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PARKS, TRAILS, OPEN SPACE COMMITTEE  
AND TOWN COUNCIL MEETING AGENDA

MAY 7<sup>TH</sup>, 2019

6:00 PM

TOWN HALL

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Committee: Jared Coburn, Nick Williams, Doug Canright, Lois Zeimann, Mayor Pro Tem Eric Johnson, Town Councilor Robb Austin, Councilor Ninah Hunter.

Town Staff: Chase Jones

- I. Call to Order
- II. Approval of meeting minutes from March 5<sup>th</sup>, 2019
- III. Review upcoming public events
- IV. Chamber - Heritage improvements and RFP
- V. New Business
- VI. Old Business
- VII. Adjourn

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PARKS, TRAILS, OPEN SPACE COMMITTEE  
AND TOWN COUNCIL MEETING MINUTES  
MARCH 5<sup>TH</sup>, 2019  
6:00 PM  
TOWN HALL

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Committee Present: Jared Coburn, Doug Canright, Lois Zeimann, Mayor Pro Tem Eric Johnson, Town Councilor Robb Austin, Town Councilor Ninah Hunter.

Town Staff: Chase Jones

- I. Call to Order  
6:06pm
- II. Approval of meeting minutes from January 8<sup>th</sup>, 2019  
*The Committee discussed the need for the minutes to reflect that the request to install a hitching post in Hartwell Park was denied. Horse owners can continue to tie up their horses in a way that doesn't require this feature.*  
*Eric moved to approve the meeting minutes subject to the addition discussed above.*  
*Doug seconded the motion.*  
*All committee members present voted in favor.*
- III. Request for town-wide clean-up day  
*Councilor Tom Heffernan requested an organized event for individuals to help pick up trash around town. Tom expressed his concern for safety, particularly kids. He has spoken with CDOT as well and will be receiving bags and 24 safety vests from them. Tom also suggested having a barbeque after the event.*  
  
*The Committee discussed possible dates and did not wish to interfere with Love Your Valley Festival or Ridgway Ouray Community Council's (ROCC's) annual sale event. It was determined that a good avenue to hold this event would be to combine it with the Town's annual spring clean-up day in partnership with Bruin Waste Management this spring. Any accumulated trash could then be deposited in the containers supplied that day by Bruin. The date for 2019's spring clean-up event was unknown. Due to the unknown number of participants and many Committee members being unable to volunteer their time, the barbeque was decided against.*  
  
*Moving forward, Tom will work with the Town to determine details such as: date, time and town park to meet in for the requested event. Potential volunteers will be asked to supply their own vests and bags if possible. Minimal Town Staff time is to be used.*
- IV. Style of new picnic tables for town parks

*Chase briefed the Committee on common options and the requests from parks staff for tables to be light weight and durable. The Committee determined that plastic coated mesh would be the best option while also being somewhat resistant to vandalism. Remaining wooden tables should be placed in a covered location if possible. The Commission also desired handicap tables to be purchased. Ideally there would be two handicapped tables in Hartwell Park, one in Rollans Park, one at the Athletic fields and one at Dennis Weaver Memorial Park with Town Staff's discretion. Lois also requested tables to be colored brown if possible.*

V. Update on appointing committee members and Committee guidelines

*Chase informed the Committee that it has been a desire for Town to standardize the base structure and expectations of Town Council appointed groups. Staff is looking to work on this in the near future. It was then requested that the Committee share their thoughts for consideration.*

*After discussion the Committee shared the following for staff to consider:*

- *There not be a set term limit*
- *No more than 9 members*
- *There be one representative from Town Council*
- *No more than two members who are also sitting on Town Council*
- *Members cannot miss more than 3 of the last 6 meetings. After the second missed meeting, Town staff will reach out to the member to discuss their role with the group.*
- *Perspective members need to be recommended by another member or provide a letter of interest.*
- *Perspective members will need to be approved by the Committee and Town Council.*
- *Continue meeting ever other month with the ability to call a special meeting if needed.*

VI. New Business

*Recent tree maintenance and removals were performed in Cottonwood Park, Rollans Park and Hartwell Park to mitigate hazards. The Committee discussed approaching Town Council to request more money to be budgeted toward tree maintenance in 2020.*

