

REQUEST FOR PROPOSALS  
TOWN OF GRANBY, COLORADO  
Parks and Recreation Planning

12/31/2024

**Information & Instructions to Proposers:**

A copy of the Request for Proposals (RFP) and associated documentation may be obtained on the Town of Granby's website at [www.townofgranby.com](http://www.townofgranby.com). Additionally, the RFP may be obtained at <https://www.bidnetdirect.com/colorado/townofgranby>. This RFP and any subsequent addenda will be posted to both locations.

**Background:**

Founded in 1905, the Town of Granby is the central "hub" for Grand County. It is home to the East Grand School District which includes high school, middle school, and elementary school facilities. It serves as a service center with a local grocery store, niche businesses, automotive supply stores and repair businesses, a lumber supply store, and hardware store. There are several retail businesses, health and beauty salons, and restaurants that line Granby's main street.

Aside from hosting vital businesses for local life, Granby and the surrounding area offer a vast array of outdoor recreational amenities. Within Town limits there are two golf courses, Granby Ranch Ski Resort, walking/ biking trails, and an upscale RV resort. The region is full of outdoor recreational activities that draw tourists and locals alike. Winter Park Ski Resort, the YMCA of the Rockies, various high end guest ranches, multiple water sources for fishing and boating, Rocky Mountain National Park, natural hot springs, and access to thousands of acres of public land are available within a short drive from the heart of the Town.

The Town of Granby is experiencing rapid growth (up 11.5% compared to the county growth of 5.9% according to the 2020 Census). Given the recent growth, the Town expects both housing and commercial development to continue along the Highway 40 corridor, and in the town as a whole by various developers. The Town also expects changes to the intersection of Highway 34 and Highway 40 to increase commercial activities. The Town has seen record amounts of traffic during the past few years due to year-round recreational activities.

The Town of Granby has a population of 2,079 people with 78% being over the age of 18, and an average household size of 2.40. The population of Grand County is 15,707. 61% of housing units in the county are vacant, with 51% being vacant within town limits. This is due to the volume of second homeownership. Granby is currently working with Grand County and neighboring communities to address the workforce and senior housing crisis.

The Granby Comprehensive Plan was completed in 2023 after not being updated since 1985. The plan identified the need for outdoor recreation and recreational opportunities as some of the top priorities for the community. The RFP addresses three main priorities: design updates to the existing trail system and design of a new trail system, a feasibility study for a community recreation center, and an update to the Parks Master Plan.

The firm chosen should rely heavily on the 2023 Comprehensive Plan for guidance on their proposals. The firm will be expected to show expertise in a wide range of areas due to the extensive nature of the RFP. Coordination of multiple disciplines will be expected including, but not limited to: landscape design, architecture, trail design, consensus building, public engagement, engineering, and placemaking.

### **Scope of Services:**

Category 1 – Granby Parks Master Plan Update.

The 2011 Parks Master Plan covers Polhamus Park, Kaibab Park, Raffety Park, and Morales Park. Several improvements have been made to these parks since the writing of the Parks Master Plan. Raffety Park is halfway complete and now has exercise stations, playgrounds, and parking. In 2024, the new Granby Elementary School opened which is adjacent to the park grounds. Kaibab Park has since completed the connection for the Fraser-to-Granby Trail. The Granby Comprehensive Plan mentions the replacement of the band shelter at Polhamus Park and identified a high-level layout for additional improvements to Kaibab Park (note the west location of the potential water treatment facility is expected to move forward). The goal of the new Parks Master Plan will include furthering the plans for Kaibab Park and creating a layout and design for Morales Park. Additionally, a design for a band shelter is desired with a full plan for Polhamus Park.

In essence the Parks Master Plan should help guide future development and growth of parks and current recreational facilities. This plan, when completed, should be a catalyst for parks and recreation updates.

The Parks Master Plan should include, but is not limited to, the following:

- A needs assessment of the community parks and should include stakeholder input, community services, community meetings and mailings if needed.
- A site plan for Kaibab, Polhamus, and Morales Park should be created. Additionally, a site plan for Raffety park should be made with future planned improvements and additional space the school district may add.
- Update recommendations for the Soccer Dome if the community desires this.
- A five-year and ten-year plan should be created for improvements, including cost estimates and phasing.
- The “character” of each park should be defined for the community, staff, and elected officials.

Category 2 – Recreation Center Feasibility Study

The Town’s Comprehensive Plan identified, through multiple layers of community input, the desire to explore the building of a recreation center. This center would need to be “right sized” for the community in a space that is able to be utilized year-round. The space would likely include a variety of amenities including a pool, gym, ice rink facilities, sport courts, and some outdoor space for summertime use. Options for future expansion should also be considered. There are a variety of locations the Town has access to including a dedicated parcel that was donated to Town through the Granby Ranch annexation process. Other locations contemplated have been the State-owned

land across the street from City Market and the Town-owned area located on the south side of Summit Trail.

This portion of the RFP should include the collection, review, and analysis of the data necessary to assist the Town in determining whether the building of a recreation center is feasible and desired. Additionally, the analysis should include if the idea of funding the construction of a facility would be acceptable to the public through either the creation of a special district or through providing town funding coupled with entry fees.

