
REQUEST FOR PROPOSAL

for

Planning Services

Arkansas River Corridor Master Plan – City of Cañon City

1. INTRODUCTION

The intent of this REQUEST FOR PROPOSAL is to obtain proposals for selecting a Planner, hereinafter referred to as “Consultant”, to develop a plan for the **Arkansas River Corridor** in Cañon City. The Arkansas River flows through the City of Cañon and extends for 5.5 river miles through the study area. The river is heavily used for recreation and irrigation in Eastern Fremont County and is the primary source of municipal domestic water in this region. The City believes that the river corridor has the potential for a certain amount of economic development while it gives a high priority to the maintenance and enhancement of a vital and healthy river system.

First, the City of Cañon City’s largest and most heavily utilized in-town park, Centennial Park, is located adjacent to the river and within a 5 minute walk to downtown. The park hosts several festivals throughout the year, the largest attracting 3,000 - 5,000 attendees over a weekend. In addition, there are hundreds of family reunions, parties and other gatherings that take place in the park every year. Certain improvements are overdue in the park and so, Centennial Park’s integration into the overall corridor plan is imperative.

Second, while improvements to the trail system (Arkansas Riverwalk) along the river have been accomplished in the last several years, the riverfront in this centrally located area is underutilized in terms of both economic development and recreational opportunities. One of the city’s recently adopted master plans has strongly suggested, and the community agrees, that the “downtown” influence should be expanded to include development opportunities in the river corridor.

Third, recognizing that river, floodplain and wetland protection has a direct role in the environmental and economic health of our community, priority conservation areas should be identified to maintain, enhance, and reestablish critical stream functions and services including positive interaction of corridor development and the floodplain.

Finally, given that much of the river corridor east of the city boundary remains open and undeveloped, incorporating these additional river miles in the same master plan will ensure that development, whether passive, active or both, will be consistent and compatible with

the more centrally located portions of the corridor, provide for the needs of the community and build on already existing community plans.

2. INQUIRIES AND CORRECTIONS

If your firm intends to bid on this project, please send an email to tkbernath@canoncity.org with the following information:

Firm Name
Project Name
Firm's Contact Person
Telephone Number
Fax Number
E-Mail Address
Postal Address

The City of Cañon City will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Cañon City, you will not receive any follow-up notification of any changes to the project.

All inquiries relating to this request shall be addressed to:

Cañon City Community Development Department
Attn: Terri Bernath, Community Development Director
P. O. Box 1460
Cañon City, CO 81215
(719) 269-9011
tkbernath@canoncity.org

If the Consultant submitting a proposal finds discrepancies in, or omissions from the Request for Proposal, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposal will be made by written addendum to each Consultant, and shall become part of the request for any proposal awarded. The City of Cañon City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all Consultants. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each Consultant to verify that all addenda have been received prior to submitting a proposal.

3. SUBMITTAL DATE, LOCATION, AND OPENING

All proposals must be received by the Finance Director of the City of Cañon City, 128 Main Street, P. O. Box 1460, Cañon City, CO 81215 prior to **5:00 PM, January 6, 2017**. Proposals must be submitted in a sealed envelope plainly marked **“REQUEST FOR**

PROPOSAL – Arkansas River Corridor Master Plan” and addressed to the Finance Director.

4. LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the Consultant unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Consultants will be expected to allow adequate time for delivery of the proposal. Sole responsibility rests with the Consultant to see that their proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

All Consultants shall comply with all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Consultant submitting the proposal or, if an individual, by the Consultant.

No proposal will be accepted from any Consultant that is in arrears for any obligation to the City of Cañon City, or that is otherwise deemed irresponsible or unresponsive by the City.

Only one (1) proposal will be accepted from any Consultant.

All terms quoted must be firm for a period of ninety (90) days following the opening of the proposals.

The City of Cañon City, Colorado reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Consultant as deemed in the best interest of the City of Cañon City.

The City of Cañon City, Colorado reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the City to reimburse an Consultant for any expenses incurred in preparing proposals or in participating in an interview process in response to this request for proposal.

The City of Cañon City will not return proposals, or other information supplied to the City, to the Consultant.

