



## **TOWN OF RIDGWAY REQUEST FOR PROPOSAL FOR MASTER PLAN FOR RIDGWAY ATHLETIC PARK**

### **INTRODUCTION**

The Town of Ridgway is issuing a “Request for Proposal” (RFP) seeking qualified and experienced individuals or firms to submit proposals to provide a plan, process, and approach for the public engagement and master planning for a parks parcel known as the Ridgway Athletic Park.

Ridgway Athletic Park is 18.5 acres in size and is adjacent to the Town of Ridgway’s southernmost boundary off of County Road 23. A general map depicting the boundary of the Ridgway Athletic Park can be found in Exhibit 1. The Park is highly treasured by residents. Existing structures and uses include:

- Basketball court
- Tennis courts (currently utilized for pickleball)
- Skatepark
- Open multi-purpose fields that largely function as soccer fields
- Baseball field
- Open space
- Pavilion
- Gazebo
- Restrooms
- Parking areas

There are innovative ideas, suggestions and concepts for additional uses of the Park the Town Council and Town staff are considering. Rather than look at these innovative ideas individually or piecemeal, the Town has decided to have community conversations and design concepts completed by utilizing the services of a professional team.

It is the objective of the Town to:

1. Develop an overall evaluation of the Ridgway Athletic Park for park and recreation amenities and site opportunities and constraints. The plan should address how each park amenity functions in relation to the others with program elements based on the big picture.
2. Provide a priority list of elements and facilities for the Ridgway Athletic Park to meet current and future desires of the community.



3. Conceptually design the new park elements in accordance with federal, state and local standards, ADA accessibility standards and specifications.
4. The following park amenities and uses could be considered for conceptual development:
  - Pump Track/Bike Park
  - Adult fitness station
  - Pickle ball courts
  - Open Space
  - Dog Park
  - Perimeter/Interior pathways
  - Multi-purpose field/Soccer field/Baseball field
  - Restrooms

## **ADMINISTRATIVE INFORMATION**

---

The point of contact for questions concerning this RFP and the procedures for responding to the RFP should be directed to Preston Neill, Town Manager, at [pneill@town.ridgway.co.us](mailto:pneill@town.ridgway.co.us) or 970-626-5308, ext. 212.

## **SCOPE OF WORK**

---

The Town is looking for a consultant to provide professional site planning, landscape architecture, public participation, and conceptual design services, with the overarching goal of developing a conceptual master plan for the Ridgway Athletic Park.

### Program

Through a public meeting process, develop a program or detailed list of activities and facilities that are appropriate for the Ridgway Athletic Park. The detailed program should include quantity, size, description, character of facilities and supported activities. The master plan must take into consideration current uses and activities.

### Conceptual Design

Conceptual design alternatives for the Ridgway Athletic Park should be developed by the consultant in coordination with Town staff, the Town's Parks, Trails and Open Space Committee, and the Town Council. Conceptual design should be developed to sufficiently depict the design concepts and provide detail for evaluation and comparison of the concepts. A minimum of two design alternatives shall be prepared.

### Meeting Attendance

The consultant shall facilitate an estimated four meetings. These meetings shall include:



1. An initial on-site scoping meeting with Town staff to become familiar with the Ridgway Athletic Park.
2. Public meeting with affected interest/stakeholder groups, members of the Parks, Trails and Open Space Committee, and the public.
3. Public meeting to review design ideas and options for park design with the affected interests and the public.
4. Public meeting to present final option.

Additional staff and consultant phone conferences and/or meetings will be held as needed. The consultant shall provide hourly rates and associated fees for additional meetings and preparation of conceptual plan drawings and maps required for meetings.

## **SUBMITTAL REQUIREMENTS**

---

Proposers shall submit two (2) paper copies printed double sided and one (1) electronic copy of the proposal in a sealed envelope, clearly marked with "Request for Proposal for Master Plan for Ridgway Athletic Park", no later than 10:00 a.m. on Friday, June 2, 2023 to:

*Ridgway Town Clerk  
PO Box 10  
201 N Railroad Street  
Ridgway, CO 81432*

Proposals should focus on the qualifications and experience of the proposed individual or firm. A short list of individuals or firms may be developed based upon the proposals submitted. Proposals shall include the following in the order given:

- A. **Letter of Interest:** Provide a letter of introduction stating your firm's interest and understanding of the scope of this project. The letter must be signed by an authorized agent for your firm.
- B. **Capabilities and Experience:**
  - a. Provide specific information regarding your experience and capabilities on similar projects or related services. Please provide at least two (2) examples of reviews completed. The review may be redacted to protect the company and municipality. If you do not have the required examples, a letter explaining your approach to review could stand as a substitute.



- b. Provide resumes for key personnel that would be assigned to the project.
- C. **Work Plan:** Describe your work plan for each element of the project. The selected consultant will be required to submit a detailed work plan that should include a spreadsheet quantifying each Scope of Work component by estimated hours by staff. Include all services that will not be included in the contract and are expected to be provided by the Town of Ridgway.
- D. **Cost:** Include a lump sum cost for the service of each element of the proposal.

## TIMELINE

---

Identified below are the milestone dates associated with this project (subject to change).

<b><i>RFP Published:</i></b>	<b><i>Wednesday, May 3, 2023</i></b>
<b><i>Last Date for Questions</i></b>	<b><i>Friday, May 26, 2023 by 10:00 a.m.</i></b>
<b><i>Proposal Due Date:</i></b>	<b><i>Friday, June 2, 2023 by 10:00 a.m.</i></b>
<b><i>Final Consultant Selection/Notice of Award:</i></b>	<b><i>Wednesday, June 14, 2023</i></b>
<b><i>Kickoff Meeting/Schedule Confirmation:</i></b>	<b><i>Monday, June 19, 2023</i></b>
<b><i>Final Presentation</i></b>	<b><i>Wednesday, December 13, 2023</i></b>

Please note that the Town desires services to start as soon as possible once an agreement is executed. Interested parties are encouraged to submit questions regarding the Request for Proposal to Preston Neill, Town Manager, at [pneill@town.ridgway.co.us](mailto:pneill@town.ridgway.co.us). Responses to questions will be provided directly by email and posted on the Town’s website directly after the “Last Date for Questions” identified in the timeline above.

## SELECTION PROCESS

---

The Town’s review of proposals will focus in general on the expertise, experience and understanding of the scope of work as evidenced by the project team. The Town may elect to conduct interviews of project teams associated with this solicitation. Interview times would be scheduled by the Town. Proposals will be evaluated using the following criteria:

- Qualifications of the individual or team members and their experience with similar projects.
- Narrative and project approach including goals, controls, concepts and critical issues.



- Time frame for completion of the project
- Ability of the consultant to complete the work in a cost-effective manner.
- Overall responsiveness to the RFP.
- The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- Results of reference checks and past performance for other clients.

### **ADDITIONAL INFORMATION**

---

The Town intends to select one individual or firm to provide the services described herein. The Town reserves the right to accept or reject any or all proposals, to waive any and all informalities and to negotiate contract terms with the successful Proposer, or to accept the proposer for the contract, which in its judgement best serves the interest of the Town, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

The Town will work to honor confidentiality requests to the extent possible and reasonable. If you feel certain aspects of your proposal are proprietary in nature, please clearly indicate those specific components in the submittal.

For more information about the Town of Ridgway, please visit

<https://townofridgway.colorado.gov/>.

### **ATTACHMENT**

---

Exhibit 1 - Map of Ridgway Athletic Park



## Exhibit 1

