



REQUEST FOR PROPOSAL

To Provide

Design and Management Services

For

**Comprehensive Site Planning
For
Gore Creek Promenade
Public Park Renewal**

June 7, 2024

Town of Vail
Department of Public Works and Transportation
Vail, Colorado

**Request For Proposals
Comprehensive Site Planning
For
Gore Creek Promenade
Public Park Renewal**

SECTION I. Introduction, Purpose Statement and Plan Goals

A. Introduction

The Gore Creek Promenade is a popular and heavily used public park space located along the south bank of Gore Creek in the Vail Village Commercial Core. The park parallels a commercial area of shops and restaurants and consists of aging landscape areas, a worn turf grass area, sand “beach, and riparian plantings. Within Gore Creek, at the downstream end of the park, is Vail’s Whitewater Park with an adjustable in-stream device designed to improve standing wave characteristics for whitewater boaters. The Gore Creek Promenade is one of the few places in town where access to Gore Creek is encouraged and promoted.

In the summer months the park is visited by potentially hundreds of users each day. Certain special events, such as the Go Pro Games in early June, bring the user numbers to almost destructive levels.

The Town of Vail is seeking a consultant team to work with Town staff to develop a comprehensive site plan design for phased implementation for the renovation of the Gore Creek Promenade park area, including turf grass management, facilitation and control of daily visitation and special event crowds, riparian area, streambank and creek access enhancement, improved seating and user amenities, and elevated landscape treatments.

The consultant team will be responsible for determining and navigating the Town’s entitlement process, preparing submittals, and making presentations to Town staff, the Town Council, Planning and Environmental Commission and the Design Review Board. The project will culminate with the completion of design and construction documentation suitable for bidding and construction purposes.

B. Purpose Statement and Plan Goals

The Gore Creek Promenade Park last received a significant renovation more than 30 years ago. Since that time, continual and increasing visitation, growth of special events, and hydraulic events in Gore Creek have taken their toll on the park and riparian area. The purpose and goal of the project is to improve the aesthetics, functionality, and sustainability of this popular public park space.

The primary objectives of the Gore Creek Park Renovation Project are as follows.

- Enhancing the useability and sustainability of the park facility by dispersing use, increasing seating options, improving accessibility, and developing a turf management plan.
- Improve public access to and visibility of Gore Creek while repairing erosion and continuing to protect the riparian area.
- Improve park aesthetics through landscape and hardscape enhancements and coordination with the Art in Public Places Board.

SECTION II. Background and Study Area Description

A. Background

The Town of Vail owned public park area known as the Gore Creek Promenade was established in the 1960's as part of the original Vail Village 1st Filing. The size of the park area is approximately 16,700 square feet, 0.38 acre, however it connects to the much larger Gore Creek stream tract parcels. The town puts considerable effort into protecting and enhancing the riparian areas along Gore Creek for the entire 10-mile length between East and West Vail. The creek is vigorously protected with zoning and development criteria including a 10-foot no-mow zone and a 25-foot building set back line. The Gore Creek Promenade is a bit of an exception to the normal practices as public access to the creek is provided for and encouraged in the area. Previous renovations included development of a beach area where park users can easily enter and interact with the creek during appropriate flows. The location is also a popular put in and take out spot for rafters, kayakers and tubers and is utilized during the annual Go Pro Games and by the Vail Recreation District Whitewater Race Series.

During a limited time in the winter the park contains a series of ice sculptures as part of the Vail Art in Public Places Winterfest event. The park is heavily used throughout the year. It is the largest open space area within the Vail Village and is easily accessed from the shops and restaurants located nearby. The heavy foot traffic combined with shade from the adjacent buildings and mature trees and a probable shallow water table make it extremely difficult for town maintenance crews to maintain a healthy stand of grass in the 3000 square foot main area. The area is resodded frequently and is often dead before the seams even grow together.

In preparation for a renovation project, town landscape architects collected public input through the town's Engage Vail on-line public outreach system. The town published 2 surveys and received a combined 180 responses from residents, workers, shop owners and guests. Generally, respondents agreed that the "Promenade" needed some improvements but were not interested wholesale changes to the space. The full extent of responses is will be provided to the successful team. The 2024 Real Estate Transfer Tax Fund includes a budget of \$400,000 for the planning, design and first-phase construction of this project.