6. EVALUATION OF PROPOSALS

All proposals will be evaluated by the City Council members and Administrative Staff of the City of Cañon City. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. Staff will “short list” prospective Consultants on the basis of the proposals received for interviews. During the interview process, the City reserves the right to request additional information or clarifications from a Consultant or to allow corrections of errors or omissions. Prospective Consultants may be required to make oral presentations as part of the evaluation process. The successful Consultant will be chosen on the basis of apparent greatest benefit to the City, and not necessarily on the basis of lowest overall cost.

7. EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in service cost and in the scope of services offered.
- B. The extent to which the proposal helps advance the long term community land use goals developed through other, previous planning efforts (adopted community plans).
- C. Experience in dealing with municipal governments on projects of similar scope and nature.
- D. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- E. The Consultant’s fee structure based on the services to be provided.
- F. Design ability, including design philosophy, design skills, innovation and project interpretation.

7. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Cañon City.

Proposals shall include the following:

- A. A cover letter shall be provided stating the name, address, and telephone number of the Consultant and must bear the signature of the Consultant or a duly authorized official.
- B. A response that defines the methods and means by which the Consultant will perform the services outlined in the Request for Proposal.

- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.
- D. A Statement of Qualifications shall be provided. This Statement shall include a list of those individuals who will be working on the project, either as employees/principals of the Consultant or as employees of a subcontractor who will work on the project under the supervision of the Consultant. For employees/principals/subcontractors of the Consultant, a brief statement of individual education, professional registrations and areas and years of relevant experience is required, as well as a brief list of representative clients.
- E. A list of what portion of the work, if any, will be subcontracted and the name of the firm(s) that will be used.
- F. A list of at least three (3) references for which services of similar scope and nature have been provided including contact names, addresses and telephone numbers.
- G. The proposed not-to-exceed cost for Design services and rates for additional services.
- H. A project budget that includes pricing for each component of the corridor plan.
- I. Rates for any proposed additional services.
- J. A staffing plan for the proposed project.
- K. Any other information deemed necessary by the Proposer.
- L. Please provide ten (10) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Proposer has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONSULTANT

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed only by those individuals licensed to practice in the State of Colorado.

The successful Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Cañon City.

The successful Consultant and its employees will operate as an independent contractor and will not be considered employees of the City of Cañon City.

10. SCOPE OF WORK

Project Description: This project involves the creation of a comprehensive master planning document that includes land use and development policies and processes for the **Arkansas River Corridor** in Cañon City. The Consultant will provide professional planning services to produce the necessary policies, procedures, documents and specifications for the proposed planning and development elements and improvements that will be part of the plan.

GOALS of the plan shall include:

- A. Create an integrated and comprehensive land use plan with an emphasis on recreation for the Arkansas River Corridor from Tunnel Drive to Mackenzie Ave.
- B. As part of this Master Plan, create a stand-alone Master Plan for Centennial Park/Veteran's Park complex. This element of the plan must be done first.
- C. Utilize and incorporate other previously adopted community planning documents, giving particular weight to the Eastern Fremont County Trails, Open Space and River Corridor Plan and the US Highway 50 Corridor Master Plan.
- D. Integrate "downtown" Cañon City into activities and desired land uses in the Arkansas River Corridor; in other words, connect downtown Cañon City psychologically and physically to the south side of the River Corridor.
- E. All plans for economic development must maintain and enhance the Arkansas River environment by minimizing the destruction, loss or degradation of wetlands, preserving and establishing appropriate buffer zones and re-establishing critical stream functions where appropriate. No, or minimal development should occur where these values may be sacrificed.
- F. Evaluate economic development activities, including residential, that may be compatible with adjacent recreational or other types of activities.
- G. Improve the aesthetics of the corridor while maintaining, enhancing, and reestablishing critical stream functions and riparian habitat.
- H. Improve the connectivity and safety of pedestrians and bicyclists.
- I. Propose zone changes and other regulatory or design requirements that will be necessary to accomplish the desired development.
- J. Minimize costs and maximize dollars spent on improvements within the corridor

The PROPOSED COMPONENTS of the corridor plan at a minimum are as follows:

