



Request for Proposals

Frisco Trails Master Plan

2016



INTRODUCTION

The Town of Frisco, Colorado has budgeted \$67,800 to facilitate the development of a comprehensive multi-season trails master plan for Frisco and the immediate surrounding area with the use of a qualified consulting team. We are pleased to have been awarded a \$50,000 planning grant for this project from GOCO and to have the support and partnership of the U.S. Forest Service-Dillion Ranger District and Summit County. Firms interested in this Request for Proposals (RFP) must submit a detailed proposal (See details of specific submittal requirements on pages 7 and 8 of this RFP.) by **10 a.m. on Tuesday, May 10, 2016**. Please submit 5 bound paper proposals and one PDF electronic copy (on a flash drive) addressed to: Diane McBride, Recreation and Culture Director, Town of Frisco, 1 E. Main St. / P.O. Box 4100 Frisco, CO 80443, dianem@townoffrisco.com, 970-668-2559. **Proposals must be received by mail or delivery by the 2nd floor front office of the Town of Frisco by 10 a.m., May 10, 2016.**

OVERVIEW

The Town of Frisco is a small area of about 1,280 square acres and surrounded by public lands including those of the USFS, Summit County, Denver Water, and the Town of Frisco's own parks and open space. All of these lands are assets that provide access to mountain trails, to the scenic and uniquely situated waters of Lake Dillon, to sensitive wildlife habitat and open space vistas, and the recreational parks and campgrounds of the many developed recreation areas in the region. With over 4.5 million people located in the Denver-Colorado Springs metropolitan area accessed easily by I-70 and within a 1.5 to 2 hour drive to Frisco, it is no wonder that Frisco has become both a recreational mecca and entryway to the Rocky Mountain playgrounds of Colorado. The popularity and proximity of the recreational attractions found in Frisco and surrounding Summit County to Front Range Coloradoans as well as out of state visitors means that the resources – the natural settings as well as the built recreational and trail amenities – receive plenty of use and demand. These same natural resources and recreational opportunities are highly valued and treasured in the daily lifestyles of the people who call Frisco and Summit County home.

From a geographical perspective, the community is characterized with three (3) distinct “activity areas”. One area is the Downtown Commercial Core, Frisco's lively, historic, and thriving focal point of the community for shopping, dining, and community events. Much of Frisco's residential base is located within walking and biking distance to the downtown. Known as “Base Camp/Frisco Station”, the second area is the rapidly changing and growing commercial and transportation corridor (I-70, Transit Hub, and Highway 9) that supports the needs of visitors and locals with services, food, and general retail. Many higher density residential uses are found here too. The third area comprises the lands that surround the other activity and residential centers and is characterized by key recreation areas, parks, open space, public lands, and other attractions. The town-owned Frisco Adventure Park and Marina Bay Park, the USFS lands, public campgrounds, and trails, the Summit County Bike Path, and the open waters of Lake Dillon comprise these special destinations and activity areas. These geographic areas are the places where people want to go on a daily basis, and that need to be connected with trails for recreation and mobility. This is presently a challenge for the community and one that needs to be addressed.

The Frisco Trails Master Plan (FTMP) will identify and map current and future trails and serve as a guiding document for future trail development and improvements. It will include a specific and prioritized implementation framework for the Town and partners to use over time. The FTMP should also address how people can move around the community by bike, ski and on foot to enhance fun, community health, safety, and environmental quality. With public lands (town, federal, and Denver Water) touching each of the three key parts of town, it is critical that trail connections align, that our trails are well managed and defined, and that people can connect to the parks, mobility corridors, and the natural and built-up areas with safety and ease. The FTMP will identify and confirm the important trail resources and facilities so that these resources can fit seamlessly into the trail network of the entire region. The FTMP will advise decision making in terms of growing the trail network, budgeting, work programs, priorities, timelines, maintenance, and management. The FTMP will be a tool that will allow the Town of Frisco, the Dillon Ranger District of the USFS, Summit County, Denver Water, volunteer organizations, and others involved in providing and managing trails to create greater understanding and define how these organizations will best work together in the future to implement the plan. Overall, it is our vision that the Frisco Trails Master Plan will position the partners to manage these resources in such a way that the trail system can grow and be managed to the highest level of economic, social, and environmental sustainability for future generations to come.

SCOPE OF WORK

The Town of Frisco seeks a skilled and creative consultant team that will take an inclusive look at the Town's existing trails and make future recommendations based upon our community vision and goals.

The consultant team hired shall use a comprehensive and inclusive public process during preparation of the proposed FTMP including hosting public meetings, workshops, and stakeholder interviews. This updated community input will be utilized in creating the framework needed for the plan.

The consultant team shall work with Town staff and the FTMP Advisory Group to develop the Frisco Trails Master Plan. The consultant team shall prepare a draft plan and implementation strategy, utilizing information provided through community and staff analysis process for final review and adoption by the Town Council.