VII. Old Business

*Staff is continuing to work towards a plan to address tree maintenance in public rights-of-way. Looking at trees on private property will be a separate discussion.*

*Requests for bids have been sent out for Pickleball Striping. Companies have until March 13th to send in a bid.*

VIII. Adjourn

*Adjourned at 7:29pm*

**2019 Events (May through June) on Public Property as of May 3<sup>rd</sup>, 2019:**

April 27 – Clean-up Day: Athletic Fields Parking Lot

May 4 – Volunteer Parks Cleanup

May 11 – Love Your Valley Fest; 1-6pm

May 18 – Parking Lot Sale

May 24 – Oct 11 – Farmer's Market in Hartwell Park

June 1 – Cowboy Up for Christ

June 8 - RAT Race – Start Hartwell Parking Lot

Mid-June, July, Aug – Friday Movie Nights

June, July, Aug, Sept – First Friday Walk

June 29 – River Festival in Rollans Park

July Concerts – Thursdays in July in Hartwell Park



DATE: MAY 2019  
STATE FISCAL YEAR: 2018-2019  
PROJECT #: F19MS 010

# COLORADO MAIN STREET - REQUEST FOR PROPOSALS

## PROJECT INFORMATION

### Title

Ridgway Heritage Park and Visitor Center Construction and Bid Documents

### Description

The Colorado Main Street Program seeks the services of a contractor to develop construction and bid documents for four elements of the Strategic Plan and Site Plan currently being developed by DHM Design with funding from the Colorado Tourism Office. The site plan is for a parcel of approximately 1.25 acres located at the southwest corner of the U.S. Highway 550 and Colorado State Highway 62 (Sherman Street) intersection in Ridgway, Colorado. The parcel is currently home to Heritage Park, the Ridgway Visitor Center building (owned by the town), and the "Welcome to Ridgway" gateway sign. The entire complex is considered the gateway to the region as it is located at the entry to the east side of town and is the first point of contact for visitors entering Ridgway along Highway 550.

The Strategic Plan and Site Plan for this parcel are scheduled to be completed on/about the end of May 2019. A draft was presented by DHM Design at a public meeting on April 29, 2019. Key slides from that presentation are included in Appendix A for your reference. Please note that the site plan and associated images in Appendix A are not final and are subject to change, although major changes are not anticipated. The final Strategic Plan and Site Plan will be provided to the selected contractor.

This project consists of design work and preparation of construction and bid documents for four key elements of the site plan as listed below.

- A. Landscape/Planting Plan: for the area immediately adjacent to Sherman Street to include the areas demarcated as #12, #14, #20, #23, and #24 on the "Proposed Site Plan – Option 1" in Appendix A. This more detailed plan should account for site cleanup, grading, landscaping/planting, and irrigation.
- B. Initial year-round, themed informational signs: these signs correspond with #1 and #2 on the "Proposed Site Plan – Option 1" in Appendix A. They are to be installed on the south-facing exterior wall of the Visitor Center. The intent is to install these as interim signs until such time as funding is available to install the five permanent signs in "C" below. The sign information/content is not being requested as part of this project, although it's important to note that these signs would house content for each of the five themes (Arts & Entertainment; Culinary Experiences; Health & Wellness; Outdoor Adventure; and History & Heritage) identified for the five permanent signs in "C" below. The design shall allow for the content to be easily changed and updated over time. Please note that there is no representation of these signs in Appendix A.
- C. Five (5) free-standing, permanent themed signs: these signs correspond with #10 on the "Proposed Site Plan – Option 1" in Appendix A. These signs will eventually hold the information and content developed for the initial year-round signs on the south wall of the Visitor Center in "B" above, although the design shall allow for the content to be easily changed and updated over time.
- D. Photo Opportunity Space: this space corresponds with #26 and #27 on the "Proposed Site Plan – Option 1" in Appendix A.



If you believe the addition of a subcontractor will enhance your proposal and add value to the project, please be advised that per your Master Contract subcontractors may not do more than 49% of the project work.

