



## REQUEST FOR QUALIFICATION FOR MASTER PLAN SERVICES

### Town of Mt. Crested Butte, Colorado

RFQ Publication Date: April 27, 2021

Proposal Deadline: May 17, 2021, 11 am.

### INTRODUCTION:

The Town of Mt. Crested Butte, Colorado is requesting submission of qualifications from all parties wishing to be considered for consulting services related to developing a new Town Master Plan. The current Master Plan was originally adopted in 1994 and last updated in 2001.

The Town Council recently adopted a Strategic Plan that outlines the Town's vision, guiding principles, strategic goals, and 2021 action items (attached to this RFQ). The action items include developing a Master Plan in conjunction with regional planning efforts, focused on placemaking, enhancing public services, and responsible and intentional growth.

### PROCESS:

The acquisition of professional services for this task will be a two-part process. The first will be an evaluation of qualifications. Review of qualifications will be conducted by a technical team made up of the Town Manager and key staff within the Town of Mt. Crested Butte. Evaluation of the required submittal materials will be the basis for selection.

Upon initial selection of the most qualified offeror(s), the selected firms will be interviewed by the Town Manager, where scope, timeline, and fee schedules will be a final determinant of whether a contract is awarded. The Town may elect to reject any bids for any reason. Qualifications submitted shall be considered subject to the Colorado Open Records Act. Any proprietary products or costs shall be properly marked in accordance with the Act.

### ABOUT MT. CRESTED BUTTE

Mt. Crested Butte, elevation 9,375 feet, is located thirty-two miles north of Gunnison, Colorado, on Colorado Highway 135. It is in the central portion of the State, in the northern portion of Gunnison County, and in the majestic Elk Mountains. The two closest rivers are the East River to the east of Crested Butte Mountain and the Slate River to the west of Town. The East River is the main water supply for Mt. Crested Butte, while the Slate River helps supply the many homes and ranches down valley from Mt. Crested Butte. The closest neighbors to Mt. Crested Butte are Crested Butte, three miles to the southwest, and the Gothic townsite, four miles to the north. The Gothic Townsite is home to the Rocky Mountain Biological Laboratory. Both areas have their origin in mining and have since diversified into small sites known for their unique beauty and various tourist attractions.

The Mt. Crested Butte area has over 500 miles of mountain and dirt biking terrain, hundreds of hiking trails, and plenty of backcountry adventures. In addition, the valley is home to numerous rivers and creeks, both for whitewater activities and fishing during several months of the year. The Town's primary economic drivers revolve around skiing and outdoor recreation. Crested Butte Mountain Resort (CBMR) has 1,547 acres of skiing and has developed a reputation for being one of the finest resorts offering the best terrain for expert skiers.

Thirty-two miles south of Mt. Crested Butte is the City of Gunnison. With a population of 6,800, it is the home of Western Colorado University, the county seat of Gunnison County, and the major hub of economic activity for both Gunnison and Hinsdale Counties.

Mt. Crested Butte has a unique community layout due to its extreme topography. Along the 2-mile ‘spine’ of Gothic Road, it has hotels and unique lodging accommodations, 600 Short-term Rentals, Crested Butte Mountain Resort, outdoor equipment rental businesses, restaurants and bars, several small trailheads, a Town Park, a tent campsite, Fantasy Ranch Horseback Adventures and ends at the Snodgrass Trailhead. The Town has a population of 800 year-round residents, 800 part-time homeowners, and our population can swell up to 5,000 – 10,000 people during high tourist season. We are a major recreation destination and continue to grow as the population of Colorado increases.

## **PLAN ELEMENTS**

This Master Plan will be informed by the Strategic Plan and be graphic-focused, concise and user friendly. It will be used as a tool for Town Council, Planning Commission, the Downtown Development Authority, and Town staff to inform decisions about economic growth, public amenities, and capital improvements. It will also be used as a tool to communicate with the public and surrounding Gunnison Valley stakeholders. The plan will include input from the Town’s citizens, the Planning Commission, and the Town Council. It is not expected for this plan to include detailed property assessments throughout the Town, but should include sufficient analysis of specific opportunity areas to understand general implications of decisions and their impact on transportation, mobility, essential services, etc.

Key issues facing the Mt. Crested Butte community:

- Long-term attainable community housing for the local workforce
- Infrastructure capacity
- Long-term community sustainability and economic resilience
- Recreation, Open Space, & Environmental Stewardship
- Future land use including the ski base area and commercial core

## **GENERAL SCOPE OF WORK:**

This scope will be separated into three phases over 6-9 months. Timing will be somewhat dependent on coordination of Town Council and Planning Commission Meetings.

