



June 21, 2023

Dear Principal – Park Planning Design Firm:

The Town of Carbondale, Colorado is soliciting written proposals from a qualified consultant team to provide a Chacos Park ***“Site Master Plan & Report”***. This site plan and report that accompanies it will determine how best the Town should develop this downtown parcel to meet the local & regional needs of the site.

This Request for Proposals (RFP) is being issued for the purpose of developing a short list of firms/individuals to interview, so that a consultant team can be selected to engage in working with the Town of Carbondale to develop this Site Master Plan. To be eligible for consideration, the proposing firm/individual must be capable of supplying the services as noted herein and must also meet all other criteria outlined in this RFP.

Proposing firms/individuals shall submit in writing, information outlined under the Submittal Requirements (SECTION 6). Please address all six items requested, and such other data as may be useful in evaluating the ability of the consultant team to perform the work required. Information contained in the RFP, and the proposal submitted, shall be incorporated by reference into and be considered part of the contract between the Town and the firm/individual selected.

All proposals can be e-mailed and must be received by the Town of Carbondale prior to 3:00 pm, Wednesday, July 26, 2023

If you should require or would like additional information regarding this Site Master Plan project and/or RFP, or need a clarification of any part thereof, please don't hesitate to contact me. My office number is (970) 510-1277 and e-mail address is: ebrendlinger@carbondalecto.net

Sincerely,

Eric Brendlinger

Town of Carbondale Parks & Recreation Director

Cc: Lauren Gister, Town Manager

TOWN OF CARBONDALE, COLORADO

Request For Proposals

Chacos Park “Site Plan & Report”

1. Request for Proposal Introduction:

The Town of Carbondale is seeking professional services from a qualified consultant team to conduct a public scoping process that will result in the development of a “Site Plan & Report” for the *Chacos Park* property. Total funding available for this site plan and report is \$30,000. Interested firms should submit to this Request for Proposal based on what’s requested within the Proposal Submittal Requirements under Section #7.

2. Chacos Park Background Information:

Chacos Park, formerly known as 4th Street Plaza Park, is located in downtown Carbondale on the corner of 4th Street and Main Street. The property location is the center of the commercial core of downtown Carbondale. The Town recently acquired this parcel as a donation, after many years of public use under a lease agreement with the landowner. The generous donation of this property has created the opportunity for a public park in the downtown core.

This park is approximately 7,500 sq feet. This park was recently renamed *Chacos Park*, in honor of the late Chris and Terry Chacos, who started The Village Smithy restaurant and were champions of creating a vibrant and sustainable downtown core. The donation of the property will allow improvements to the park in perpetuity for special events and recreation use. The Town feels this public park is vital to the vibrancy and economic well-being of the entire Town. Developing a “Site Plan & Report” on how best to develop the property for ongoing public recreational and special event use is now needed.

The intersection of 4th street and main street could be considered the epicenter of the downtown core has also been viewed and recognized by many people as the character of Carbondale and should reflect a positive image of our community that encourages, welcomes, and attracts people to visit the town.

Prior to the *Chacos Park* property being acquired by the Town of Carbondale, this parcel was leased and used for a special event space and a seasonal ice rink.

With the recent donation of this property, the Town of Carbondale desires to move forward with improvements to the park with public input, financial backing, budget allocation and potential future grant funding. Grant sources place importance on community park planning with public involvement, hence the need for a comprehensive “Site Plan & Report” with citizen and stakeholder input.

3. Overall Deliverables, Scope of Services & Outline of Project Tasks:

The overall objective of this site planning project is to determine how best this parcel should be developed and improved upon to meet local and regional needs.

- Following a public scoping process with stakeholders and citizens, a final “Site Plan & Report” shall be completed that incorporates and outlines how the *Chacos Park* should be developed. This Site Plan & Report will reflect a strategized and prioritized plan to develop the park.
- The “Site Plan & Report” shall include individual schematic design drawings of the development of the park property.

- The “Site Plan & Report” shall include a surveyed 1 ft contour base map of the park property.
- A detailed projected construction cost estimate for recommended park development elements, taking into consideration limited town funds.
- The planning study shall address and detail within the final report both the existing site’s advantages and challenges to developing the property. Examined and determined will be what new proposed recreational facilities are needed, and also what needs to be done to improve the existing facility amenities already in place. The planning study will consider the physical characteristics of the property, vehicular access, pedestrian access, and potential connectivity to other adjacent properties. The final “Site Plan & Report” will meet and address all these objectives and threshold issues so that it can serve as a planning guide to direct the development.

