



**TOWN OF BRECKENRIDGE**  
**OPEN SPACE & TRAILS**

**Request for Proposals**  
**Town of Breckenridge Open Space & Trails Master Plan**  
**Breckenridge, CO**

<b>Solicitation Number</b>	RFP 04162021
<b>Description</b>	The Town of Breckenridge is seeking proposals to prepare an Open Space & Trails Master Plan. The Plan will summarize the existing program, consider current and future challenges, define a vision for the next ten years of land protection and management, and outline a suite of tools and decision-making strategies for the community.
<b>Deadline for Proposal</b>	Friday, May 7, 2021, 5 PM
<b>Term of Agreement</b>	No longer than 9 months
<b>Direct Inquiries to Open Space &amp; Trails Office</b>	Anne Lowe, Open Space & Trails Manager <a href="mailto:annel@townofbreckenridge.com">annel@townofbreckenridge.com</a> 970.547.3115
<b>RFP Questions</b>	Questions regarding the RFP accepted until April 30, 2021 at which time all Q&As will be posted to the Town's website.
<b>Format of Proposal</b>	Email proposals ONLY Subject line: RFP 04162021 Open Space & Trails Plan
<b>Email Submittals To:</b>	Town of Breckenridge Town Clerk <a href="mailto:websiteclerk@townofbreckenridge.com">websiteclerk@townofbreckenridge.com</a>  <b>* Please note email file size is 10MB. Sharing sites accepted.</b>
<b>Clarification of Proposal</b>	Town of Breckenridge reserves the right to reject any and all proposals; contact respondents for additional information or clarification; to waive any informalities and irregularities in the proposal submissions process; negotiate with any respondents and accept proposals that are considered to be in the best interest of the Town of Breckenridge.
<b>RFP Timeline</b>	These dates are for planning purposes and represent the Town of Breckenridge's desired timeline for this project. Any revision to the "Deadline for Proposals" will be made by addendum and posted to the Town's website. All other dates may be adjusted without notice as needs or circumstances dictate.



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### **Section 1. Overview**

The Town of Breckenridge, Colorado in Summit County is soliciting bids for an Open Space & Trails Master Plan to replace the Open Space Plan, last updated in 2009, and the Master Trails Plan, last updated in 2007, with one comprehensive Open Space & Trails Master Plan to guide the Open Space & Trails program for the next 10 years.

The Town of Breckenridge encourages teams of experienced consultants in the development of master plans to submit proposals. Proposals will be accepted until 5:00 p.m. on Friday, May 7, 2021. Firms seeking selection should submit a scope of work, budget including total project costs, resumes of key personnel, and a summary of related experience.

### **Section 2. Background and Region Description**

The Town of Breckenridge is located 9,603 feet above sea level in a U-shaped valley on the western slope of the Continental Divide. Established in 1859, the town now boasts world-class amenities for residents and visitors alike. The Breckenridge Ski Resort continues to be one of the most visited ski areas in North America.

There are 5.3 square miles within the Town's boundary. Although the Town is home to a permanent population of 5,000 residents, the peak population that includes day visitors, day skiers, overnight guests, and second homeowners, is estimated to exceed 39,000 on a busy day.

The Town of Breckenridge Open Space & Trails program was created in 1997 after Breckenridge citizens voted to add a 0.5% sales tax to be used exclusively for open space acquisition and management. In the 24 years since its adoption, the Town's Open Space program has acquired a total of 4,983 acres of property through purchases, land trades, dedications, and joint purchases with Summit County Government. The majority of these conserved acres are located in the Upper Blue watershed outside of the Town limits. Additionally, the Open Space & Trails program over manages 63 miles of multi-use trails throughout the Upper Blue watershed. The Town also maintains approximately 130 portals, or trail access points, throughout the Town limits, ensuring that 80% of homes in Breckenridge are located within ¼ mile of trail access.

The Town's Open Space & Trails program has transitioned into a stewardship-based entity facing increasingly complex management challenges from increasing recreational use, forest health and wildfire protection needs, river restoration projects, and wildlife habitat pressures. In particular, the program has been experiencing a significant increase in users of all types to open spaces and trails and has been facing an increasing demand for additional trails, trailhead amenities, signage, and further recreation opportunities. With the increased use, open spaces and trails are also facing greater challenges in management related to congestion, illegal parking and spillover from designated trails, human and dog



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waste, and resource degradation. At the same time, the real estate market in Breckenridge is busier than ever, resulting in high land values and shrinking inventory.

