



TOWN REQUEST FOR QUALIFICATIONS (RFQ)

2026 TOWN OF MT. CRESTED BUTTE PARKING NEEDS ASSESSMENT

Town of Mt. Crested Butte
P.O. Box 5800
911 Gothic Road
Mt. Crested Butte, Colorado 81225
Office: (970) 349-6632

RFQ Public Release Date: Wednesday, November 19, 2025
RFQ Proposal Submittal Deadline: Monday, December 15, 2025

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
TOWN PARKING ASSESSMENT PLAN**

Town of Mt. Crested Butte, Colorado

Proposal Deadline: Monday, December 15, 2025 at 1:00 pm (Mountain Standard Time)

I. Proposal

Introduction

The Town of Mt. Crested Butte (“Town”) is soliciting and invites qualification-based proposals for the Request for Qualifications (“RFQ”) from individuals and/or firms (“Consultant”) capable of providing professional consulting services towards municipal vehicle parking analysis for the 2026 Town of Mt. Crested Butte Parking Needs Assessment (“Project”).

Purpose

The purpose of this RFQ is to evaluate and select one (1) individual and/or firm that can provide comprehensive vehicle parking consulting services to help the Town improve and implement our community parking needs. This RFQ provides a description of the Town’s parking infrastructure and challenges to be addressed in the bidders RFQ document proposal. The Town has budgeted \$65,000 for this Project, with the expectation that recent traffic studies completed within the Town can provide the necessary traffic and parking activity levels for this Project.

Background

The Town seeks to resolve parking facility deficiencies and regulatory challenges, which are becoming increasingly problematic as the result of land use development, brought about by the Town’s growth in population, services, resort-based tourism, and civic events. This has impeded the Town’s ability to sufficiently provide for adequate parking facilities to serve the interests of the public and Town.

It is the intent of the Town to prepare and approve a Town Parking Assessment Plan which will set a vision for managing parking over the next 20-years, thereby identifying solutions and implementation that resolve our short and long-term parking challenges.

Bidder Qualifications

Bidders should have demonstrated expertise in similar parking assessments and studies, specifically those serving smaller Towns, and preferably those in Colorado and service a resort community. Bidders with experience and the ability to assist the Town with seeking possible grant opportunities to fund this Project will be given preference.

The selected Consultant will be expected to enter into a Professional Services Agreement (Attachment A) with the Town consistent with the terms of this RFQP. The non-exclusive agreement with the selected Consultant will involve a lump sum contract compensation and Project schedule as defined by the Professional Services Agreement, and as subject to Town annual appropriations and TABOR.

II. Background

Town Characteristics

The Town of Mt. Crested Butte is located within the majestic Elk Mountains in northern Gunnison County. The Town was incorporated in 1974 and is 2.05 square miles with development following the sloped topographic and spine of Gothic Road. Our community, located at 9,375 feet in elevation, supports a diverse recreational and tourism base. The Town has nearly 1,000 year-round residents with 10,000 visitors during the peak summer and winter seasons. The Town continues to experience consistent growth in terms of population, developments, and civic events. Learn more at: <https://mtcb.colorado.gov/>

Town Parking

The Town has faced challenges with various aspects of parking, particularly during our peak summer and winter visitor/tourist season. As the Town grows, and parking demand increases, space becomes more limited and expensive, and our short and long-term parking needs have become even more problematic.

Key Town parking challenges:

- Lack of parking space dedicated to publicly-use parking
- Mix of publicly and privately owned parking for public-use parking
- Right-sizing parking infrastructure for various uses, demands, and locations
- Peak-season tourist parking demand and capacity
- Special (high-volume) attendance event parking
- Town parking (lot) facilities to accommodate:
 - Public short-term, long-term and overnight parking
 - Electric vehicles
 - Handicap
 - Town police
 - Town snow dump storage
 - Town construction equipment/material mobilization
- Parking connectivity with:
 - Public livery bus shuttle systems (Mountain Express/RTA)
 - Ski resort (Crested Butte Mountain Resort – CBMR)
 - Town recreation parks, pathway, and trail systems
 - Commercial developments
 - Private developments
 - County and adjacent communities
- Town design standards for public parking lot configuration and amenities/utilities
- Town parking, signage (wayfinding) and enforcement regulation(s)
- Town permitted parking
- Town parking fees and rates (paid lot system)

- Town codes to address public parking and land use
- Town parking infrastructure and maintenance costs
- Town external parking challenges and impacts

III. Project Scope

The following describes the Town's anticipated Scope for the Bidder's roles and responsibility for this Project. The Town is receptive to modifications to these tasks as identified in the Bidder's proposal. Per this RFQ, the Consultant would be responsible for:

