

**Dolores Joe Rowell Park
Master Plan RFP
February 23, 2022**

I. Invitation

The Town of Dolores invites all interested, qualified persons or firms capable of providing the required services to submit proposals for planning and conceptual design services for Joe Rowell Park (JRP). The Town is requesting proposals from a design team with a Professional Landscape Architect, licensed in the State of Colorado, to provide planning and conceptual design services.

Services to be provided by the Consultant team will include but not be limited to project programming, development and evaluation of conceptual alternatives as part of the public engagement process, and final conceptual designs of Joe Rowell Park.

The Town reserves the right to negotiate any and all elements of any Consultant proposal.

Instructions and Administrative Information

Schedule of Activities for RFP
RFP Issued February 23, 2022
Deadline for Offeror’s Written Inquiries March 15, 2022
Proposal Submission Deadline March 23, 2022 3:00 p.m.
Notice of Intent to Award April 11, 2022

RFP Point of Contact or questions concerning this RFP and the procedures for responding to the RFP should be directed in writing, by phone or email to: Ken Charles, Town Manager Town Hall. PO Box 620, Dolores, CO 81323
manager@townofdolores.com 970 882 7720

II. Introduction and Background

JRP is 24-acres in size and is located at the western entrance to the town of Dolores. The Park is highly treasured by residents and visitors. Existing structures and uses include:

- Children’s playground
- Dolores River Infrastructure
- Three ballfields
- The Dolores River trail
- Picnic areas
- Two pavilions

- Restrooms
- Open multi-purpose field
- Concrete basketball court
- Open Space
- Community Garden

There are innovative ideas, suggestions and concepts for additional uses of the park the Town Dolores Parks Advisory Committee and town personnel are considering. Rather than look at these innovative ideas individually or piece meal the town has decided to have a community conversation and design concepts by utilizing services of a professional team.

It is the objective of the Town to:

- 1) Develop an overall evaluation of JRP, relative to the Town of Dolores residents for park and recreation amenities and site opportunities and constraints. The plan should address how each park amenity functions in relation to the others with program elements based on the big picture.
- 2) Provide aa priority list of elements and facilities for JRP to meet current and future desires of the community.
- 3) Conceptually design the new park elements in accordance with federal, state and local standards, ADA accessibility standards and specifications.
- 4) The following new park amenities and uses could be considered for conceptual development of the new community park.
 - Pump Track/Skate Park
 - Adult fitness station
 - Shade structure
 - Pickle ball court
 - Ballfield Concession stand/Restrooms
 - Narrow gauge railroad track
 - Open Space
 - Dog Park
 - Perimeter/Interior pathways
 - Dolores River Kayak Access Infrastructure
 - Pavilion(s)
 - Multi-purpose field/Soccer field

III **Scope of Services**

The town is looking for a multi-disciplinary project Consultant Team (Consultant) to provide professional site planning, landscape architecture, public participation services, and conceptual design services.

Program

Through a public meeting process develop a program or detailed list of activities and facilities that are appropriate for JRP. Detailed program should include quantity, size, description, character of facilities and supported activities.

Conceptual Design

Conceptual design alternatives for JRP should be developed by the consultant in coordination with the Town Parks Advisory Committee and town staff. Conceptual design should be developed for JRP to sufficiently depict the design concepts and provide detail for evaluation and comparison of the concepts. A minimum of two design alternatives shall be prepared for JRP.

Meeting Attendance

The consultant shall facilitate an estimated four meetings. These meetings shall include:

1. An initial on-site scoping meeting with the Parks Advisory committee and to become familiar with JRP.
2. Public meetings with affected interest groups and the public.
3. Public meeting to review design ideas and options for park design with the affected interests and the public.
4. Public meeting to present final option.

Additional staff and consultant phone conferences and/or meetings will be held as needed.

Consultant shall be responsible for providing agenda and meeting minutes for all meetings. The consultant shall provide hourly rates and associated fees for additional meetings and preparation of conceptual plan drawings and maps required for meetings.

The consultant shall provide six 11” x 17” hardcopy and an electronic version of all conceptual design sheets for review. Specifications and other written documents should be submitted electronically as Word format.

IV. **Instructions to Proposers**

The consultant shall provide either one electronic or hard copy of the proposal. Proposals shall not exceed twenty pages in length. Proposals shall be submitted to Town of Dolores, PO Box 630, Dolores, CO 81323 or to Town Manager Ken Charles at manager@townofdolores.com.

The proposals shall be organized using the following format:

1. Table of contents
2. References and Experience-list of projects your Team has completed the past five years that are like that requested by the Town of Dolores. With each reference, include the name, address, persons to contact and telephone number, a description of the project completed, and the time required to complete the project. Include involvement in later construction phases.
3. Project Organization-list key personnel that will be assigned to the project. List the person's name, title, project assignments, years of experience, licenses and other qualifications. List any sub-consultant personnel and describe past roles any sub-consultant played for your Team.
4. Describe your work plan for each element of the project. The selected consultant will be required to submit a detailed work plan that should include a spreadsheet quantifying each Scope of Work component by estimated hours by staff.
5. Include all services that will not be included in the contract and are expected to be provided by the Town of Dolores.
6. Include a lump sum cost for each service for each element of the proposal.
7. Include a statement that the firm maintains the necessary liability, vehicle, workman's compensation insurance.

V. Selection Criteria

A selection committee comprised of town personnel and the Parks Advisory Committee will evaluate the proposals using the following criteria:

1. Strength and capability of project team.
2. The experience of the project team, working together, in providing similar services.
3. Key personnel assigned to the project, and their experience with similar projects.
4. Narrative and project approach including goals, controls, concepts and critical issues.
5. Time frame for completion of the project.
6. Ability of the consultant to complete the work in a cost-effective manner.
7. Overall responsiveness to the RFP.

VI. Requirements and General Information

Proposals shall be submitted with either one hard copy and/or an electronic copy. Proposals should be submitted to Town of Dolores PO Box 630, 420 Central Avenue, Dolores, CO 81323. Email to manager@townofdolores.com by

The Town of Dolores reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the town's opinion, to be in the best interest of the Town.

VII. Attachments

Exhibit 1: Site map of JRP

Exhibit 2: Parks and Recreation Master Plan
JRP Past Surveys