



PROSPECT RECREATION & PARK DISTRICT

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REQUEST FOR PROPOSALS

**PROSPECT RECREATION & PARK DISTRICT
2018 MASTER PLAN UPDATE**

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RELATED DOCUMENTS WITH LINKS:

Prospect Recreation & Park District 2008 Master Plan
<https://www.prospectdistrict.org/master-plan/>

I. Introduction

Prospect Recreation & Park District (District) is requesting proposals to hire a consultant to update the District's Master Plan. The current Master Plan was approved by the District Board in September 2008. The District seeks a master plan document that is concise, user friendly, and visionary with regards to the health and vibrancy of the District and its unique communities. The consultant will collect and analyze data, meet with the District Board, District staff, and community stakeholders to develop goals, policies, and standards for the District's parks system, open space, trails, recreation facilities and recreation program development. The consultant will work closely with the District Board and staff in preparing the update to the District Master Plan. The consultant will create a document, including maps and figures, for use and distribution to the public.

The District Master Plan will become the Master Plan for Prospect Recreation & Park District and will require the approval of the Prospect Recreation & Park District Board of Directors.

The District has a strong commitment to provide high quality parks and recreation facilities to its residents and park users.

Mission Statement of Prospect Recreation & Park District

As steward of public lands and recreational development, Prospect Recreation & Park District is dedicated to protect, manage, and expand its parkland, and promote opportunities for citizens to pursue sports, historic, cultural, and leisure-time activities.

The primary purpose of the District Master Plan is to create a clear and concise set of goals, policies and objectives that will provide direction to the District Board and staff for future development, re-development and enhancement of the District's parks system, open space, trails, recreation facilities, and recreation programs and services for the short term (2020), the midterm (2025) and the long term (2030).

There are three primary components to the Master Plan Update:

1. Update of the 2008 PRPD Master Plan. The 2008 Master Plan was PRPD's first Master Plan, and has proven immensely valuable since it was completed. It has served to provide guidance for a number of capital improvements, and also was instrumental in PRPD's acquisition of the Applewood Golf Course in late 2016. Many of the goals and objectives outlined in the 2008 Master Plan have been completed. It is incumbent on PRPD to update the Master Plan, as it is now almost ten years old.
2. Master Plan the Applewood Golf Course (AGC). PRPD was very forthright to our constituents and funding partners during our acquisition of the AGC, in that we said that if we were successful in acquiring the site that we would conduct a planning process to determine if additional recreational amenities could possibly be added to the AGC. Obviously, the main function and use of the site is golf, but it is possible that additional recreational amenities could be added without negatively affecting the golf operation. Further, it is

incumbent upon PRPD to gather public input as to how the AGC is used and what additional opportunities the community might like to see on the AGC site over time. And lastly, PRPD needs the public's input regarding the trail connection from the AGC to the Clear Creek Trail. PRPD has been able to work out agreements and a general location for the trail with Coors Brewing Company and the developer of the Clear Creek Crossing property, and we now need to solicit public input as to the trail.

3. Develop a conceptual plan for Prospect Arena. This is an oddly shaped (165' X 1,320', 5 acres) underutilized park site that is not up to the standards of PRPD's other six developed parks. PRPD has an option to purchase the privately owned parcel immediately to the west of Prospect Arena. This parcel is exactly the same size as Prospect Arena. This acquisition, if successful, will greatly expand PRPD's ability to implement future improvements at this site. The current constraint with the extreme narrowness of the site will not be an issue if PRPD is able to expand the width of the site by an additional 165'. The conceptual plan will provide two separate options- one for the current existing site, and one for that includes the current existing site as well as the immediately adjacent property to the west.