## SCOPE OF WORK

The scope of work is to be outlined in your proposal. The exact tasks, order of tasks, and deliverables are not being stipulated beyond the requirements below. Contractors are encouraged to propose tasks or deliverables you believe are needed for the Town of Ridgway to implement the four elements, but missing from this Request for Proposals, or any additional creative ideas and deliverables you believe would add value to this project.

- Contractor shall hold a kickoff call with the Ridgway Creative Initiatives Facilitator, at minimum, and anyone else invited by her. The purpose of the call will be to review the project, confirm project deliverables, and establish a detailed project schedule. This would include discussion about material preferences, desired construction budget range, etc.
- Contractor shall prepare preliminary construction documents for elements one through four above to be reviewed by the Town of Ridgway for at least 10 business days. This shall include a construction cost estimate for each element. All work to complete the construction documents shall be the responsibility of the contractor (e.g. topographical survey, structural engineering, irrigation designer, etc.).
- Contractor shall incorporate feedback received on the preliminary construction documents for each element into a final set of construction and bid documents that includes cost estimates. All final documents shall be delivered to the Town of Ridgway. Please note that the Town of Ridgway will facilitate the bid process; also, this project does not entail any actual construction or construction administration.

## Performance Period

The project is anticipated to span state fiscal years. The Fiscal Year 18/19 performance period shall be through June 30, 2019. The Fiscal Year 19/20 performance period would run through October 31, 2019, although all deliverables would be due no later than August 31, 2019, unless a later date is agreed to in writing by the Colorado Main Street Program Coordinator. The desire is for completion as quickly as possible to allow time for implementation of at least one of the four elements during the summer/autumn of 2019. Please note that project work in Fiscal Year 19/20 is subject to available funding and not guaranteed.

To assist in consideration of how to split work across fiscal years, please note that the awarded task order will be put in place as soon as possible following contractor selection, but it is unlikely to be in place until the end of May 2019 or first part of June 2019.

## INQUIRIES

Prospective contractors may make written inquiries concerning the Request for Proposals (RFP) via email to Gayle and Andrew at the email addresses below. Written inquiries will not be accepted after **May 9, 2019, at 5:00 PM MST**. Responses to written inquiries will be sent to all recipients of the RFP as soon as possible after this date and time.

## SUBMITTAL INSTRUCTIONS

In **no more than eight (8) pages**, submit the following information via email to Gayle Langley, Main Street Program Coordinator, at [gayle.langley@state.co.us](mailto:gayle.langley@state.co.us) AND Andrew Coburn, Main Street Local Community



Contract Consultant, at [andrew@urbanruralcontinuum.com](mailto:andrew@urbanruralcontinuum.com). Proposals are **due by May 17, 2019, at 5:00 PM MST**. Proposals more than eight pages in length or received after this date/time will not be considered.

### **Project Understanding and Experience**

Describe your understanding of the project and how your experience will ensure a successful project. Note that a cover letter, if included with your proposal, does not count toward the maximum submittal length of eight pages.

*Note: You do not need to include your specific qualifications as we have them from your RFQ submittal.*

### **Project Staff**

Please address all applicable bullets below.

- List the name(s) and title of firm staff and any subcontractor(s) who will work on this project and their respective role(s).
- Attach the resume(s) of proposed firm staff and/or subcontractor(s) not included in your RFQ submittal. This does not count toward the maximum submittal length of eight pages.
- If one or more subcontractor is proposed that does not already hold a Master Contract for Colorado Main Street work, include an example work product relevant to this project. This does not count toward the maximum submittal length of eight pages.
- If one or more subcontractor is proposed, include a statement affirming that no more than 49% of the work to complete the project will be completed by subcontractors.

### **Scope of Work**

Explain in detail the tasks you are proposing, and any associated deliverables, that at minimum include the requirements outlined in the project description and scope of work sections above.

### **Deliverables, Cost, and Schedule**

The total proposal cost shall be the not-to-exceed amount. List your costs by task/subtask/deliverable as a **lump sum** that does not include hourly rates and is inclusive of travel expenses (e.g. food, lodging, gas, etc.) and all other reimbursable expenses (e.g. data, permits, materials, equipment, etc.). This information can be provided in any format, although a summary table like the one below that includes an anticipated completion date is encouraged.