### **Section 3. RFP Terms and Conditions**

- A) The Town of Breckenridge intends to bind a competent, experienced consultant into a formal agreement to perform the work described in this Request for Proposal and any related attachments.
  - B) Proposers should take due caution to read the entire Request for Proposal, noting all submittal requirements, including substance, format, and required submissions with the proposal. Failure to do so may be cause for rejection at the sole discretion of the Town.
  - C) This invitation to bid should not be construed as a commitment of any kind on the part of the Town, nor does it commit the Town to pay for any cost incurred in the submissions of a proposer's bid package, nor for any costs incurred prior to the execution of a formal Agreement.
  - D) Any person or agency on the US Attorney General's list of ineligible contractors will not be considered. Proposers shall submit with the proposal a certification that they are eligible in which to contract with a recipient of federal financial program assistance funds.
  - E) The proposer will certify by signing and submitting a proposal that the proposal is made without prior understanding, agreement, or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.
  - F) To be considered, proposals must be received by the Town of Breckenridge via email before 5:00 PM MDT on Friday, May 7, 2021 by emailing the Town Clerk at [websiteclerk@townofbreckenridge.com](mailto:websiteclerk@townofbreckenridge.com) with subject line RFP 04162021 Open Space & Trails Plan.
- Any proposal received after the specified bid closing date/time shall not be considered. The Town shall in no way be responsible for delays in the delivery of the proposal. Improperly marked proposals shall be deemed non-responsive and shall be rejected.
- Procedural or project-related questions should be submitted to Anne Lowe, Open Space & Trails Manager at [annel@townofbreckenridge.com](mailto:annel@townofbreckenridge.com). Telephone calls will not be accepted.
- G) The Town of Breckenridge has established the following tentative timeline for this RFP. There is no obligation by the Town to comply with the schedule, however, the Town shall make all reasonable efforts to notify all prospective proposers and interested parties known within a reasonable timeframe after such changes are made. In no event shall any proposer have any redress to the Town, be it financial or otherwise, in the event that the Town alters this schedule in any way. Submitting the proposal before the specified date/time stated above shall remain the responsibility of the proposer.



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### RFP and Project Timeline

Deadline for Questions	Friday	April 30, 2021	5:00 PM
Proposal Deadline	Friday	May 7, 2021	5:00 PM
Possible Interviews	Weeks of	May 10 <sup>th</sup> and May 17 <sup>th</sup>	TBD
Contract Award	Week of	May 24 <sup>th</sup>	TBD
Plan Completion	No later than	January 31, 2022	TBD

### Section 4. Project Scope

The Town of Breckenridge is seeking proposals to develop an Open Space & Trails Master Plan. The Open Space & Trails Master Plan will include research and data collection; needs assessment and analysis; vision, goals, and opportunities; clearly identified philosophies; and decision-making strategies to guide land acquisition priorities, trail planning, development, and maintenance, habitat and land management activities including restoration and reclamation, forest health, wildlife research and monitoring, and recreational and conservation opportunities. The process will include robust, inclusive public engagement with survey, public open house or workshops, stakeholder and partner meetings, one-on-one interviews, and collaboration with the Breckenridge Open Space Advisory Commission and Town Council.

The Open Space & Trails program seeks to address the following questions throughout the master planning process:

1. What has the program accomplished since its inception and what are the priorities for the future?
2. Who do we serve – residents, visitors, or both – and who are our users in all seasons – hikers, mountain bikers, dog walkers, trail runners, families, Nordic skiers, fat bikers, snowshoers, those with mobility challenges, etc?
3. What is our overall philosophy for conserving and managing land?
4. What is our overall trails philosophy in how we design, construct, maintain trails and for what types of users?
5. How do we balance conservation with recreation?
6. What tools can we best utilize and implement to streamline our work and provide an interface with the public?
7. What strategies should guide our decisions over the next 10 years?
8. Which metrics can we use to determine success?

In order to help answer the abovementioned questions, the items outlined below are the minimum requirements to complete this planning process. Contractors are encouraged to submit edits and additions to these items. Requested services from the contractor include, but are not limited to, the following:

- Research and Data Collection - Review existing plans and guiding documents and reports. Compile data on existing portfolio of lands and trails and program areas. Staff will assist consultant in



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gathering data and information.

