors of all skill levels. Attract and retain golfers by offering competitive rates and amenities, continuous maintenance and professional management. Operate as an Enterprise by generating sufficient revenue to cover operations, debt service and capital replacement.

RECOMMENDATION:

Staff recommends City Council approved the draft RFP, enabling Staff to move forward in publicizing the document to obtain consultant proposals.

ATTACHMENT(S):

- 1) Draft Request for Proposal
- 2) Exhibits A-C to be included in RFP

STRATEGIC PLAN IMPACT:

☒	 Financial Stewardship & Asset Management	☒	 Reliable Core Services
☐	 Vibrant Economic Climate	☒	 Quality Programs & Amenities
☒	 Engaged Community	☐	 Healthy Workforce
☐	 Supportive Technology	☒	 Collaborative Regional Partner

CITY COUNCIL COMMUNICATION



DRAFT - REQUEST FOR PROPOSAL

**Parks, Recreation & Open Space (PROS)
Department Long-Range Plan**

Project Number: #####

**PROPOSALS WILL BE ACCEPTED UNTIL 3PM,
DECEMBER 6TH, 2024**

Note: Proposals should be submitted electronically via email to the enclosed Parks, Recreation & Open Space Department Contacts

**City of Louisville | Parks, Recreation & Open Space
749 Main Street Louisville, CO 80027
PH: (303) 335-4735 www.louisvilleco.gov**

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1.1 INVITATION TO BID

The City of Louisville (“the City”) is soliciting bids from qualified consultants (“Respondents”) to work with City staff and the public to develop a **Long-Range Plan for the Parks, Recreation & Open Space Department**. Proposals are also requested for two additional “add-alternate” plans: a **Trails Master Plan** and a **Cottonwood & Lake Park Master/Vision Plan**.

Digital copies of the Bidding Documents will be available after November 1st, 2024 through the Parks, Recreation & Open Space (PROS) department (“the Department”) office, on-line via the Rocky Mountain Bid System and on the City’s website: <https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals>

Bids will be accepted electronically by the department until 3pm Mountain Standard Time on December 6th, 2024. See bidding documents for submission requirements and contact information.

The City of Louisville is an Equal Opportunity Employer.

1.2 PROJECT SUMMARY

The City of Louisville, Colorado is seeking a consultant, or preferably a consulting team, to facilitate the development of a 10-year long-range plan (formerly referred to as a department Master Plan) for the City’s Parks, Recreation & Open Space (PROS) Department as well as a separate Trails Master Plan and a separate vision plan for the Cottonwood & Lake Park conjoined property.

Located in Boulder County and within the Denver-Metropolitan area, Louisville is home to roughly 20,000 residents. Louisville’s PROS Department currently manages 37 parks comprising 355 acres, over 650 acres of City-owned and 1,200 acres of jointly managed Open Space, a 130,000 square foot Recreation and Senior Center, the 18-hole Coal Creek Golf Course, a 32-mile trail network and other miscellaneous facilities, programs and services. The Louisville community is active, passionate and engaged – taking significant pride in all aspects of their community and its resources. The planning process provides an opportunity to leverage the communities’ engagement and investment towards a thriving future for the PROS department and its four divisions.

The planning effort must include a robust public input process and result in evaluations and recommendations specific to each of the Department’s four primary divisions – Parks, Recreation & Senior Center, Open Space and the Coal Creek Golf Course. Additionally, the City desires proposals which include two parallel/subsequent planning efforts focusing on 1) A dedicated plan for the City’s multimodal trail system and infrastructure and 2) A programmatic and conceptual site plan for the City’s Cottonwood & Lake Park property. Both of these efforts are included as bidding alternates for the purpose of this request for proposal. Respondents are encouraged, but not required, to bid both alternates and to form consulting teams with the expertise required to sufficiently address the range of topics across the various plans.

The last iteration of the Department’s long-range planning efforts took place in 2012. The

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Louisville community has since grown, evolved and experienced multiple noteworthy events including a 2013 flood, the COVID-19 pandemic and the 2021 Marshall Fire which have all left lasting impacts on the residents and City government. The City has also experienced multiple life-cycles in leadership at the City Council, City Manager, and Department and Division head levels. An updated long-range plan is needed to provide guidance for the Department's on-going operations and investments and to ensure the current and future needs of the emerging community are met going forward.