II. Background

Prospect Recreation & Park District is a Colorado Title 32 Special District. From 1955 through 1999, Prospect Recreation District was a Title 30 District, capped at 1 mill. A successful election was held in 1999, leading to the formation on January 1, 2000 of the Title 32 Prospect Recreation & Park District. The District was formed with a property tax mill levy of 3 (three) mills. In November 2015 the District's voters approved an increase of 1 (one) mill, for a total of 4 (four) mills for general operations. At the November 2015 election, the District also received voter approval to incur up to \$9,000,000 in bonded indebtedness for the purpose of acquiring the Applewood Golf Course. That acquisition was accomplished in December 2016. For tax year 2016, paid in 2017, the mill levy for the general obligation bonds was 2.6000. The same mill levy is in place for tax year 2017, to be paid in 2018. The total mill levy for the District is currently 6.600 mills.

The District is located on the west side of the Denver metro area, and is essentially landlocked between the municipalities of Arvada, Golden, Lakewood, and Wheat Ridge. Its borders can generally be described as 56th Avenue on the north, Ward Road and Youngfield Street on the east, Colfax Avenue on the south, and the east sides of both North and South Table Mountains on the west. Clear Creek runs west to east through the District, paralleling State Highway 58.

The District's population is 9,851 (Colorado Lottery December 2017). The area of the District is approximately ten (10) square miles. The District is comprised of two (2) cohesive communities:

The community of Fairmount lies north of Clear Creek.

The community of Applewood lies south of Clear Creek. A very small portion within the District boundary is also within the City of Lakewood.

Both Fairmount and Applewood are communities of long standing. While largely unincorporated, both communities maintain a strong sense of identity, and have a proven history of public involvement on community issues.

The District is administered by a five (5) member elected Board of Directors. Staff currently consists of five (5) full time employees; seasonal employees are hired as needed.

The District has an inventory of eight (8) parks, seven (7) of which are currently developed, and one (1) golf course. One (1) parcel of land is held in a conservation easement, is currently undeveloped, and will be planned and designed in 2018. The District also has two trail easements: one through the northeast corner of the Coors Technology Center, and one connecting from the Applewood Golf Course to the east and north to the Clear Creek Trail. The total parkland owned and operated by the District is slightly more than 225 acres, with all parks operated by the District and the Applewood Golf Course being operated by a lessee.

III. Scope of Services

The Scope of Services is to include developing a comprehensive inventory, an analysis of forecasted needs, and implementation strategies. Specific items to include in the study, but not limited to, are:

1. Parks System Open Space and Trails

Identify appropriate parks, open space and trails development standards, identify opportunities and deficiencies in the park system and open space, and create a park system, trails, and open space renovation program. Particular emphasis should be placed on trail connectivity.

2. Recreation Facilities

Identify appropriate recreation facility standards, identify opportunities and deficiencies for recreation potentials, and create a recreation facilities renovation program.

3. Recreation Programs and Services

Examine and evaluate the current recreation programs and services, and to identify opportunities and deficiencies for future recreation programs and services.

4. Capital Development

Identify important capital issues to consider to be incorporated into a five-year and long-range capital improvement program.

5. Costs and Funding Sources

Identify probable costs and potential funding sources and mechanisms.

A general description of the Scope of Services is as follows:

1. Work Plan

The consultant will provide the District with a final Work Plan within ten business days of the award of the contract by the District Board.

2. Demographic Trends

Review and interpret demographic trends and characteristics of Prospect Recreation & Park District, utilizing generally available data.

3. Park and Recreation Facilities Inventory

Develop a comprehensive inventory of existing District parks, open space, recreation facilities and include other public and private parks, open space, and recreation facilities located in the District and the surrounding area.

4. Recreation Programs and Services Inventory

Develop a comprehensive inventory of existing District recreation programs and services and other public and private programs and services located in the District.

5. Benchmarking/Comparison of Parks and Recreation Resources

Benchmark/compare the parks and recreation resources of the District with similar entities in the region in regards to parks, park facilities, open space, recreation facilities, accessibility, recreation programs and services, revenue to expense, usage and staffing levels.

