

**CITY OF SALIDA REQUEST FOR PROPOSAL  
FOR PROFESSIONAL SERVICES  
Develop a Parks, Recreation, Trails and Open Space Master Plan Update 2019**

**PROJECT DESCRIPTION**

This request for proposal is intended to enable the City of Salida to select a consultant to develop a “City of Salida Parks, Recreation, Trails and Open Space Master Plan Update for 2019”. The favorable Proposal shall provide the City with a clear understanding of the cost and timeline to formulate a comprehensive update to the 2008 City of Salida Parks, Recreation, Trails and Open Space Master Plan. The specific nature of the scope of work for this project is outlined in this Request for Proposal (RFP). Consultant proposals received in the timeline provided will be evaluated, and subsequent interviews may be coordinated with the top responding candidates. The schedule for consultant selection and project completion is attached. All proposals must be submitted to Theresa Casey, Arts & Recreation Director by 2:00pm MST on April 9, 2019.

**SUMMARY OF SELECTION PROCESS**

The City of Salida requests proposals from qualified consultants for the Parks, Recreation, Trails and Open Space Master Plan Update Project 2019.

**SCHEDULE FOR CONSULTANT SELECTION**

March 25, 2019	Distribute Request for Proposals
April 9, 2019	2:00pm MST, Proposal Deadline
April 15, 2019	Selected Consultant Interviews
April 16, 2019	City Council Award

**WHERE TO SUBMIT PROPOSALS**

Three hard copies and one digital copy of the proposal (no faxes or emails) must be submitted to the City of Salida Hot Springs Aquatic Center, 410 W Highway 50, Salida, Colorado 81201 no later than 2:00 pm MST on the proposal deadline. Proposals shall be delivered in a sealed envelope titled: Proposal, City of Salida Parks, Recreation, Trails and Open Space Master Plan Update Project 2019. The City has the right to reject any or all proposals for any reason.

**PROJECT LOCATION**

The City of Salida, Colorado is located near the crossroads of Highway 50 and Highway 291 in Chaffee County.

**PRELIMINARY PROJECT SCOPE ELEMENTS**

The “City of Salida Parks, Recreation, Trails and Open Space Master Plan Update 2019” is intended to provide renewed direction for Salida’s Parks, Recreation, Trails and Open Space system. The updated plan will build upon the objectives in the City’s 2008 plan; updating its goals, objectives,

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recommendations and strategies, acknowledging accomplishments, and creating a new plan/vision to guide Salida for the next 10 years. Additionally two site specific park plans (Centennial Park and Marvin Park) shall be produced.

Salida's 2008 plan has been well used and many of the goals and objectives for improvement have been accomplished largely due to the process and product(s) of that plan. Salida continues to grow rapidly and as dynamics change so should planning efforts. An updated plan and two site specific plans will help to guide Salida's efforts and gain support of city officials, citizens and granting agencies, while providing a roadmap for the future.

The project shall include:

1. A community driven Parks, Recreation, Trails and Open Space Master Plan
2. A site specific Master Plan for Centennial Park, 410 W Highway 50
3. A site specific Master Plan for Marvin Park, 900 W. 1<sup>st</sup> Street

Scope of work shall include:

1. Update and review of past planning documents including; updated inventory, demographic changes and recent planning initiatives.
2. Assessment of community need through community stakeholder and staff meetings.
3. Updating of the 2008 Salida Parks, Recreation, Trails and Open Space Master Plan, preparing a 2019 City of Salida Parks, Recreation, Trials and Open Space Master Plan.
4. Creation of two site specific plans for Centennial Park and Marvin Park using a public stakeholder process.
5. Plan adoption including presentations to the Parks & Recreation Advisory Board and Salida City Council.

All proposals shall include the following:

1. A letter of interest, addressing the Scope of Services.
2. General statement of understanding of the project.
3. Estimated schedule, including all tasks and milestones, for all work necessary to complete the plan.
4. Consultant qualifications including those responsible for Salida's plan and three references.
5. The proposal shall provide an estimate of the total costs involved in completing each phase of the plan.

\*Successful proposer will be asked to enter in to a Professional Services Agreement with the City of Salida (A copy of which may be obtained from the City of Salida)

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**EVALUATION CRITERIA:**

1. Demonstration of understanding of the City's needs and objectives
2. Qualifications and ability to meet the needs of the City
3. Professional personnel assigned
4. Approach including techniques, sequence and methods
5. Process and timeline
6. Cost proposal
7. References

The City of Salida reserves the right to reject any and all proposals for any reason.

Questions should be directed to:

Theresa Casey, Recreation Manager  
719-539-6738  
Theresa.casey@cityofsalida.com

Proposals for services are due to:

Theresa Casey, Arts & Recreation Director  
410 W Rainbow Blvd (Highway 50)  
Salida, CO 81201

By: 2:00 pm, MST April 9, 2019