1. Project Formulation
 - a. Review existing traffic infrastructure and activity data
 - b. Develop Study scope and fee
 - c. Develop Study approach
2. Parking Inventory
 - a. Data collection
 - b. Report on existing conditions
3. Parking Demand Projections
 - a. Forecast average daily traffic (ADT) and future parking demands (10 and 20 years)
 - b. Report on projected conditions
4. Parking Facility Requirements
 - a. Assessment of Town parking lots/facilities
 - b. Future space allocations
 - c. Future Town parking standards
5. Parking Implementation
 - a. Town regulatory and code
 - b. Town budget and programming
6. Project Delivery and Meetings
 - a. Reports (drafts and final)
 - b. Town meeting (on-site, video conference, calls)

The following are the anticipated stakeholders associated with Project outreach and coordination:

Primary Stakeholders:

Town - Administration
Town - Police
Town Water & Sanitation District
Crested Butte Fire Prevention District
Crested Butte Mountain Resort (CBMR)

Other Outreach Stakeholders:

Gunnison County
Town of Crested Butte
Mountain Express - Bus Shuttle
Regional Transit Authority (RTA) - Bus Service
Local Organizations and Special Interest Groups
Homeowner Association(s)

IV. Proposal Content:

Interested Bidders shall organize and include in the Proposal the following:

A. Statement of Experience, Resources, and Level of Commitment

Bidders shall include a statement of their interest and level of commitment, including their availability for the key personnel and resources identified in the proposal, to ensure timely and successful Project completion. Any proposed subcontractors/external team members must be identified and their roles clearly defined. Bidders are encouraged to identify relationships to similar Project experience.

B. Project Approach and Methodology

Bidders shall describe their technical understanding and approach of the RFQ as related to the Town's needs. Bidders should expand on the Scope tasks to accomplish the overall objectives of the Project and provide unique suggestions which might enhance the results or usefulness of the Project. Bidders should offer input as to assisting the Town in seeking grant opportunities to assist the Town with funding this Project.

C. References

Bidders shall provide a list of three (3) references for the firm and any subconsultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which applicant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

A Bidder's written submitted response to this RFQ should serve as a complete approach to providing the services. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the Town's website (<https://mtcb.colorado.gov/request-for-proposals>), and all Bidders are responsible for periodically checking these outlets or contacting the Town for relevant updates prior to submittal of their proposal.

V. Proposal Evaluation Factors:

The Town Selection Committee will evaluate and rate each Bidder's proposal using the following evaluations and scoring factors (100 points total). Selection will be awarded based on these factors.

- A. Similar Experience – Colorado and Resort Mountain = 25 points
- B. Technical Understanding of Town Parking Issues = 20
- C. Project Approach = 20 points
- D. Project Resources and Completion Timeline = 15 points
- E. Grant Opportunity Assistance = 10 points
- F. References = 10 points

Each factor will be rated based on the merits of the proposal and under typical circumstances the contract will be awarded to the bidder receiving the highest number of points. The Town reserves the right to award the contract in the best interest of the Town regardless of score.

VI. Proposal Format

The proposal shall conform with the following:

- Bidder's Certification (see RFQ Attachment A)
- Cover letter to include signature of authorized bidder representative (not to exceed 1 page)
- Proposal body limited to fifteen (15) single-sided pages (page limit excludes cover letter, dividers, references, and license, certification, and insurance evidence)
- Minimum 11-point font

Format: Proposals will only be accepted in digital format as one file (PDF or equivalent).

Submittal of Proposal: Proposals shall be submitted electronically (pdf) by Monday, December 15, 2025 at 1:00 pm (MST) to Tiffany O'Connell, Town Clerk at the email: toconnell@mtcb.colorado.gov.

VII. Proposal and Project Schedule

The Town anticipates the project will follow the estimated schedule below. The Consultant shall provide a project schedule based on the estimated deadlines below.

November 19, 2025:	Public Notification of RFQ Release
December 12, 2025 (2:00 pm):	Respond to Questions and Requests for Information
December 15, 2025 (1:00 pm):	Proposal Submittal to Town
January 30, 2026	Town Staff Evaluation / Interview / Selection / Award
February 27, 2026	Finalize Scope of Work / Fee / Execute Contract (PSA)
March 6, 2026	Town Issuance of Notice-to-Proceed
September 1, 2026	Project Final Completion

RFQ inquiries and questions should be directed to:

Jeffrey Smith
Capital Projects Manager
Town of Mt. Crested Butte
P.O. Box 5800
911 Gothic Road
Mt. Crested Butte, CO 81225
Office: (970) 349-6632 Ext. 108 | Mobile: (970) 596-5263
jsmith@mtcb.colorado.gov

VIII. RFQ Terms and Conditions

The Town reserves the right to:

1. The Town reserves the right to modify this RFQ or the selection process, to cancel this RFQ, to reject or accept any RFQ Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.
2. Reject any and all proposals received as a result of this RFQ.