To create the Frisco Trails Master Plan, we envision several phases of work and areas of key focus by the consultant team that should be outlined when submitting proposals. These include the following:

Plan Elements

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

- Master trail plan inventory, map and descriptions
- Trail standards, user type, and typologies

- Key town connectivity corridors
- Safe routes to school corridors
- Lake Dillon water trail course and ideas for environmental interpretation
- Implementation matrix of priority projects, estimated costs, maintenance plan, and responsibilities

Process

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

1. Identify and convene FTMP Advisory Group (made up of partners, citizens, stakeholders, staff)
2. Kick-off with Advisory Group and consultant team to confirm process, goals, roles and responsibilities
3. Conduct stakeholder interviews to gain insights – needs, desires, strengths, challenges, and opportunities
4. Community Kick-off Event #1 to introduce the FTMP project and gain citizen insights and goals insights – needs, desires, strengths, challenges, and opportunities
5. Initiate GIS mapping and data gathering utilizing data available from partners and other agencies: Inventory of trails, trail heads, community activity areas (all partner recreation areas, campgrounds, downtown, schools, parks, commercial/service areas, transit center, etc.), community connectivity opportunities, natural resource/open space areas
6. Advisory Group meeting to confirm stakeholder and community inputs, share trail and activity area inventory data, and initiate future mapping process
7. Evaluation and mapping of future trail system: Identify and propose trail gaps, new trails, trail links to existing trails, connectivity corridors, safe routes to school, water trail course opportunity
8. Develop Draft I of FTMP including plan document narrative, maps, trail descriptions, typologies, trail standards, best practices, and implementation matrix
9. Advisory Group meeting to review and discuss Draft I
10. Community Outreach Event #2 to present Draft I to provide an interactive opportunity for citizen responses and inputs to the proposed plan
11. Develop Draft II of FTMP document narrative, maps and implementation strategy
12. Advisory Group meeting to review and discuss Draft II
13. Presentation to Frisco Town Council and public
14. Adoption by Town of Frisco and partners

Project schedule

This is a tentative schedule and may be modified depending on the proposal, and staff and consultant’s workloads. The final plan must be completed no later than March 1, 2017. The consultant should propose a realistic and justified timeline that will yield the outcome that is described in this RFP.

Frisco Trails Timeline - 2016

Task	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Grant Notification	█									
Town Council Grant Approval		█								
RFP and Award Planning Contract		█	█							
Project Start-Up: Meetings with Consultants, Partners, and Stakeholders				█						
Confirm Project Goals, Process, Outcomes with Consultants and Partners				█						
Trail Inventory, Assessment, and Mapping				█	█	█				
1st Citizen Outreach Event: Project Introduction and Initial Community Inputs					█					
Draft I - Trails Master Plan Development, Writing, and Mapping						█	█	█		
2nd Citizen Outreach Event: Draft I Review and Comments								█		
Draft II - Trails Master Plan Development and Mapping								█	█	
Presentation to Town Council and Public									█	
Final Trails Master Plan Completed and Adoption									█	█

Final Deliverables

- GIS Maps – Community Activity areas (Peninsula Recreation Area, Marina Park, USFS trail heads, schools, community parks, recreation, Downtown/Main Street, visitor center, “Base Camp/Frisco Station” retail and service hub, transit hub, water front areas, etc.), key open space areas, wildlife habitat or other sensitive areas.
- GIS Maps – Inventory of existing trails and related facilities in and around the Town of Frisco, trail heads, parking areas, and existing corridors for community connectivity
- GIS Maps – Proposed future recreational trails system, community connectivity corridors, safe routes, and water trail opportunities
- Analysis and description of trail needs, issues, and opportunities
- Summary and documentation of citizen outreach meetings and inputs
- Recommended trail/corridor design standards for type of use, best practices, and maintenance recommendations
- Other concepts/images for design features of trail heads, signage, wayfinding (this is not a full wayfinding plan request), landscape features, that will help to integrate the master trail plan into the community
- Final Trails Master Plan including a narrative, vision and goals, maps and implementation strategy and matrix (projects, priorities, estimated costs, and management responsibilities over the long term)
- Final document shall be provided in an emailed electronic copy, one copy on a flash drive, and one unbound paper copy for reproduction purposes

REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS

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

1. A cover letter that introduces your firm with a statement of your general qualifications, the firm name; business address; telephone/Fax number; email address/Web site address; and related types of services your firm is qualified to perform. Identify project manager and lead contact for the lead firm.
2. A list of personnel assigned to the project team, project roles, including a list of sub consultants and their roles. Please include brief resumes or bios and prior related work experiences.
3. For each firm, the title, location, and description of at least three (3) relevant or comparable projects (completed or underway), and names and phone numbers of references for those projects.
4. An explanation of the approach to be taken by the consultant team and a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the final Frisco Trails Master Plan work product.
5. An estimated time line for completion of the project.

6. A budget proposal for the project including a breakdown of the fees associated with each firm and a list of billable rates for each team member. An estimated breakdown of costs for each phase or key task of the project that you have outlined within scope of work, and provide the “not to exceed” final total project cost, including expenses.

PROPOSAL EVALUATION CRITERIA

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

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

Finalists will be selected based upon the proposal’s response to the RFP, experience, knowledge of the region, and references, as noted above. A FTMP selection committee will convene on May 10th or May 11th to review and discuss proposals, and finalists will be notified on May 11th and invited to an interview. Finalist interviews will be conducted on May 12 -13, 2016. Proposing consultants are encouraged to keep time available in their schedules to accommodate this selection and interview schedule. We will try to be as flexible as possible on those dates to accommodate consultants. The Town of Frisco acknowledges this is a quick turnover time from RFP issuance to selection, but we would like to get this project underway and have an implementable trails master plan for our use. We encourage your submittals!

Questions concerning the RFP or the selection process may be submitted in writing by Monday, May 2, 2016 at 9:00 a.m. via email to dianem@townoffrisco.com. All questions and responses will be posted on the Town of Frisco website at www.townoffrisco.com by May 3, at 9:00 a.m.

GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM:

1. Successful proposing firm shall enter into a contract with the Town of Frisco that will be prepared by the Town Attorney. Contract includes requirements for insurance coverages.
2. Successful proposing firm may not assign or subcontract the whole or any part of the contract without prior written consent of the Town of Frisco.
3. Work should be completed according to the agree-upon proposal and timeline, but no later than March 1, 2017, unless extensions are agreed to by the Town of Frisco.