The PROS Long-Range Plan will build upon a foundation created by other planning and visioning efforts which have been completed and/or are underway by other City Departments. Notably, an update to the City's Comprehensive Plan scheduled to be completed in mid-2025, a wildfire mitigation and risk analysis completed in 2023, a housing study completed in 2024 and numerous other division levels studies and plans. The PROS Department desires to set a vision and strategic direction for the next 10 years with a consulting team that can bring outside perspective and expertise to the department and its divisions.

It is anticipated that the planning contract will begin in early 2025 with plan adoption in 2026.

1.3 SCOPE OF WORK

Long-Range Plan (PROS Department & Division Plans)

The City's desired planning approach (subject to consultant input) is structured to provide dedicated attention, evaluation and recommendations for each of its four Divisions. To ensure the needs and priorities of each Division are evaluated and addressed by the plan, the topics below should be systematically explored for each Division, as well as for the overall Department itself. All aspects of the planning process should be conducted with consideration to the identified priorities of City Council including: Sustainability/Resilience; Equity, Diversity and Inclusion; Economic Vitality; Public Safety; and City Core Services.

The framework of topics to be explored for the PROS Department overall and separately for each of the four PROS Divisions is as follows:

- Review of previous planning documents and studies, including applicable maintenance and management plans (files to be provided by City)
- High-level assessments of the following:
 - Notable changes occurring since the 2012 PROS plan
 - Governing structure and partnerships (internally between Divisions, within the City between Departments and with outside agencies)
 - Staffing, finances, etc. with recommendations based on benchmarking to communities of similar profiles
 - Cross-over between divisions and strategies to manage elements which overlap (such as outdoor rec amenities, trails, snow plowing, weed management, etc.)
 - Confirming and/or updating Vision and Goals
 - Maintenance and management of existing facilities (taking care of what we have)
 - Property assessment to identify potential for future acquisition, rec amenity development, open space dedication, etc.

- Completion of an inventory and analysis of existing Amenities, Programs & Services (such as GAP or LOS analysis) including benchmarking to other local/regional communities, industry standards, research and trends
- Identification of relevant policies and/or procedures needing further development (in-depth policy development to be completed by others subsequent to long-range plan)
- Suggestion for additional studies and/or planning efforts needed (in-depth plan development to be completed by others subsequent to long-range plan)
- Forecasting of key facility and/or project needs to inform Capital Improvement Planning
- Assist with prioritization of the above policies, plans and projects and development of actionable next steps for implementation
- Other topics/issues unique to each Division, if applicable
- Other topics/issues suggested by Consultant (suggestions desired as part of proposal process if possible)

Community Engagement & Public Input Opportunities

- Community Introduction, Tour & Listening Session
- Public survey development (to be delivered via City's existing survey platforms and to include a statistically valid community survey)
- Public Workshops (2 minimum, with stations for each Division)
- Advisory Board Engagement (2 visits to each of 4 boards, 8 meetings total with format and/or ability to combine board presentations TBD)
- City Council Presentations (2 minimum)

Deliverables

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement/input events listed above
- Written report encompassing the above topics with assessments, evaluations and recommendations specific to the Department and each of the four divisions. The report must include photos, graphics, maps etc. to create an engaging and digestible format.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Bid Alternates 1 & 2

In addition to the PROS Long-Range Plan, the City requests proposals for two bidding alternates. Respondents can choose whether to provide proposals for one, both, or neither of the alternates below, however preference will be given to respondents, particularly respondent teams, which include bidding alternates. Alternates cannot be bid independent of the long-range plan at this time.

At its sole discretion the City may choose to include one, both or neither of these alternates as part of the selected respondent's overall contract and/or re-bid these alternates via a separate, future request for proposal. It is desired that the Trails Master Plan be done in parallel with the Department Long-Range Plan, while the Cottonwood & Lake Park Plan be developed following completion of the Long-Range Plan.

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Alternate #1 – Trails System Master Plan

The City must develop a dedicated plan for its multimodal trail network, as required by City charter for its Open Space Advisory Board which helps provide oversight for the trail system and implementation of the Trails Master Plan. Louisville currently manages 32 miles of trails comprising regional and community level connections with varying widths and surface types. The trails master plan should include the following topics:

Topics to be explored:

- Public input survey specific to trails (or trail specific questions on overall survey)
- Review of relevant plans impacting trails (such as Comprehensive Plan, Transportation Management Plan, County/Regional trail plans, Site specific trail designs already completed by City, Open Space vegetation surveys, etc.)
- Analysis, evaluation and recommendations for trail connectivity at neighborhood, community and regional levels
- Development of policy and/or management approach for undesignated “social” trails
- Trail Design and Construction Standards
- Trail Management and Maintenance Standards
- Identification of future policy and/or planning needs (including use of e-bikes and balancing active and passive recreation on open space properties)
- Identification of future project and/or construction needs
- Cost projections for suggested projects to inform Capital Improvement requests
- Assistance with prioritization of the above to identify implementation next steps
- Other topics, as suggested by consultant