SECTION III: Scope of Professional Services

The following section is a generalization of the scope of work and tasks which are expected to occur throughout the process of completing this project. Submitted proposals should contain a detailed outline of the proposed process and all tasks to be accomplished in the successful completion of the project as described.

Part 1

Turfgrass Management Planning

- Inclusion of this process in the master planning scope assumes that turfgrass remains the preferred and appropriate ground surface treatment predominant in the park design.
- Turfgrass Management Planning will run concurrently with and will inform the master planning and phasing process.
- Turfgrass Management Planning includes the investigation of and the recommendation of corrective actions for the underlying soil and drainage issues that may be impacting the sustainability of and need for frequent replacement of sod in the +/- 3000 sf main lawn area as well as the frequent and intensive foot traffic the area sustains.
- Provide a preliminary draft turf management plan outlining physical site modification, best management practices, procedures and equipment required
- Prepare final turf management plan and assist staff in the implementation of the plan procedures and recommendations for equipment procurement.

Park Site Planning Process

- Review and Verify Project Goals and Objectives.
- Review and Summarize Public Input.
- Perform required soil and geological testing for Turf Management Plan.
- Using information gathered above develop a written project scope outlining specific objectives to be met in the design.
- Develop graphic representations, based on the written objectives, conceptually illustrating 3 levels of improvement to the park.
- Provide budget level cost estimates for each of the 3 levels of improvement.
- Provide documents for staff level review and edit as required.
- Prepare presentation (Power Point) of all written and graphic materials suitable for Town Council review and assist staff in making the presentation with the goal of selection of a preferred option for the design of the park renovation.
- Advance preferred concept graphics to design development level and prepare presentation for presentation to Design Review Board, DRB. Assist staff in making presentation with the goal of final approval by the DRB.

Phase Delineation

- Based on the selection of the preferred concept, cost estimates, and physical site modifications included in the turfgrass management plan, prepare a report outlining recommendations for phased construction/implementation of the overall master plan design.
- Construction guidelines for the Vail Village require major construction to occur during a 6-week period in the spring and a 6-week period in the fall. Recommended construction phases for completion of the overall design should include up to a maximum of 3 spring-fall construction periods.

Part 2

Phase 1 Design Development

- Advance design development graphics to 90% and 100% construction documents, with staff reviews as required, suitable for bidding and construction. Documents shall include all physical site modifications required for implementation of the turf management plan. Assist staff in preparing Technical Specifications for insertion into the Town of Vail standard contractual/construction boiler plate.

SECTION IV: Fee Structure

The initial fee structure included in the submitted proposal shall include all labor, materials, equipment, subconsultant fees, meetings, reproduction costs, travel and all incidental costs associated with the completion of Part 1 of the Scope of Work.

The fee for Part 2 of the Scope of Work, and any subsequent phases, shall be negotiated prior to the beginning of work on that portion of the work.

SECTION IV: Selection and Evaluation Criteria

The ideal Proposers will possess and demonstrate the following skills and abilities:

- Extensive knowledge and experience managing parks and recreation planning projects with demonstrated success working with municipalities and/or special districts and how previous successes are transferable or otherwise adaptable to the Town of Vail's need for this process.
- Successful completion of similar plans or studies in a similar mountain resort environment as well as projects with similar site challenges, space constraints, solutions, and necessary coordination.
- Demonstrated ability to complete projects on time and on budget with a commitment to the successful completion of the Gore Creek Promenade Renovation in accordance with the plan goals and objectives.
- Exceptional ability to develop and maintain professional relationships through effective communication, coordination, team building and integrity.
- Proven track record of successfully delivering projects in a collaborative process with multiple stakeholders and multi-disciplinary teams.
- Demonstrated ability to make progress on multiple tasks in a dynamic and ever-changing process and resolve conflicts in communication, coordination, schedule, etc.
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.