Project Task #1

Consultant Selection: Upon selection of a consultant, a contract with a defined scope of work will be signed. Information contained in this RFP, and the proposal submitted, will be incorporated by reference, and be considered part of the contract between the town and consultant selected.

Deliverables: Consultant awarded a contract that outlines scope of services and work to be completed.

Project Task #2

Project Initiation & Site Visit: Consultant kick-off meeting and site visit with the Town of Carbondale Parks & Recreation Staff. The purpose of this task is to confirm the planning project objectives and goals, project tasks and schedule, and define the expectations for the project. This will assist the consultant team in developing project messages for use during the public outreach portion of the project. In addition, this meeting will identify who the key stakeholders are. The meeting will allow for discussion of existing data sources, identify data needs, and identify existing work and/or studies performed within the park area. A site visit will follow to walk the property to discuss and brainstorm specific ideas and options involving future proposed development.

Deliverables: Meeting notes (including action items); List of steering committee members and key stakeholders; Project timeline.

Project Task #3

Consultant Team Data Collection: Consultant selected engineering firm shall survey and produce a property site base map (1 foot contour). Consultant team shall begin park project visits to scope proposed locations of improvements and park amenities to enhance park site. Site scoping will be done to determine ADA accessibility within the park.

Deliverables: Property base map survey showing drainage, existing resource inventory & site utilities; Develop preliminary schematic site program.

Project Task #4

Stakeholder Meeting #1: Consultant shall schedule, conduct, and facilitate a project start-up meeting and tour of the site with the stakeholders to clearly define the Site Plan objectives and to discuss status and schedule of the planning process, provide the base map and land survey data, discuss development of a preliminary program for the park property.

Deliverables: Meeting notes (including action items); Comments and issues discussed regarding preliminary program; and a refinement to the preliminary program.

Project Task #5

Stakeholder Interviews: Consultant shall coordinate an individual timeslot schedule to arrange and conduct personal interviews with all identified and interested stakeholders of the Chacos Park property to determine and establish objectives that they wish to see occur with future construction and development of the park property. Among these stakeholders, but not all inclusive, may include Town Trustees & staff (Town Manager, Utilities, Public Works & Parks & Recreation Director); Carbondale Bike, Pedestrian & Trails Commission; Carbondale Parks & Recreation Commission; Carbondale Arts (neighbor) members of the Special Event Task Force and any other individuals or groups that may be identified. The purpose is to review the preliminary program with stakeholders and to receive comments as well as input to the preliminary program plan. The intent of stakeholder interviews will be to identify one or more program site plans that will be carried forward

into the public outreach portion of the planning process. Consultant will take the comments received during these interviews and incorporate them into one or more proposed site plans.

Deliverables: Interview notes & comments; Preliminary Site Program Plan(s) (electronic & hard copy); Prepare brief document for those who participated in interviews and to post on Town of Carbondale website.

Project Task #6

Public Outreach Open House: Consultant shall schedule, conduct, and facilitate a citizen Public Outreach Open House to present the draft preliminary Site Program Plan that's developed following Task #5. The consultant shall advertise the Open House in the Sopris Sun newspaper through a ¼ page advertisement and developed news article and shall also advertise through a local KDNK radio station announcement. Purpose of this Open House is to ensure and give an opportunity for local citizens and other stakeholder interests to be heard, to inform local citizens and other stakeholders about the project, and to solicit citizen and other stakeholder recommendations regarding the project. Comments received at the Open House will be considered in the development of the final "Site Plan".

Deliverables: Open House newspaper & radio ads, social media promotions and invitations. Open House meeting notes & materials.

Project Task #7

Stakeholder Committee Meeting #2: Consultant shall meet to discuss Public Outreach Open House meeting results, and to discuss recommendations for developing final "Site Plan & Report". Discuss with stakeholder committee the program of proposed amenities and improvements that have been identified for future development of the Gateway River Park. Discuss the recommended locations for these proposed amenities and improvements. Address vehicle access and parking needs. Address pedestrian, bicycle, and visitor user access to and through the park for appropriate linkages, safety, functionality, and efficiency. Address trash and recycling needs. Address proposed landscaping and aesthetics within the park for appropriateness, safety and needs of recreational users; along with effect, buffering concepts, longevity, and maintenance needs. Address Park lighting and other infrastructure needs including overhead and underground utility costs.

Deliverables: Meeting notes (including action items).

Project Task #8

Finalize Site Plan: Based on comments received from the public & stakeholders, the "Site Plan" will be updated and finalized by the consultant team accordingly.