- A. A vision for the Corridor that advances the long-term goals and needs of the community.
- B. Land use arrangement and proper siting of land use types based on opportunities and constraints within the corridor. Conceptual design should include landscaping, signage, parking, bathroom facilities, river takeout/put-in facilities and other factors that will affect the quality of the visual and experiential environment.
- C. Appropriate standards and criteria for development/re-development, including land uses and zone types appropriate to the area.
- D. An analysis of existing pedestrian/bike ways w/ improvement recommendations

- 1) Sidewalk/trail
 - 2) Accessibility issues
 - 3) Connections and safe crossings
 - 4) Methods/changes to improve mobility and safety
- E. Identification and connections to Downtown
- F. Wayfinding information and locations
- G. Analysis of existing corridor w/ improvement recommendations
- 1) Existing interactions, including but not limited to floodplain and existing land uses
 - 2) Connection of local streets and accesses including future development/re-development
- H. Cost Estimates
- I. Strategies for financing and implementation
- 1) Mechanisms and potential partnerships between City/property owners/businesses/other local and regional governmental agencies

Plan shall include at least five different sections with different considerations and elements for each based on Corridor characteristics:

- Section 1: Centennial Park/Veteran’s Park Complex Master Plan**
- Section 2: West City Limit (Tunnel Drive) to 1st Street**
- Section 2: 1st Street to 9th Street**
- Section 3: 9th Street to Raynolds Ave.**
- Section 4: Raynolds Ave. to MacKenzie Ave.**

Planning process will include, but not be limited to, the following:

- A. Kick Off Meeting: facilitate a half-day meeting with City Administrator, City Engineer, City Planner, Parks Director, City Council and community representatives to identify deliverables and create an agenda for the Strategic Planning Meeting.
- B. Preliminary Assessment: preparation of a survey of the project area. The survey shall include obtaining detailed measurements of the corridor to prepare planning documents of appropriate size and scale, collection of existing data, identifying potential conflicts and all other necessary items required to proceed to in the planning process. A thorough analysis of current infrastructure and property conditions and restrictions. A study of existing facilities, and existing drawings, studies, and materials available. A review of all applicable codes, policies, and procedures for corridor management.
- C. Strategic Planning Meeting Agenda Review: review agenda with City Administrator, City Planner, City Engineer and Parks Director.
- D. Strategic Planning Meeting: facilitate an all-day meeting with City Administrator, City Engineer, City Planner, Parks Director and City Council representatives.
- E. Public Open Houses: facilitate two public open houses, one after preliminary assessment for the purposes of finding stakeholders and hearing initial concerns, one after draft plan creation to for public review and submittal of comments.
- F. Stakeholder Meetings: facilitate at least 2 meetings with each identified stakeholder group to gather input.

- G. Plan Development: creation of documents, specifications, conceptual designs and maps including components meeting the goals outlined by the City.
- H. Progress Meetings: facilitate at least 3 progress meetings throughout process with City Administrator, City Planner, Parks Director, and City Engineer.
- I. Agency Coordination: facilitate at least 1 meeting with USACOE, FEMA, CWCB, Colorado State Parks and Wildlife, State Historical Society, local recreation district and railroads to gather input and consider other issues.
- J. Draft Plan Presentation: facilitate a presentation of the draft plan and options with City Administrator, City Engineer, City Planner, Parks Director and City Council representatives followed up with a public hearing for adoption. Upon invitation, this will also include a presentation to the Canon City Area Parks and Recreation District.
- K. Final Plan Delivery: After the options have been selected and draft plan approved, the final plan shall be delivered digitally along with no less than 20 printed copies for distribution.

11. RESPONSIBILITES OF THE CITY OF CAÑON CITY

The City of Cañon City will provide the Consultant with the following:

All field and office survey work, as it exists, including site topography, property legal description, design elevations, profile and cross-sections.

All engineering, GIS and CAD data, as it exists.

Any other documents pertaining to, or pertinent to, the completion of the work as represented in the Scope of Services.

12. INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Cañon City and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorneys fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Consultant, subcontractor of the Consultant, or any office, employee or agent of the Consultant.

13. NON-DISCRIMINATION & ILLEGAL ALIEN

By submitting a proposal, the Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

14. RIGHT TO REFUSE PROPOSALS

The City of Cañon City reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.