6. Citizen Interest and Needs and Customer Satisfaction

Determine the citizen interest and needs and customer satisfaction for the parks system, open space, trails, recreation facilities and recreation programs and services.

7. Goals, Policies and Objectives

Develop goals, policies, and standards to support the District Master Plan, Mission Statement, and Strategic Planning objectives.

8. Local Standards

Develop a set of recommendations for local standards for parks, open space, trails, and recreation facilities plus recreation programming and services. Use the Composite-Values Methodology for Level of Service Analysis.

9. Prioritize Land Acquisition

Prioritize general land acquisition needs for the development of parks, open space, trails and recreation facilities.

10. Prioritize Parks System and Recreation Facilities Maintenance and Renovation

Develop a set of prioritized recommendations for maintenance and renovation of existing parks and recreation facilities.

11. User Fee Analysis

Develop a user fee analysis for park facilities and recreation facilities plus recreation programs and services.

12. Site Specific Development Recommendations

A. Develop a Master Plan for the Applewood Golf Course

Acquired by the District in December 2016, the Applewood Golf Course (AGC) has been a golf course since the mid 1950's. Threatened by a proposed residential development in 2015/2016, the Prospect community mobilized to oppose the development. The District was ultimately able to acquire the site. Analysis and examination of the AGC will be performed to determine if additional recreational opportunities can be provided at this site. Obviously, the main function and use of the site is golf, but it is possible that additional recreational amenities could be added without negatively affecting the golf operation. Further, it is incumbent upon PRPD to gather public input as to how the AGC is used and what additional opportunities the community might like to see on the AGC site over time. And lastly, PRPD needs the public's input regarding the trail connection from the AGC to the Clear Creek Trail. PRPD has been able to work out agreements and a general location for the trail with Coors Brewing Company and the developer of the Clear Creek Crossing property, and we now need to solicit public input as to the trail.

B. Develop a Conceptual Plan for the Prospect Arena site

The Prospect Arena site is an oddly shaped (165' X 1,320', 5 acres) underutilized park site that is not up to the standards of PRPD's other six developed parks. PRPD has an option to purchase the privately owned parcel immediately to the west of Prospect Arena. This parcel is exactly the same size as Prospect Arena. This acquisition, if successful, will greatly expand PRPD's ability to implement future improvements at this site. The current constraint with the extreme narrowness of the site will not be an issue if PRPD is able to expand the width of the site by an additional 165'. The conceptual plan will provide two separate options- one for the current existing site, and one for that includes the current existing site as well as the immediately adjacent property to the west.

13. Other Development Recommendations

Develop recommendations for areas not previously addressed by the District to enhance the current delivery system of facilities and services within the community.

14. Action Plan

Develop an action plan which will include issues, strategies, priorities and an analysis for budget support and funding mechanisms for the short term (2020), the mid-term (2025) and long-term (2030) for the parks system, open space, trails, recreation facilities and recreation programs and services.

15. General Design Guidelines/Principles

Based on citizens' interest, needs and customer satisfaction develop general standards of development for parks, on space, trails, and recreation facilities.

IV. Public Involvement

The consultant will develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the District Master Plan. In addition, the consultant will work with the Prospect Recreation & Park District Board of Directors, District staff, along with public officials and agencies, stakeholders, and interested individuals representing a wide range of park and recreation user groups.