SECTION V. Information Provided

The Town of Vail has the following information that may be used by prospective Proposers for the purposes of responding to this RFP:

- Recent Improvement/Topographic Survey of the Study Area as AutoCad and PDF files.
- Background documents and previous plans in PDF format available by contacting Todd Oppenheimer at toppenheimer@vail.gov.

In the event of a conflict or inconsistency between the RFP, attachments, and information provided including drawings, specifications, reports, etc. thereto, the Town of Vail will work to resolve such conflict or inconsistency and provide written notice of the single interpretation to all known proposers by written addendum.

SECTION VI. General Information

Limitations and Award

This RFP does not commit the Town of Vail to award or contract, nor to pay any costs incurred, in the preparation and submission of proposals in anticipation of a contract. The Town of Vail reserves the right to reject all or any submittal received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP. After a priority listing of the final firms or teams is established, the Town of Vail will negotiate a contract with the first priority firm. If negotiations cannot be successfully completed with the first priority firm, negotiations will be formally terminated and will be initiated with the second most qualified firm and, likewise, with the remaining firms.

Selection

Initial evaluation will be based upon the qualifications of the Proposer. The Town of Vail reserves the right to waive interviews, and to make its final selection based solely upon the qualification statements and evaluation criteria.

Equal Employment Opportunity

The selected consultant team will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

Contract Phasing

Proposed tasks within this RFP may be eliminated or expanded by the Town of Vail at any time due to the progression and sequencing of the scope of work. The contract for professional services will be adjusted accordingly.

SECTION VII: Form of Response

This Section contains detailed instructions to which Proposers must adhere in the preparation and submittal of proposals to the Town of Vail. For purposes of evaluation, Proposers are advised that the proposal content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the Proposer is most important.

One (1) electronic copy (PDF) shall be submitted to the Town of Vail Share File site by 12:00 noon, (MDT), **July 15, 2024**. **All proposals shall be submitted electronically by email to toppenheimer@vail.gov** .

Proposals must include the following information to be considered:

- A. Cover letter describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
- B. Professional background information about the Proposer including an indication of who is the project lead and the firm or entity responsible for execution on behalf of the team.
- C. Description of relevant experience. Specifically, parks and recreation planning and architecture, park planning projects for municipalities of similar size and magnitude in

mountain resort communities similar to Vail, Colorado. Please provide at least three (3) references from relevant project experience including name, contact information, project date, and brief project description.

- D. Description of the firms/teams approach to the project, noting project understanding, unique challenges, assessments and project interpretation, and strengths that the individual, firm or team bring to this project. Please be clear and concise when describing the approach.
- E. Specify personnel to be assigned by name, position, specific office location, and commitment of time to the project. Attach resumes of assigned personnel. Please note the local preference for this project.
- F. Provide a fee proposal for the scope of services of the project, with a breakdown of that fee into the following phases: background research, public engagement process, design options, plan implementation steps, and plan approval. The fee proposal breakdown shall include a complete line item budget for the work with explanations as necessary.
- G. The Proposer shall obtain and maintain in force for the term of an agreement the following insurance coverages. Certificates of insurance evidencing such coverages shall be furnished to the Town of Vail at the time of signing of an agreement. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town of Vail through its risk manager. All automobile liability and general liability policies shall include the Town of Vail as an additional named insured by policy endorsement.
 - 1. Automobile Liability (including owned, non-owned, and hired) in an amount not less than one million dollars (\$1,000,000) each occurrence and not less than two million dollars (\$2,000,000) general aggregate.
 - 2. Worker's compensation and employer liability in accordance with the Worker's Compensation Act of the State of Colorado for employees doing work in Colorado in accordance with this Agreement and with limits in an amount not less than five hundred thousand dollars (\$500,000) each accident and not less than one million dollars disease- policy limit and not less than one million dollars disease- each employee.
 - 3. Comprehensive General Liability (including personal injury) in an amount not less than one million dollars (\$1,000,000) per each occurrence and not less than two million dollars (\$2,000,000) in the aggregate.
 - 4. Professional errors and admission liability insurance in an amount not less than one million dollars (\$1,000,000) each claim and not less than two million dollars (\$2,000,000) in the aggregate.
- H. A written statement identifying any reservations, conditions or constraints related to the request for proposals.
- I. Upon selection, the selected Proposer shall execute an agreement with the Town of Vail acknowledging that all design work, including but not limited to plans, photographs, documents, reports, engineered drawings and Project work shall be completed in a professional and workmanship-like manner and that the Project work shall fully comply with all applicable Town of Vail regulations and ordinances and State and Federal laws and requirements.
- J. A completed proposal bid form (attached)
- K. Upon selection, the selected Proposer shall execute an agreement with the Town of Vail acknowledging that all design work, including but not limited to plans, photographs, documents, reports, engineered drawings and other work produced for the Project shall

