



**Town of Frisco, Colorado  
Request for Proposals  
Triangle Park**

**Release Date: March 22, 2023, at 10:00am  
Submittal Deadline: April 26, 2023, at 4:00pm**

# Introduction

---

The Frisco Town Council has prioritized vibrant recreation as a guiding principle in the Frisco Community Plan. As the Town continues to strengthen and diversify the recreation amenities throughout the Town, this includes maintaining and upgrading existing park facilities to achieve a high level of quality, safety, aesthetic appeal, and function. Among the existing parks in Town, Triangle Park acts as a gateway into the community. Located on the northwest corner of Summit Boulevard and Main Street, Triangle Park holds the Main Street Frisco entrance sign and is primarily a pass through area for people walking between Main Street and Summit Boulevard.

In 2021, a major CDOT project known as the Gap Project, impacted the site by adding an approximately 6,000 square foot piece of land to the park. This has provided an opportunity to improve and enhance the park’s features and create an even greater extension of Main Street. The overall goal is to create a more functional park that better utilizes the space available. In order to do this, the Town is seeking to create a complete design concept of an improved Triangle Park along with an estimate of probable cost.

# Project Goals and Scope

---

## Project Area

Triangle Park is located on the northwest corner of Main Street and Summit Boulevard and is approximately 1.5 acres in size. Below is the approximate outline of Triangle Park prior to the addition of land from the Gap Project.



Pictured below is a rendering of how the Gap Project altered Triangle Park.



## Existing Conditions

Triangle Park is a formally landscaped park that contains two art sculptures, the Main Street Frisco entrance signage, picnic tables, benches, a recreation path wayfinding sign, and trash and recycling containers.

## Project Scope

The primary goals for this project are to develop a park design for an improved and updated Triangle Park and determine what the community supports as the future use of the park.

The scope of work will include, at a minimum, the following tasks:

- Project management – The Consultant will be responsible for the development and facilitation of the project schedule, and coordination of all activities, tasks, meetings, and deliverables with the Town’s designated Project Manager.
- Public Process – The Consultant will be responsible for developing and managing a public input process that will include at a minimum one public outreach event. A minimum of two public meetings to present the plan presentations to the Planning Commission and Town Council are anticipated.

The project goals and outcomes include, at a minimum:

- Park Design Concept Development – Development of conceptual design layouts for Triangle Park based on best usage of space and community input.
- Development of Concept into Design Drawings – Suitable for communicating design details and generating estimates of probable cost.
- Cost Estimate – Estimate of probable costs for design development and estimated costs of project completion.

## Timeline

The Consultant will demonstrate successful experience on projects of similar scope and character, and production capacity to meet the project goals and schedule. Design development and cost estimates are scheduled to be complete by end of July 2023.

## Submittal Information

---

### Important Dates

RFP Release Date	Wednesday, March 22, 2023 at 10:00 am
<a href="#">Virtual Meeting for Interested Parties</a>	Wednesday, March 29, 2023 at 1:00 pm
Questions Due	Wednesday, April 5, 2023 by 4:00 pm
Responses to Questions	Friday, April 7, 2023 by 4:00 pm
Proposals Due	Wednesday, April 26, 2023 by 4:00 pm
<a href="#">Virtual Bid Opening</a>	Wednesday, April 26, 2023 at 4:00 pm
Interviews (In-Person or Virtual)	Monday and Tuesday, May 1 and May 2, 2023
Potential Bid Awarded	Friday, May 5, 2023

### Proposal Requirements

1. Letter of Proposal and Commitment: This letter should identify the firms and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
2. Qualifications: This refers to the ability of the proposer to meet the terms of the RFP and should include at least three examples of projects (with contact information for lead client staff contact of such projects) completed within the past five years that will confirm the proposer's expertise in providing comprehensive planning services. Examples must be specific to the key staff identified in (1) and be at or near completion at the time of submitting the RFP.
3. Methodology and Approach: Provide a comprehensive description of proven methods and plans for carrying out the Project Scope as detailed above. Philosophical approach to individual and teamwork should be considered as a part of this request.
4. Additional Items: Include all other pertinent information regarding this RFP, particularly anything that the proposer feels addresses why its business or team would be a good match for this project.
5. Schedule: Proposer shall submit a preliminary timeline of dates and schedule for the planning process including, but not limited to, start date, proposed end date, public meeting dates, draft product dates, etc.
6. Rate Schedule: Proposer shall submit a schedule of rates and total costs applicable to the RFP. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

## Evaluation Criteria

The successful firm or team will be motivated to work with staff, community members, and elected officials on a multi-disciplinary planning effort and will have expertise in the following areas:

- Park and recreation planning
- Budgeting and funding
- Public participation and communication
- Graphics and illustration

The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications and experience	30%
Methods and approach	30%
Creativity and understanding of Frisco	20%
Proposed fees and costs	20%

## Deadline and Instructions

Please submit digital copies of the proposal either via email to the address below or via flash drive delivered to the address below. Please note: files over 10 MG cannot be accepted via email and must be delivered via flash drive or through a file share service such as Dropbox. Submittals must be received no later than **4:00 pm on Wednesday, April 26, 2023.**

Email: [EmilyW@TownofFrisco.com](mailto:EmilyW@TownofFrisco.com)  
Delivery: Town of Frisco  
Attn: Emily Weber  
1 Main Street  
PO Box 4100  
Frisco, Colorado 80443

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

## Questions and Answers

All questions concerning this RFP must be submitted by email to Emily Weber, Town Planner II for the Town of Frisco, at [EmilyW@TownofFrisco.com](mailto:EmilyW@TownofFrisco.com) by **4:00 pm on Wednesday, April 5, 2023.** Addenda, reports, and responses to questions will be distributed by 4:00 pm on **Friday, April 7, 2023.** Please check the Town website for any addendums to the RFP.

## Proposer Interviews

The Town plans to conduct virtual interviews with selected firms during **the week of May 1st**. The Town requests the proposers seek to make themselves available during this time. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

## Disclosure

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.