The Town reserves the right to reject any/or all proposals where the Bidder has not met the minimum prerequisites of the RFQ, who have previously failed to perform properly or complete contracts of a similar nature, and to reject a proposal of a bidder who is in the opinion of the Town, not in a position to perform the contract. Failure to provide any of the information requested in the RFQ may result in the disqualification of the Bidder's submittal.

3. Waive any informalities and any irregularities in any proposal or responses received.
4. Conduct such investigations of, and discussions with, those who have submitted proposals, or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
5. Adopt all or any part of the Bidder's proposal.
6. Negotiate changes in the scope of services to be provided.
7. Select the Bidder it deems to be most qualified to fulfill the needs of the Town.

The selected Consultant shall be an independent contractor and shall not be an employee, agent, or servant of the Town. The Consultant is not entitled to workers' compensation benefits from the Town and is obligated to pay federal and state income tax on any money earned pursuant to the Town contract (Professional Services Agreement - PSA).

8. Require the winning Bidder to enter into a written Professional Services Agreement ("PSA") with the Town in a form approved by the Town.

9. All proposals timely submitted shall become the property of the Town and shall be retained in accordance with the Town's records retention schedule. The Town is a Colorado governmental entity and therefore, all information included in proposals and other written information submitted by the Bidder to the Town is subject to the provisions of the Colorado Open Records Act ("CORA"). Bidders should expect that the proposal may be viewed by the general public and competitors once submitted to the Town. Merely marking information as "confidential," "proprietary," or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.

**RFQ ATTACHMENT A
BIDDER'S CERTIFICATION
(This page must be returned with your Proposal)**

RFQ Title: Town Parking Needs Assessment
RFQ Closing Date and Time: December 15, 2025 @ 1:00 p.m. (MST)
RFQ Submittal: toconnell@mtcb.colorado.gov

Acknowledgements:

The undersigned, as an authorized agent of the proposer, hereby certifies (check those that apply):

- ☐ Familiarization with all instructions, terms and conditions, and specifications stated in this RFQ;
- ☐ Receipt of RFQ addendum(s);
- ☐ Bidder acknowledges proposal is valid for a minimum of ninety (90) days after opening date;
- ☐ Bidder is qualified to perform the work and services outlined in this RFQ.

Bidder Information:

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Company Title: _____

Mailing Address: _____

Phone Number: _____

Email: _____

RFQ ATTACHMENT B

Town Parking Inventory Background Information

TOWN PUBLIC PARKING LOT LOCATIONS



Town Exhibit: 11-2025

IDENTIFICATION / FUNCTION			
#	Parking Lots (Public Use)	Public or Private Owner	Lot Ownership - Function
13	Town Totals Lots -->	--	--
1	Snowmass (Town Easement Agreement)	Private	Private - Town Agreement (\$25,000 Per Year)
2	LMS - Underground Parking	Private	Private - Public Spaces as Available (93 Spaces)
3-A	RC-1 (CBMR Lot)	Public	Town - Use Mainly for Equipment/Material Storage
3-B	RC-1 (Grand Lodge) - Town Temporary Parking Spaces	Private	Private - Town/Police Temporary Parking
4	Matterhorn Lot (TC-1 and Formerly Rasta Lot)	Public	Town
5-A	Town Hall Parking Lot - Town Buildings/Wedding Parking	Public	Town - Administration/Police/Wedding/Park/Event
5-B	Town Hall Parking Lot - Lower Park Parking	Public	Town - Wedding/Park/Events
5-C	Town Park / Bus Turn Around - Along Gothic Road	Public	Town - Parking and Bus/Shuttle Staging & Turnaround
6	Town Camping Lot	Public	Town - Intended for Campers / Horse Stable Parking
7-A	Snodgrass Parking Lot - Street Parking (Parallel)	Public	Town - Dedicated Mainly to Snodgrass Trail
7-B	Snodgrass Parking Lot - Street Parking (Perpendicular)	Public	Town - Dedicated Mainly to Snodgrass Trail
7-C	Snodgrass Parking Lot - Lot Parking	Private	Private - Town Agreement
8	Town Maintenance Facility Building Lot	Public	Town - Dedicated Mainly for Town Staff Purposes

End of RFQ: November 5, 2025