Please be advised that your proposal, including your cost proposal, will be incorporated by reference into a Task Order should you be awarded this project. And since the Colorado Main Street Program cannot pay for invoices submitted as “percent complete,” please carefully structure your cost/bid by task, subtask, or even deliverable (if desired) relative to how you would like to invoice. Keep in mind that the Colorado Main Street Program prefers monthly invoices and can only pay for easily confirmable work or deliverables completed (e.g. kickoff call held, preliminary construction documents delivered, etc.).

We reserve the right to award the project in any manner deemed most beneficial to the Main Street Program. This includes the right to award all or a portion of this project next fiscal year (subject to fund availability) due to capacity, timing, funding, or other issues that may arise. We also reserve the right to make changes to the award based on program needs.



	Estimated Completion Date	Cost/Bid (\$)
<b>FY 18/19</b>		
Task 1 – Kickoff Call		
Task 2		
Etc. . . .		
<b>FY 18/19 Subtotal</b>		
<b>FY 19/20</b>		
Task 4		
Etc. . . .		
<b>FY 19/20 Subtotal</b>		
<b>TOTAL (not-to-exceed)</b>		<b>\$0.00</b>

### Disclosure of Conflicts of Interest

Please review the “Conflicts of Interest” section in your Master Task Order and include an affirmative statement in your proposal that you have no conflict or appearance thereof. If applicable, directions regarding disclosure statements in the same section shall be followed.