The following meetings and reports are suggested as the minimum requirements to complete the District Master Plan:

1. One (1) orientation meeting with the Prospect Recreation & Park District Board of Directors or the District Advisory Committee to review the work plan, timeline and details of the master plan progress.
2. A minimum of four (4) meetings and/or presentations with the District Board or Advisory Committee at key points during the process.
3. Two (2) community meetings to provide broad-based community input for the Master Plan update. The consultant will provide an email address that can be utilized by the public to provide input to the plan. This email address will be periodically monitored by the consultant, and input gathered will be incorporated into the plan data.
4. Two (2) community meetings to gather public input for the Applewood Golf Course site (see page 6, item 12A).
5. Two (2) community meeting(s) to gather public input for site specific recommendations for the Prospect Arena site (see page 6, item 12 B).
6. A minimum of one (1) statistically valid survey of at least 1,000 Prospect residents; the methodology of the survey to be determined collaboratively by the consultant and Prospect.
7. A minimum of one (1) report to the Prospect Recreation & Park District Board of Directors at an Executive Session prior to adoption of the Master Plan.
8. One community meeting to present the DRAFT Master Plan to interested community members and stakeholders.
9. One (1) public hearing with the Prospect Recreation & Park District Board of Directors at the time of adoption of the Master Plan.

Note: The consultant shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the District project manager all prepared information for the public meetings at least three (3) days prior to the scheduled meetings.

V. Deliverables

The consultant shall deliver to the District the following items:

1. Detailed plan of work.
2. Summary of existing conditions, inventories and composite-values based Level-of-Service analysis.
3. A citizen survey which the District will own and can administer annually or bi-annually.
4. Draft Master Plan which shall include all the information contained in the Scope of Work.
5. One (1) unbound original, twenty-five (25) bound copies, unless otherwise indicated, and a soft copy on a USB Flash Drive of the Draft Master Plan to be used for distribution and review.
6. Appropriate written materials and graphics (maps, slides, etc.) to be used for public presentations.
7. Final Master Plan to include all elements listed in the Scope of Services.
8. One (1) unbound original, twenty-five (25) bound copies, unless otherwise indicated, and a soft copy on an external drive with USB capabilities of the Final Master Plan in the final published format (Adobe Acrobat PDF)) and in a text editable format (Microsoft Word).
9. Final District Master Plan Map, which includes all parks, open space, recreation facilities and trails, provided in color poster format (24 inch by 36 inch). The poster shall include the goals, objectives and policies of the District Master Plan.

Note: All written materials, graphics and data shall be delivered in paper, camera ready and in digital format consistent with the District software: Microsoft Suite of Office Products 2013 (Word, Excel) and Adobe Acrobat 8 Standard. The electronic format for all written/text documentation shall be Microsoft Word, for all graphic presentation documentation shall be Microsoft Power Point and for all spreadsheet data shall be Microsoft Excel, in a version compatible with Microsoft Office 2013. The electronic format for geospatial files (such as map documents, geospatial data, or analysis products) shall be delivered in industry standard formats with metadata that are compatible with ESRI's Arc GIS software.

Items to Be Provided By Prospect Recreation & Park District

1. A District Project Manager – Prospect Recreation & Park District Manager Mike Hanson.
2. An Advisory Committee - A subcommittee of the District Board and District staff.
3. Copies of all existing District studies, plans, programs and other data.
4. Access of all applicable District records.
5. Assistance with on-going community meetings.
6. If needed, parcel data from the Jefferson County Assessor’s office for the District’s spatial extent for use exclusively for this Master Plan.

Progress Reporting

The consultant and the District’s project manager shall hold progress meetings as often as necessary, but in no case less than twice per month until the final plan is approved by the District Board for the purpose of progress reporting. The consultant shall supply the project manger with at least two (2) copies of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting. The project manager shall schedule the advisory committee meetings and other meetings, as necessary, at key times during the development of the Master Plan.

VI. Proposal Format

RFP Proposal Response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the District. Ten (10) copies of the proposal shall be provided by the proposing firm. Limit the proposal response to thirty (30) pages. **The Proposal Response is due no later than 5:00 p.m. on Friday, July 20, 2018.**

ATTENTION: Mike Hanson, District Manger
Prospect Recreation & Park District
4198 Xenon Street
Wheat Ridge, CO 80033
mhanson@prospectdistrict.org

1. Letter of Submission. A Letter of Submission shall include the name address and telephone number of the person(s) who will: a) serve as Project Manager for the project; b) serve as Principal Contact with the District; and c) make presentations on behalf of the firm. The same information will be required for any sub-consultants to the primary consultants. Any confidential material contained in

the proposal shall be clearly indicated and marked as "Confidential".