Public Engagement & Input (in addition to meetings identified above)

- Workshop (2 public workshops specific to the topics of trails)
- Advisory Board (2 presentations minimum – 1 joint Board meeting and 1 Open Space Board specific)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- A written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Alternate #2 –Program & Site Concept Plan for Cottonwood & Lake Park

Upon completion of the Long-range Plan, the City desires a subsequent planning effort dedicated to producing a programmatic and conceptual site master/vision plan for two contiguous properties known as Cottonwood Park and Lake Park. The two properties are located in the heart of the City and were recently expanded via land acquisition resulting from

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purchase of private property. This presents new opportunities for conservation and/or recreational programming, but requires a formalized planning process to balance various public desires for the future of each property.

Topics to be explored:

- How do these properties fit into the context of the City's overall park and open space property portfolio
- Site analysis with opportunities and constraints for each property
- Identification of programmatic uses and functions desired by the public for each property
- How to balance potentially competing goals of conservation and recreation programming
- Conceptually, how and where would any proposed new amenities and functions be located and incorporated within an overall site plan for the properties
- Cost projections for proposed improvements for purpose of capital funding requests
- Actionable next steps for implementation of plan recommendations
- Other topics, as suggested by consultant

Public Engagement & Input (in addition to meetings identified above)

- Workshop (2 public workshops specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- A written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

1.4 SELECTION PROCESS

The selection process will include two steps: the first being a scored qualification review, the second being a scored interview with a short-list of firms meeting the qualification requirements. Reviews and interviews will include staff members from each of the four PROS divisions.

Step One: Qualification

To be considered qualified respondents should meet ALL of the following criteria:

- 1) Demonstrate experience on five (5) projects of similar scope and complexity.
- 2) Have provided Long-range Planning services for a minimum of two (2) projects in the past five (5) years with planning budgets of over \$100,000. Note: The two projects highlighted can overlap with the five projects in Criteria #1.

Firms/teams which satisfy the minimum qualifications will then be evaluated based on the selection criteria outlined in Exhibit B – Qualification Evaluation Form. In accordance with Exhibit B, the following criteria will be used to evaluate all proposals:

- The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The reputation, experience, and efficiency of the consultant and/or team. Proven experience working with each of the four specific divisions and communities recovering from the impacts of natural disasters is preferred.
- The ability of the consultant to provide quality services within time and funding constraints.
- The general organization of the proposal. Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

Step Two: Interview

A short list of qualified firms, not to exceed five total, will be interviewed to determine the Owner's final selection.

Scoring: Interviewed firms will be evaluated based on the selection criteria outlined in Exhibit C – Interview Evaluation Form

1.5 REQUIRED SUBMITTALS

For proposal review, please submit the following. One digital copy (single PDF file preferred) should be submitted to the enclosed contacts prior to the Proposal Deadline. Proposals should include the following and, in the order, given:

1. Letter of Interest
2. Past Experience of Similar Projects (5 minimum with 2 in last 5 years over \$100,000)
3. Brief narrative reflecting on Project Approach, Scope and Community Engagement
4. High-level proposed project timeline(s) (Note: advisory boards each meet once per month)
5. Project Team Resumes (indicate specific roles of each member on this project)
6. Required Forms
 - a. Completed Bid Form (Exhibit A)

Note: While not required for bidding, the selected contractor will be required to obtain a performance bond equal to the amount of the contract value as part of the contract authorization process.

1.6 ANTICIPATED SCHEDULE / KEY DATES

Daily Camera Submission.....	11/1/2024
Post RFP to Rocky Mountain E- Purchasing (Bidnet) and City Website.....	11/1/2024
First Publication Daily Camera	11/4/2024
Second Publication Daily Camera	11/11/2024
Pre-Proposal Meeting (optional)	11/13/2024

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Inquiry Deadline.....	3:00 p.m. 11/15/2024
Inquiry Response Deadline	11/20/2024
Proposals Due	3 p.m. 12/6/2024
Proposal Review (No formal bid opening)	12/6/2024
Bid Tabulation and next steps sent to bidders	12/9/2024
City Council Packet.....	12/30/2024
City Council Approval Meeting	1/7/2025
Notice of Award (pending City Council approval).....	1/8/2025
Notice to Proceed, Bonds, Insurance, etc.	1/8/2025
Substantial Completion.....	To be Determined 2026
Final Project Completion.....	To be Determined 2026

1.7 PERIOD OF SERVICE

The Respondent Team should be available to begin work per the above scheduled dates upon approval of their proposal. Any foreseen limitations and/or conflicts impacting the proposed project schedule should be noted as a part of the respondent's submission.