Deliverables: Final Site Plan in graphic form (electronic and hard copy) with a supporting written report.

Project Task #9

Adoption Assistance: Consultant shall identify a cost estimate for each recommendation.

Deliverables:

Final Site Plan & Report on implementation, timeline, and potential cost analysis of the plan. This will include the schematic design drawings of the development recommendations and cost estimates for each development phase. A potential list of project partners and funding sources will also be included in the report.

Project Task #10

Final Plan Approval: Consultant shall refine, prepare, and present first to the Parks & Recreation Commission and then will present to the Carbondale Board of Trustees the final Gateway River Park "Site Plan & Report".

Deliverables: Final "Site Plan & Report" that can be utilized to seek GOCO and other grant sources, and that will assist in developing future construction bid documents for park construction. Provide electronic copy of Site Plan & Report.

4. User Groups Targeted within Site Master Plan:

There are four (4) primary and historic uses of this park that have been identified as being integral to the outcome of the Chacos Park Site Plan. The scope of work in developing this Site Plan should respect and balance the interests, issues, and concerns of these diverse uses and/or stakeholders listed below:

a) Special Event Use:

The location of this park in the center of the Town of Carbondale has contributed to the production of a plethora of special events in this location. Presently the location contains a hardscape plaza to the west and the road area on 4th street connects to main street to the north and down to Garfield Ave to the south. The launchpad is on the east side of 4th street across the alley from the park, and a parking area is to the West of the Launchpad. The Launchpad is home to a flex studio for performing arts, a studio space for fine arts and the offices of Carbondal Arts, a local arts, education based non-profit and special event producer.

The following is an annual special event List of Chacos Park uses from 2023.

TOWN OF CARBONDALE 2023 EVENT CALENDAR

Chacos Park & 4th Street and Plaza

Event	Organizer	Date	Location
<i>First Friday Family Skate Night</i>	Parks & Rec Dept	January 6th (Fri)	4 th Street Rink in Chacos Park
<i>First Friday</i>	First Friday Committee	February 3rd (Fri)	Downtown
<i>First Friday "Creative District Focus"</i>	First Friday Committee	March 3 (Fri)	Downtown
<i>First Friday Healing Hoof It 5K & Animal Parade</i>	First Friday Committee	April 7 (Fri)	Chacos Park & Downtown
<i>First Friday "Family Block Party" & Pride Parade</i>	Parks and Rec Dept	May 5 (Fri)	Chacos Park & 4th Street
<i>Bonedale Bike Week Morning Coffee for Bikers</i>	Bonedale Bike Week	May 15-21 (Mon-Sun)	Chacos Park
<i>First Friday "Art Around Town" Band on Stage</i>	First Friday Committee	June 2 (Fri)	Downtown
<i>Downtown Farmers' Market Music on Stage</i>	Farmers' Market	June 7-Sept 27th Every Wednesday	Chacos Park and 4th street
<i>First Friday "Mt. Sopris Music Fest"</i>	First Friday Committee	July 7 (Fri)	Chacos Park Stage
<i>First Friday "Car Show" Band on Stage</i>	First Friday Committee	August 4 (Fri)	Downtown Main St.
<i>Our Town One Table</i>	Parks and Rec Dept.	August 20 (Sun)	Chacos Park & 4th Street
<i>Cowboy Up Dance & BBQ</i>	Cowboy Up Committee	August 25 (Fri)	Chacos Park & 4th Street
<i>First Friday Band on Stage</i>	First Friday Committee	Sept 1 (Fri)	Downtown Main St.
<i>First Friday Potato Day</i>	First Friday Committee	Oct 6th (Fri)	Downtown Main St.
<i>Potato Day Ross Montessori School Tator Trot Fun Run</i>	Ross Montessori School	Oct 7th (Sat)	Chacos park & Downtown
<i>Potato Day Pancake Breakfast</i>	Carbondale Rotary Club	Oct 7 (Sat)	Chacos Park
<i>Bonedale Flashmob Thrill the World</i>	Bonedale Flashmob	Oct 28 (Sat)	Chacos Park & Plaza
<i>First Friday "Dia De Los Muertos"</i>	First Friday Committee	Nov 3 (Fri)	Chacos Park & Downtown
<i>First Friday "Light Up Carbondale"</i>	First Friday Committee	Dec 1 (Fri)	Chacos Park & Downtown

b) Community At-Large Use Honoring the Legacy of Chris and Chacos:

The park recently went through our “Renaming of a Park or Town Facility Process”. Marty Silverstein, one of our Board of Trustees, presented the idea to name this newly donated space Chacos Park, in honor of the late Chris and Terry Chacos. This idea saw no opposition in the 45-day public comment period and received unanimous support from the Parks & Recreation Commission and the new name received a unanimous vote from the Trustees in January of 2023. The Chacos Family started the Village Smithy Restaurant in Carbondale and were civic minded local business owners and spent countless hours on the beautification of the downtown core through volunteer efforts, so this park is a fitting legacy for the family and for the Town to honor and continue that work.