2. Experience. Clearly indicate the specific experience of the individual/firm of projects of the same scale and type as this project. List the projects and indicate the length of each period.
3. Disciplines. Provide a list of disciplines which will be used with this project and who will provide the *services*.
4. Key Personnel. Provide a complete list of key personnel on the project and all sub consultants working on the project, along with their professional experience (project and dates) and their role/responsibility in the project. Indicate how much time for each person, including the Consultant Project Manger, will be dedicated to this project and each person's role/responsibility with this project.
5. Proposed Project Work Plan for Project. The Project Work Plan should include a project plan and time schedule describing the general work tasks and personnel assigned to the project. It shall include task/phase completion dates and key meeting/presentation dates.
6. Methods and Means Response. Provide a response that defines the methods and means by which the proposing firm will perform the services outlined in the RFP.
7. Portion of Project to be subcontracted. Submit a list of the portion of the project to be subcontracted, a percentage and the names of the proposed sub-consultants and work experience with proposer.
8. Other Information. Provide any other information deemed necessary to support the proposal.
9. Related parks and recreation/community services planning experience. Provide a list of a minimum of three (3) and a maximum of six (6) projects shall be described with respect to client, location, *common issues* and services provided. Graphic plans and other illustrations are welcome.
10. Client References. Provide names, addresses, and telephone numbers of at least (5) client references for similar projects of the same scale and type.
11. Project Cost. Provide the Project Cost for Services in a detailed itemized work format. The Project Cost for Services shall be a "not to exceed cost for services." Reimbursable items shall be included in this total cost, unless otherwise specified.

Note: Submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality and quantity of the project to be performed and the detailed requirements and conditions under which the Project is to be performed.

General Requirement of the Selected Proposing Firm

1. Enter into a contract with the District. (These documents, your Proposal submittals and the standard Prospect Recreation & Park District contract become the contract.)
2. Maintain insurance coverage for the duration of the contract period as outlined in the contract.
3. Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the District.
4. Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.
5. Operate as an independent contractor and will not be considered employee(s) of Prospect Recreation & Park District.
6. Successful consultant will be paid on actual invoices as work is completed, per the following schedule. Invoices are to be submitted to Prospect Recreation & Park District by the 25th of each month. Invoices will be processed and submitted to the Prospect Recreation & Park District Board of Directors for approval at the regular monthly meeting held on the second Wednesday of each month. Payment will be mailed, or may be picked up, within three days following regular monthly Board meeting.

Evaluation Criteria

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

Percent	Component
25	Project Approach
25	Project Team
20	Past Project Experience & Client References
15	Project Schedule
10	Project Fee Structure & Cost Estimate
5	Presentation of Proposal

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award:

- | | |
|--|--------------------------------------|
| 1. Issue RFP | Friday, June 15, 2018 |
| 2. Pre-Proposal Conference* | Tuesday, June 26, 2018 at 10:00 a.m. |
| 3. Proposals Due | Friday, July 20, 2018 |
| 4. Evaluation of Proposals | July 23 through July 27, 2018 |
| 5. Consultant Interviews/Final Selection | July 30 - August 3, 2018 |
| 6. Contract approved by District Board | Wednesday, August 8, 2018 |

*The **Pre-Proposal Conference** will be held at the Arbor House at Maple Grove Park, 14600 West 32nd Avenue, Golden CO 80401.

Timeline

The timeline that is projected for the preparation and completion of the Prospect Recreation & Park District Master Plan is sixteen (16) months from the District Board award date. Completion of the Master Plan in less than sixteen (16) months would be welcomed by the District.