1. Draft Master Plan (3-4 months)
2. Coordination with Valley Partners (3-4 months, only with minor consultant involvement)
3. Edits and Final Master Plan (1-2 months)

## **Project Deliverables**

- Existing Conditions Exhibits (developed in conjunction with Town staff)
- Community Needs Assessment

- Areas of Opportunity Plan
- Community Housing Plan
- Outdoor Recreation (Parks, Open Space, and Environment)
- Future Land Use Plan
- Transportation & Mobility Plan
- Annexation Plan (developed by Town staff)
- Short-, Mid-, and Long-term Action Items for Capital Improvements

## **MEETINGS AND PUBLIC ENGAGEMENT**

The following are general expectations for the meetings and a public engagement process. The selected consultant will be given the opportunity to provide recommendations for this process. The final framework and process will be finalized pending negotiation of the final contract:

- Initial kickoff meeting with Town staff to review the project schedule, tour the town, schedule meetings, both internal and public, and finalize plans for data compilation, Town Hall meetings, and other potential community engagement opportunities and communications.
- Steering Committee meetings.
- Public work sessions with Town Council, Planning Commission, and Town staff.

## **Schedule/Process**

- April 27, 2021: RFQ Published
- May 17, 2021: RFQ Proposal Deadline
- May 26-28, 2021: Consultant Interviews (virtual)
- June 16, 2021: Notice to Proceed
- October 2021: Draft Master Plan deliverable
- February 2022: Final Master Plan deliverable

## **SUBMISSION REQUIREMENTS** (not to exceed 12 pages)

1. Title Sheet – The title sheet shall provide the name(s) of the team submitting with the name of the primary contact clearly identified. (1 page)
2. Cover Letter – The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team. (1 page)
3. Summary of firm's background and focus. (1/2 page)
4. Similar current active projects list including the name, type of project, location, firm's role in the project and status of the project. (3 projects maximum, 1-1/2 pages)

5. Provide three (3) representative completed project sheets that include the following: (3 pages total):
  - a. Location
  - b. Client and References
  - c. Date of project involvement and specific services performed by the firm
  - d. Project description including an illustration and written description of why this example is relevant to this master planning project
  - e. Cost and scope of the project
6. Team Composition – Provide names, titles and qualifications of individuals who will be assigned to the project. This section should include descriptions of the roles that will be played by each team member and if the team member was involved in the example projects from Section 5. (1 page)
7. Statement of Philosophy and Project Understanding – outline the philosophy of the team in approaching projects of this nature and the team's grasp of issues and goals to address in the study. (1 page)
8. Draft of typical professional services agreement terms and conditions (exclusive of pricing information).

## **CRITERIA FOR CONSIDERATION OF QUALIFICATIONS**

The following factors will be used to evaluate the consultant's qualifications:

- Technical approach and understanding of master planning for a unique mountain resort town;
- Experience and knowledge in developing similar plans in conjunction with Town staff;
- Ability to complete the plan within the given timeframe;
- Ability to maintain proactive communication on plan development;
- Ability to collaborate with partners and stakeholders in the planning process;
- The ability of the firm to perform the proposed work;
- References.

## **CONDITIONS AND LIMITATIONS**

The Town expects to select a consulting firm from the qualifications submitted but reserves the right to request substitutions of firms. The Town also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for the costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The offeror is at risk for all costs associated with the bidding process.

Upon selection, a contract shall be negotiated and fully executed before work is initiated. The Town reserves the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions of team members.

### **DEADLINE FOR RESPONSES**

All statements of qualification and interest, and associated submittal materials, must be submitted no later than May 17, 2021 at 11 a.m. to be considered. Teams of two or more consulting firms are acceptable. Teams composed of two or more firms shall combine their statements into one package. Any firm wishing to be considered for providing the services described in this RFQ shall submit one electronic submittal to:

Tiffany O'Connell, Town Clerk  
Town of Mt. Crested Butte, Colorado  
[toconnell@mtcrestedbuttecolorado.us](mailto:toconnell@mtcrestedbuttecolorado.us)  
(970) 349-6632

Please direct any RFQ Questions to the Town Manager via email by May 10, 2021:

Isa Reeb, Town Manager  
Town of Mt. Crested Butte, Colorado  
[ireeb@mtcrestedbuttecolorado.us](mailto:ireeb@mtcrestedbuttecolorado.us)