A strong focus of the Site Plan for developing Chacos Park will be for access and improvements that will benefit local community users of all ages and interests. The park has the opportunity to provide citizens of Carbondale with a place to experience open space amidst a built-out environment and street scape. It can provide a natural setting that resonates with Carbondale values of family, community, recreation and environment. Selective areas could provide enjoyment for families with children. The area could be popular with picnickers, or for just spending time outside in a downtown park. Park development could also offer opportunities for the elderly and handicapped visitors.

c) Winter Recreation:

The Town Parks & Recreation Department installs a temporary ice rink in the park from late December to early February. This is a non-refrigerated plastic liner that we flood with water and it is contained within a with a plastic walled rectangular system that acts as the side boards. The size of the *Nice Rink* product is 40 ‘ be 70’. We rent ice skates at the Carbondale Recreation & Community Center which is a 2 blocks away from the ice rink. There are no stick sports i.e.-hockey or broomball allowed at this rink and the main purpose is for families with kids to enjoy some skating time. We provide picnic tables and a fire pit for special events.

d) Concert Venue:

The Town of Carbondale has a mobile stage called the *Stageline 75* with stage dimensions below: This is a trailered stage that can be set up anywhere. We have set it up in the park in a northwest front of stage configuration and also to the west in the 4th Street Plaza facing east and on the 4th street itself facing north. The stage requires a flat location and truck access to deliver it to the location and take it away. The front of stage is the back of the trailer so access and space for the truck is needed on the back side of the stage.

Stage Dimensions

Stage Floor space : 16’ X 20’

Stage height from ground: 3’2”

Front of Stage roof height from ground: 17’2”

Rear of Stage roof height from ground: 13’3”

Front of stage roof to stage floor distance: 10’ 9”

5. Site Plan Design Stakeholder Group:

The consultant team selected, along with town staff, will work together with a Site Plan Stakeholder Group. The Stakeholder Group will assist as an advisory sounding board for the project, and assist with general guidance and recommendations throughout the design process, and will also assist with helping to get public information out. The Stakeholder Group will hopefully be made up of individuals representing the following anticipated user groups or stakeholders:

- Parks & Recreation Commission representative
- Bicycle, Pedestrian, Trail Commission representative
- Town Trustee representative
- Carbondale Parks & Recreation Director
- Non-profit Groups
- Special Event Task Force Members
- Downtown Business Owners
- Carbondale chamber
- TCC

6. **Project Schedule & Milestones:**

a)	Request For Proposals (RFPs) sent out:	June 21, 2023
b)	Request For Proposals (RFPs) due date:	July 26, 2023
c)	Parks & Recreation Screening of RFPs:	August 2, 2023
d)	Interviews (if needed) Selection of Consultant Team:	August 9, 2023
e)	Develop, Review & Finalize Contract:	August 7-9, 2023
g)	Town Trustee Award of Contract:	August 22, 2023
h)	Consultant Project Start-up:	August 23, 2023
i)	Site Master Plan & Report presented to Town Trustees:	November 1, 2023**

** The Chacos Park "Site Plan & Report" must be completed by this date to be included in the 2024 Town budget process for implementation in 2024.

7. **Proposal Submittal Requirements:**

a) **Letter of Intent:**

Submit a letter of interest that references your ability to complete the scope of services within the above timeline requested, and that you and your team has the professional expertise and knowledge to perform the work requested. Also, please include the name and phone number of the project manager or contact person assigned to submit and head-up this Request for Proposal submittal. Feel free to submit any other relevant information you wish.

b) **Project Understanding & Approach:**

Provide narrative information that reflects and outlines your understanding of the scope of services, goals and objectives, and tasks that need to be completed. Describe your approach and planning methodology to complete the *Chacos Park* "Site Plan & Report" within the time frame requested.

c) **Project Schedule:**

Provide a narrative on your proposed timetable schedule and/or a timeline graph that you and the Stakeholder Group will follow to complete the tasks outlined in the scope of work. Your work schedule shall keep within the time frame established for completion and submittal of the *Chacos Park* "Site Plan & Report".