- Open Space Advisory Commission and Town Council Facilitation - Attend the Breckenridge Open Space Advisory Commission and Breckenridge Town Council meetings, as needed. Assist in the preparation of meeting materials and updates or special work sessions. The Town Council will provide final review and approval of the Open Space & Trails Master Plan based upon recommendations from the Breckenridge Open Space Advisory Commission and Open Space & Trails staff.
- Needs and Assessment – Review Spring 2021 community engagement resident survey and develop a public engagement process to assess needs, community challenges and opportunities, and level of service. Possible engagement methods includes survey, open house or workshops, focus groups with stakeholders and partners, and one-on-one interviews.
- Vision, Goals, and Opportunities – Building upon the needs and assessment, define the vision (includes overall philosophies), goals, and opportunities of the Open Space program, which will then be brought to other Town staff, public, stakeholders and partners for further input and feedback. Detailed workshops and focus groups may provide opportunities to gather this feedback.
- Final Plan - Gather all of the feedback and analysis into a draft Master Plan that helps guide the Open Space program for the next ten years. The plan will include decision-making strategies to guide land acquisition priorities, trail planning, development, and maintenance, habitat and land management activities including restoration and reclamation, forest health, wildlife research and monitoring, and recreational and conservation opportunities.
- Other potential topics to address:
  - Enforcement of Open Space & Trails policies and regulations
  - Diversity, Equity, and Inclusion
  - Trailhead management and amenities/levels of service
  - Consistency of sign package, public outreach efforts
  - Trail user management methodologies including user-specific trails, directional trails, all-purpose trails, eBikes, and winter use
  - Tools and technology to enhance wayfinding and information available to the public, as well as ways to improve and streamline the work of staff in the field and in the office
  - Managing and preserving backcountry cabins and historic sites
  - Developing metrics for determining carrying capacity of trails and trailheads
  - Stewardship and environmental education
  - Restoration of degraded and impacted landscapes from mining, forestry, or fire
  - Forest health and wildfire protection initiatives
  - Cucumber Gulch Preserve management
  - Alignment with other Town plans, including the Breckenridge Destination Management Plan
  - Enhanced community engagement
  - Evolving winter and summer recreation opportunities and trends



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### Section 5. RFP Requirements

All proposers must adhere to the following elements in the preparation and submittal of their proposals to the Town. Please note that the email file size limit is 10MB; if over that limit, please use a file sharing site.

#### A) Cover Letter

Proposals must be submitted via email to the Town Clerk at [websiteclerk@townofbreckenridge.com](mailto:websiteclerk@townofbreckenridge.com) and contain a cover letter addressed to Anne Lowe, Open Space & Trails Manager. The cover letter should serve as both an introduction of the proposer and an overview of the proposal. The letter shall contain all necessary contact information for the proposer and a statement indicating that the proposal will remain valid for 120 days from the due date of the proposal. The cover letter should be no longer than two (2) pages.

#### B) Respondent Qualifications

Provide a brief overview of the proposer's qualifications, organization structure, management philosophy, products or services, customer base number of employees, locations, and turnover. No less than two (2) reference contacts for prior customers shall be included along with name, business, phone number, email, and type of project completed, budget, and dates of projects. Include any other projects for other ski-resort towns or cities.

#### C) Approach and Innovation

Provide a brief overview of the proposer's approach and keeping with current innovations with the industry. Describe the approach that the proposer would take in designing the project to meet the Town's needs. Project approach should be concise. Design processes and elements should be details in this section of the proposal along with any other creative or innovative ideas.

#### D) Feasibility Project Timeline

Provide an estimated schedule that includes constraints, critical issues, meeting dates, review periods, and delivery of documents. The proposer is encouraged to review the site to determine the scope of the project.

#### E) Budget

Budget proposal shall include all labor, materials, tool, equipment, transportation, and other costs necessary to complete a feasibility and implementation study. The total project budget shall not exceed \$200,000.

### Section 6. Insurance Requirements

The successful proposer shall provide at their own expense the following insurance for themselves and their employees in connection with their work under this project, and provide the Town of Breckenridge with a certificate of insurance with the following minimum coverages:

1. Worker's Compensation: Statutory



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2. Commercial General Liability: \$1,000,000 each occurrence and aggregate
3. Auto Liability Insurance: \$500,000 each occurrence and \$1,000,000 aggregate

Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated, or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by the successful proposer. The successful proposer shall be solely responsible for any deductible losses under any policy. The Town shall be named as an additional insured under the successful proposer's Commercial General Liability insurance policy.