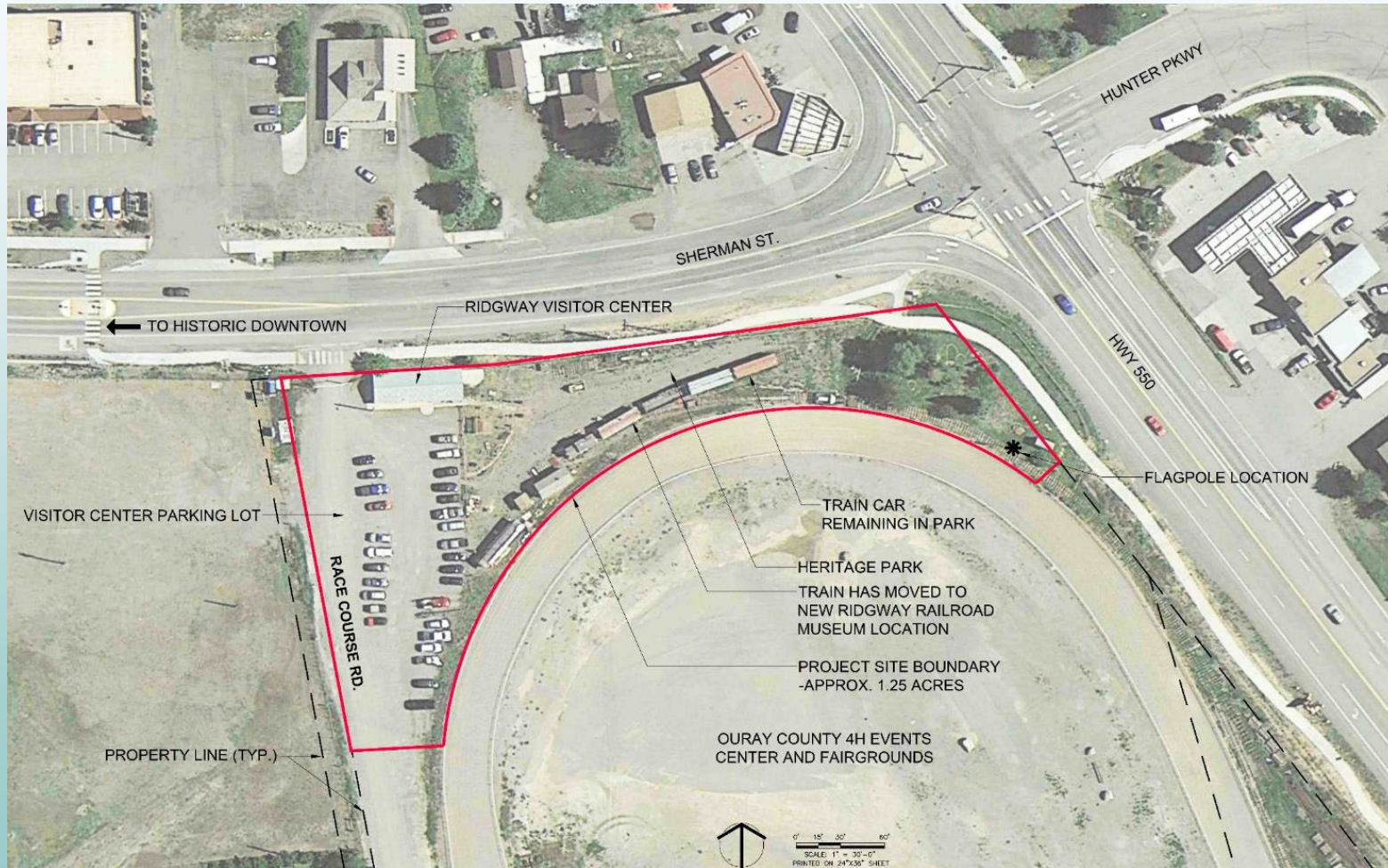
### ACCEPTANCE OF PROPOSAL

This RFP does not commit the Colorado Main Street Program to award a task order, to pay any costs incurred in the preparation of a submittal in response to this request, or to procure or contract for services or supplies. The Colorado Main Street Program reserves the right to accept or reject, in part or in its entirety, any or all proposals received in response to this RFP if, in the opinion of the Colorado Main Street Program, it is in the best interest of the State to do so. The Colorado Main Street Program also reserves the right to clarify details of submitted proposals verbally or in writing prior to selection, to the extent necessary to make a well-informed decision that best meets the needs of the program. The lowest cost bid-proposal will not necessarily be selected. Low bid will be just one of the determining factors of evaluation. Evaluation will factor in responses to all requirements stated in this RFP, and in accordance with Colorado Procurement Rule R-24-103-204-03(b), the Colorado Main Street Program “may determine whether or not a response is acceptable and may compare the relative value of competing responses, not solely the price.” More than one contractor may be chosen to provide the described project services. Final scope and price may be negotiated after selection of the contractor(s).