1.8 BUDGET, COMPENSATION & PAYMENT

All payments will cover all overhead, profit, deliverables, travel and other expenses incidental to the project. Payments will be made on a monthly basis upon receipt and acceptance of an invoice indicating the percentage of service completion for which payment is due. Hourly rate and unit pricing schedules shall be included in the contract for possible additions or deletions to the services. The selected Respondent Team will be required to enter into an agreement with the City. The City's standard independent contractor agreement is attached for reference.

1.9 STANDARD TERMS AND CONDITIONS

Respondents should be aware of the following terms and conditions what have been established by the City of Louisville:

- The request for bid is not an offer of contract. The provisions in the RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals.
- The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- All submittals become the property of the City, a matter of public record and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected, if possible. Unit pricing and total cost information will not be considered

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proprietary.

- The City has the right to use any or all ideas presented in response to this invitation to bid. Disqualification of the respondent does not eliminate this right. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.
- No Bid may be withdrawn within a period of sixty (60) days after proposal submission deadline.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. A sample contract is enclosed.

1.10 INQUIRIES

Prospective respondents may make written inquiries by email prior to the inquiry deadline. Inquiries will also be accepted at the pre-proposal meeting. An addendum will be released to all pre-bid meeting attendees (and posted to Bidnet) with any required clarifications, revisions and/or associated documents prior to the inquiry response deadline. Inquiries should be sent via email to the contacts listed below.

1.11 SUBMISSIONS & CONTACT INFORMATION

Proposals will be accepted until 3pm MST on the Proposal Deadline listed above. Late proposals will not be accepted. *Please keep submissions to 10mb or less.*

Proposals shall be submitted electronically via email to the contacts below:

Bryon Weber, bweber@louisvilleco.gov
Project Manager | Parks, Recreation & Open Space
AND

Marla Olson, molson@louisvilleco.gov
Senior Administrative Assistant | Parks, Recreation & Open Space

EXHIBIT A - COST PROPOSAL FORM

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER:
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM: _____

DATE: _____

LINE	SERVICE ITEM	SERVICE FEE	NOTES
1	Long Range Plan	\$	
2	Alternate 1 - Trails Plan	\$	
3	Alternate 2 - Cottonwood/Lake Park Plan	\$	
4	Other:	\$	if applicable
5	Total:	\$	sum of lines 1-4

SIGNATURE: _____

NAME: _____

TITLE: _____

EXHIBIT B - Qualification Evaluation Form

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER:
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

Required Minimum Criteria	Yes/No
Provides three (3) examples of similar projects	
Provides two (2) examples within 5 years over \$100,000	

Preferred Qualifications	Yes/No
Experience working under Council identified priorities	
Experience working with disaster recovery communities	
Consulting team formed with relevant expertise	

ITEM	SCORE	NOTES
Overall Impression (5 points)		
The strength, clarity and relevance of the submitted proposal.		
Bid Completeness (6 points)		
Two points for each plan for which a fee proposal is provided on Exhibit A		
Firm/Team Qualifications (9 points)		
The reputation and ability of the firm(s) to provide quality services related to the scope of the project.		
Team Member Qualifications (10 points)		
The experience, education and skills of specific team members proposed to participate in the project.		
Proven Success (15 points)		
Firm and/or team capabilities as demonstrated through the submitted project portfolio and the strength/relevance of client references provided.		
Cost Proposal (5 points)		
Evaluation of service fees relative to available funding. Point scale 1-5, where 1 is over budget and 5 is under budget.		
Total (50 points possible)		

EXHIBIT C - Interview Evaluation Form

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER:
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

ITEM	SCORE	NOTES
Overall Impression (15 points)		
The overall demeanor and enthusiasm conveyed by the team members during the interview.		
Project Team (25 Points)		
The experience of the project team, including any proposed sub-contractors. Preference given to project teams with experience working together on projects of similar scope and scale.		
Project Approach & Schedule (10 points)		
Willingness to partner with the City and consultants for mutual success. Availability of the project team to provide services within calendar year 2025 and into 2026.		
Total (50 points possible)		