#### **Section 7. Selection Process**

All proposals will be reviewed by a selection committee and any other review as determined to be necessary. Proposers may be asked to supplement their initial proposals with additional written material. The Town of Breckenridge may arrange for in-person or teleconference interviews with the respondents for a detailed presentation.

The selected proposal will be the one considered the most advantageous regarding price, quality of service, respondent's familiarity with Breckenridge, experience relative to similar projects, and any other factors the Town may consider as determined by the Town of Breckenridge in its sole discretion. The Town of Breckenridge may award a contract even if not the lowest priced proposal based upon a review of the identified factors.

#### **Section 8. Award of Contract**

The Town reserves the right to delay making an award as necessary to permit proper evaluation of all proposals received or to reject any or all proposals received. The Town reserves the right to negotiate matters related to the scope of work, personnel, services, or other issues not directly related to the proposal to ensure satisfactory execution of the agreement. The Town further reserved the right to cancel the negotiations at any time during the process if it appears that the proposals are not suitable for any reason whatsoever.

#### **Section 9. General Information**

##### **a) Proposals Are Public Records; Exception**

All Proposals and supporting documents, except such information that discloses trade secrets, privileged information, or confidential commercial or financial data, may be subject to public inspection after the Proposals submitted pursuant to this RFP have been opened. Any request to inspect or copy such information after the Proposals have been opened shall be subject to the applicable provisions of the Part



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2 of Article 72 of Title 24, C.R.S. (“the Colorado Open Records Act”) or other applicable law. Prior to the opening of the Proposals, all Proposals will not be subject to public disclosure under the Colorado Open Records Act. The Proposal of the Successful Proposer may be considered to be a public record notwithstanding that it contains a trade secret, privileged information, or confidential commercial or financial data.

A Proposer may request non-disclosure of any trade secrets, privileged information, or confidential commercial or financial data contained in its Proposal by submitting a written request to the Town by separate letter prior to the opening of the Proposals. The request for non-disclosure shall specify which portion of the Proposal is considered by the Proposer to be a trade secret, privileged information, or confidential commercial or financial data, and shall include any relevant legal authority supporting the Proposer’s position. Vague and general claims will not be accepted. The Town will be the sole judge of whether a Proposal contains a trade secret, privileged information, or confidential commercial or financial data.

Statements from persons listed as references will be treated as “letters of reference concerning employment” and will not be disclosed to either the public or other Proposers, except pursuant to a court order requiring disclosure.

**B) Inquiries**

Procedural or project-related questions should be submitted to Anne Lowe, Open Space & Trails Manager at [annel@townofbreckenridge.com](mailto:annel@townofbreckenridge.com). Telephone calls will not be accepted.

**C) Addenda**

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the Town in the form of written addenda. Oral comments, responses, and/or representations shall not be binding on the Town.

**D) Proposal Submittals**

Proposals must be submitted no later than Friday, May 7, 2021 at 5 PM MST.

Proposal subject line must be: RFP 04162021 Open Space & Trails Master Plan. Proposals and materials shall be emailed to:

Town of Breckenridge  
Town Clerk  
[websiteclerk@townofbreckenridge.com](mailto:websiteclerk@townofbreckenridge.com)



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**ATTACHMENT B**

**Acknowledgment of Receipt of RFP Packet and Addenda (if applicable) ATTACHMENT B**

**ACKNOWLEDGMENT OF RECEIPT OF RFP PACKET AND ADDENDA**

The undersigned hereby acknowledges receipt of the Town of Breckenridge Request for Proposals (RFP) packet for the Open Space & Trails Master Plan, and the following addenda issued during the procurement process.

Addendum #1: \_\_\_\_\_ dated \_\_\_\_\_

Addendum #2: \_\_\_\_\_ dated \_\_\_\_\_

Addendum #3: \_\_\_\_\_ dated \_\_\_\_\_

Failure to acknowledge receipt of the proposal packet and all addenda issued may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

Date: \_\_\_\_\_



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**ATTACHMENT C**

**Submittal Cover Sheet**

**PROPOSAL SUBMITTAL CHECKLIST**

This form must be completed and returned with the proposal submittal. Please initial by each required component as a check step.

Attachment	Description	Proposer's Initials	Town's Initials
	Signed Cover Letter		
	Organizational Information		
	References		
	Project Management and Personnel Project Approach Estimated Schedule Fee Schedule with itemized tasks		
	Financial Information		
	Statement of Insurance		
B	Acknowledgment of Receipt of RFP Packet and Addenda Required Certificates of Assurances		

Name of Proposer: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_