# **Appendix A**

# Project Site



DHM DESIGN LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219

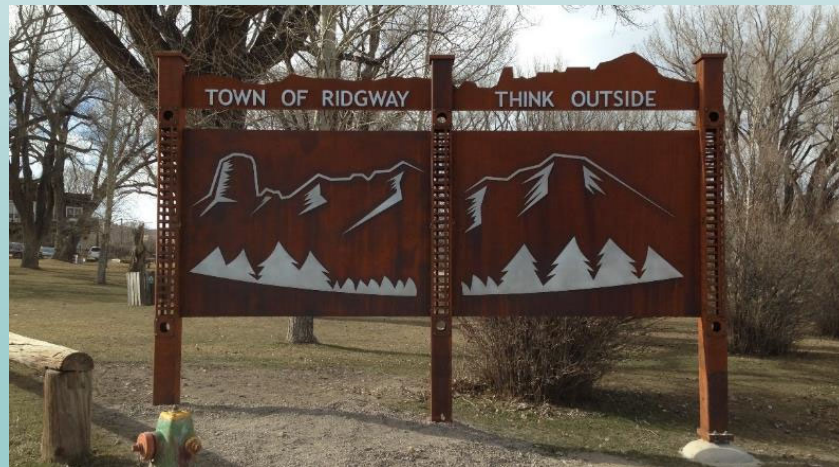


## Planting Between Ties (24)





## Existing Sign Examples in Ridgway



**DHM DESIGN** LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219



# Signage



## Themed Informational Signs (10)

**DHM DESIGN** LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219



## Railroad Trestle Photo Opportunity Area (26)

**DHM DESIGN** LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219



## Photo Platform & Camera Sign (27)

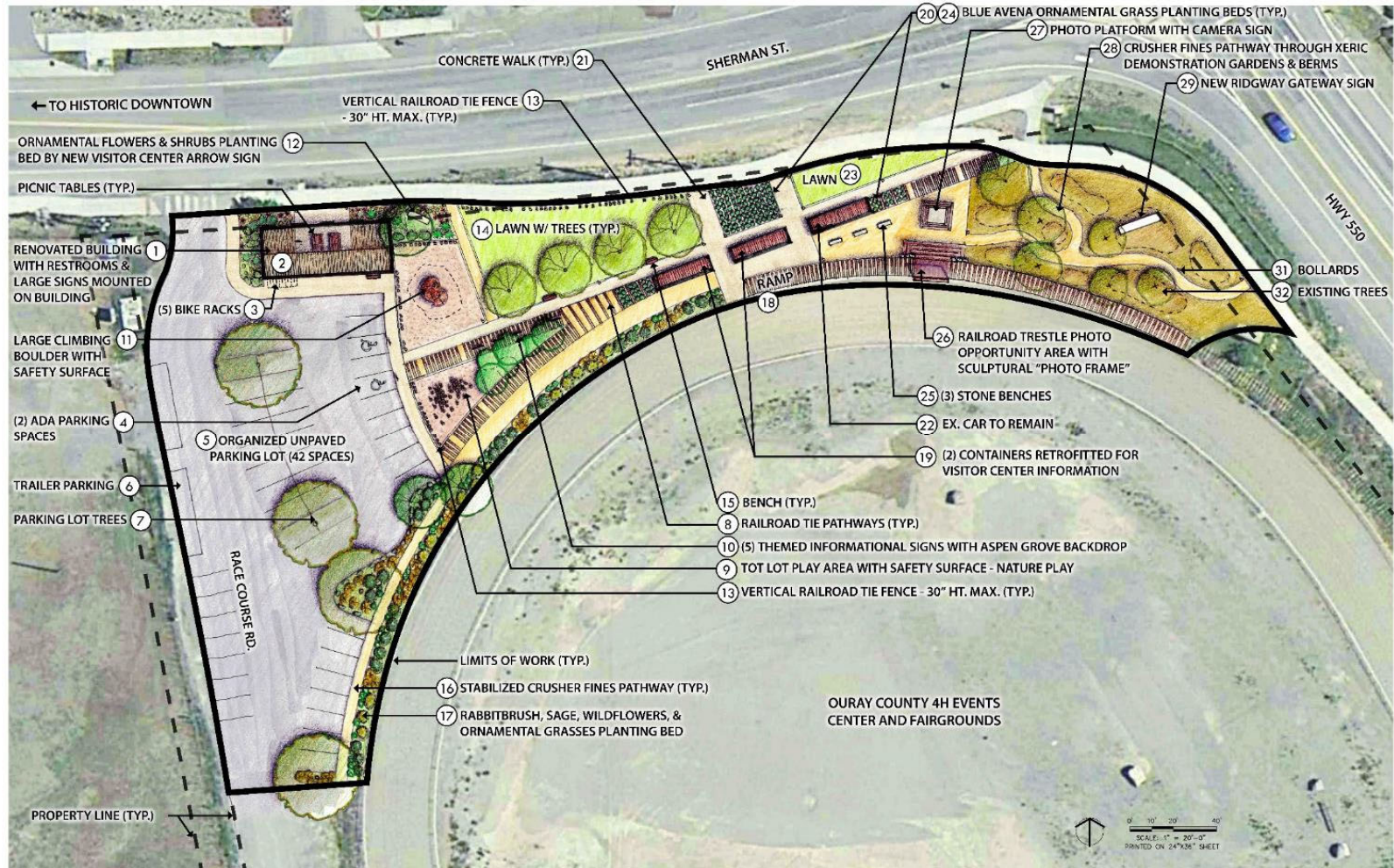


DHM DESIGN LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219



# Proposed Site Plan – Option 1



**DHM DESIGN** LANDSCAPE ARCHITECTURE  
LAND PLANNING  
URBAN DESIGN

1309 E 3RD AVE, ROOM 23  
DURANGO, CO 81301 | 970.385.4219