become property of the Town of Vail, and may be used or reproduced by the Town of Vail without approval from or additional compensation to the Proposer.

The Town of Vail reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Town of Vail reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the Town of Vail after the proposal submittal date given in this RFP. The Town of Vail assumes no liability for the use or disclosure of technical or cost data submitted by any Proposer.

Nevertheless, if a proposal contains information that the Proposer does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages _____ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Town of Vail shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the right of the Town of Vail to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.

SECTION VIII: TERMS AND CONDITIONS

A. Invitation

Qualified design teams (herein the "Proposer(s)") are invited to submit a sealed proposal to the Town of Vail, Colorado, to provide planning, landscape architecture, architecture and engineering services for the Ford Park Master Plan Update.

The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Town of Vail to perform the scope of work described in this Request for Proposals. The complete Request for Proposals document can be obtained at the Town of Vail, Department of Public Works and Transportation, located at 1309 Elkhorn Drive, Vail, Colorado, or online at the Town of Vail Share File site. Additional instructions for obtaining the Request for Proposals can be found in Section VIII (B) of this document.

This invitation is not to be construed as a commitment of any kind on the part of the Town of Vail, nor does it commit the Town of Vail to pay or otherwise reimburse any costs incurred in the

submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

B. Advertisement and Notice of Invitation

Requests for Proposal (herein "RFP"), including response submittal requirements for: **Gore Creek Promenade Renewal** are available on the Town of Vail Share File site and at the Department of Public Works and Transportation office, 1309 Elkhorn Drive, Vail, CO 81657. Access to the Share File site can be obtained by emailing Todd Oppenheimer at toppenheimer@vail.gov. All Proposers must download the submittal requirements by registering with Todd Oppenheimer at toppenheimer@vail.gov. Proposers will be added to the plan holder's list and Share File system to receive future updates. Failure to do so may result in disqualification. All questions shall be directed to Todd Oppenheimer at toppenheimer@vail.gov or 970-479-2161 by 12:00 pm MDT, June 19, 2024.

C. Schedule

To be considered, the following schedule shall be strictly adhered to:

One (1) electronic (PDF) copy must be received by email by no later than 12:00 noon (MDT), July 15, 2024 (the "Deadline"). Any proposal received after the Deadline will not be considered.

RFP Questions deadline at 12:00 noon MDT	June 19, 2024
Written Responses to Questions by 5:00 PM MDT	June 20, 2024
Proposal Deadline – Received at Share File Site by 12:00 noon MDT	July 15, 2024
Finalist Candidates Notified	July 18, 2024
Candidate Selection Interviews from 11:00 pm to 5:00 pm MDT	July 22 - 24, 2024
Town Council Contract Award	August 6, 2024
Kickoff Meeting / Project Start	August 20, 2024
Anticipated Project Completion	December 15, 2024

The Town of Vail is under no obligation to comply with the schedule shown above, provided that all prospective Proposers or other interested parties known to the Town of Vail shall be notified equally of changes made to the schedule by the Town of Vail within a reasonable time after any such changes are made. In no event shall any proposer or other interested parties have any redress to the Town of Vail, be it financial or otherwise, in the event the Town of Vail changes this schedule in any way. Responsibility for submitting the proposal to the Town of Vail on or before the Deadline shall remain solely and strictly that of the proposer.

All Proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.

Vicinity Map is attached

GORE CREEK PROMENADE

VICINITY MAP

Legend

EAST MEADOW DRIVE

PROJECT SITE

Gore Creek

GORE CREEK DRIVE

Google Earth

400 ft