d) **Project Experience & References:**

Submit information and descriptions of similar projects you and your team have completed. Include the name of the client, project location, services provided, date completed and client contact including telephone number.

e) **Project Team:**

Does the project team have demonstrated design experience with developing similar park site master plans. List the credentials, qualifications and prior experience of key personnel who will be assigned to this project. Describe the responsibilities of all relevant staff assigned to this project. Identify the key contact and/or project manager. If an individual or firm is proposing a joint venture or collaboration arrangement with another individual or firm, state the nature of the relationship, and reflect how the team has worked together on past projects.

e) **Personnel Fees & Project Cost Schedule Breakdown:**

The Contract to be awarded for this project is not to exceed \$30,000 and must include all project related consultant team expenses (survey, travel, advertising for public open house meeting, copy material costs, etc.)

- Provide an hourly fee schedule for all staff personnel working on the project.
- Provide a cost breakdown on each phased task, as outlined within your proposed scope of services, which will total the complete \$30,000 project cost.

f) **Optional Submittal: Deviation from Scope of Services & Outline of Phased Tasks:**

The project team may propose and recommend a deviation from the scope of services and phased tasks outlined in the RFP. A detailed justification and rational explanation must be provided on why an alteration to the scope of services is being proposed, along with an explanation on how they will reach the same *Chacos Park* "Site Plan & Report" results. A required cost breakdown of each task, as outlined within the altered scope of services, must still be included.

8. **Selection Process & Criteria:**

Written proposals submitted will be reviewed and screened by a review committee. An interview will be scheduled (if necessary) with the consultant firm(s)/individual(s) shortlisted and selected for consideration.

Selection of the consultant will be based on the following criteria:

- Credentials of firm/consultant team and any key personnel (lead person) assigned project.
- Previous experience with similar projects.
- Quality of proposal and specific approach to project.
- Expertise dealing with the technical issues important to the project.
- Knowledge of project background, needs, goals, limitations, and special considerations.
- Reasonableness and credibility of estimated cost breakdown of all tasks to complete the project.
- Physical location relative to project site in order to minimize response time to project needs.

9. **Supplemental Information:**

- a) Please submit one electronic copy of the proposal by 3:00 pm, Wednesday, July 26, 2023 to:

Town of Carbondale

Attn: Eric Brendlinger-Parks & Recreation Director

511 Colorado Avenue

Carbondale, CO 81623

- b) **Incurring Costs, Limitation and Award:**

This *Request for Proposals (RFP)* does not commit the Town of Carbondale to award a contract, nor to pay any costs incurred by successful or unsuccessful individuals/firms in the preparation and submission of proposals in anticipation of a contract. The Town of Carbondale reserves the right to reject any or all proposals received, to waive formalities, to cancel or change the RFP, to negotiate and to award on basis other than anticipated cost to the Town, and to proceed or not proceed with the project as it deems to be in its best interest. After a priority listing of the final individuals/firms is established, the Town will negotiate a contract. If negotiations cannot be successfully completed with this individual/firm, negotiations will be initiated with the next priority individual/firm.

10. **Completion Schedule:**

The finished work product contemplated for this "Site Plan & Report" and all associated documents shall be completed within 70 days of the award of contract between the Town and Consultant.

11. **Inquiries:**

Any questions regarding this *Request for Proposals* can be directed to the Town of Carbondale Parks & Recreation Director, Eric Brendlinger, at the above address, or at this email address:

ebrendlinger@carbondaleco.net

His office phone number is (970) 510-1277, and his cell number is (970) 319-2494

FYI-Eric will be out of the office from June 22-July 9. Any questions requiring shared addendum answers will be answered and shared with the potential contractors after July 10th, 2023.



Town of Carbondale Chacos Park





Town of Carbondale, Colorado

REQUEST FOR PROPOSALS FOR "Chacos Park" SITE MASTER PLAN

Town of Carbondale is soliciting proposals and statement of qualifications from qualified firms/individuals to develop a "Site Master Plan & Report" for the Chacos Park property at 4th Street & Main.

This Site Plan will determine how best the Town should develop this property to meet the public needs of the site.

A copy of the Request for Proposals that outlines the scope of services and submittal requirements can be obtained by going to the Town of Carbondale website www.carbondalegov.org or at this link:

<https://www.carbondalegov.org/residents/rfps/index.php>

or contact:

Eric Brendlinger - Parks & Recreation Director

Phone: (970) 510-1277 Email: ebrendlinger@carbondaleco.net