Those responding to the RFP should include their public outreach approach for this portion of the project including public surveys, stakeholder meetings, public outreach, and public meetings.

Information to take into consideration would be:

- Market analysis reviewing the possibility of a recreation center and competition with Fraser Valley Recreation District
- Market determination of groups and/or potential user groups
- Impact on needs for the community
- Service area identification.
- Preliminary analysis of facility programming space allocations and needs
- Potential funding sources
  - Including grants, possible tax increases, recreation district creation, gifts and donations, partnerships, and sponsorships.
- Economic feasibility of operations
- Construction cost estimates on 2 to 3 facility options
- Cost vs. revenue analysis
- Determination on desired facilities
- Compile and interpret all information received for a draft feasibility study to be presented to the Town Board of Trustees

### Category 3 – Granby Trails Planning

In 2016, the Town purchased 1,700 acres that a developer planned to be high-scale homes and a golf course, but later foreclosed on. Subsequently, a portion of the property was sold to Sun Communities who developed the Smith Creek neighborhood and Sun Outdoors Rocky Mountains. The Town retained a large portion which contains a dog park, two miles of the Colorado River, some original golf course infrastructure, augmentation ponds, a gravel pit, and large areas of open space.

The Town has closed on approximately 750 acres of land that has been up into a conservation easement with Colorado Headwaters Land Trust. In the area conserved, the Town would like to create a trail system that connects to existing trails on the entire property. It has been contemplated that up to 10 miles of trails could be placed on the property for public enjoyment. Additionally, through the Granby Comprehensive Plan process, there may be a way in the future to connect this trail system to Lake Granby through other conserved and publicly owned lands.

The Town is looking for a comprehensive design for the trails that would include a trails map, needed improvements such as parking areas and comfort stations, connections to the

augmentation ponds if able, connection to existing trails, and improvements to existing trails, with ADA accessibility considerations in mind. Plans should be able to be given to a trail builder for final construction. Additionally, an RFP for trail construction in 2025 would be a requirement for the final deliverable.

There have been a variety of uses proposed for the trail system including walking, running, Nordic skiing, biking, e-biking, pet friendly, and equestrian uses. The consultant chosen should show the ability to design trails for a wide variety of uses.

Portions of the property within the easement will have a year-round closure and portions will have winter closure for wildlife migration purposes.

The Town would like the final product to be interactive for the local community, respect the natural environment and the conservation easement rules, and provide outdoor activities for Town residents, county residents, and visitors.

### **Proposal Requirements:**

#### Experience and Qualifications:

Provide the experience and qualifications of your firm, including key staff, who will provide professional services to the Town. Information should include the physical home or office location of key staff.

#### General Conditions:

Confirm that your firm meets the following insurance requirements. Certificates of insurance will be required at the time of contract signing following selection to serve as the Town Engineer.

1. Worker's Compensation – Meet the minimum requirements of Colorado's Labor and Employment criteria for works compensation insurance.
2. General Liability – Maintain general business liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.
3. Automobile Liability – Maintain automobile liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.
4. Professional Liability – Maintain professional errors and omissions liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.

#### Firm Details:

Respondents should provide details about the firm including, but not limited to: firm name, year established, former firm names, home office business address and phone number, branch offices, if any, associates and principals, total personnel of the firm, key personnel to be involved in the provision of these services, outside associates or consultants generally used, any anticipated subcontracting to be done.

Additionally, describe the types of projects in which your firm has specialized.

Based on your understanding of the proposed scope of services, please attach a list of municipal projects, private development, or services with which your firm has been involved. Discuss how

your firm will respond quickly to Town needs including how you will maintain close and effective communications with Town staff. Provide information regarding your firm’s familiarity with typical problems which may arise with the provision of municipal engineering services. Document your firm’s ability to provide high quality service on a schedule and within budget. Provide three (3) references, preferably municipal references, and provide a list of clients served by your firm.

Respondents should indicate if you are aware of any personal or organizational conflicts of interest. Also provide an explanation of any ongoing or pending litigation, claims, suits against the Town of Granby, this should include any potential sub-contractors to be used.

Provide any additional information which you may feel is relevant to the provision of these services.

Provide a proposed compensation schedule including the proposed hourly rate structure for your firm.

Other items:

With the scale of the project respondents should describe the process of public engagement through in person, virtual, and/or surveys.

**Selection Process Criteria and Timeline:**

The Town intends to retain the engineering services of the individual or firm evaluated to be best qualified to perform the work for the Town, including factors such as qualifications, cost, experience and others. The Town will screen all proposals and the top candidates may be selected for interviews. Proposals will be screened by staff and members of the Board of Trustees. Interviews will be scheduled promptly. In reviewing the proposals, the Town will carefully weigh the items listed below:

- The approach to and understanding of the scope of work
- Experience with similar contracts and clients
- Experience and qualifications of the proposed staff in providing similar services
- The demonstrated ability to deliver work on time and within budget
- The extent of involvement by key personnel
- The extent to which previous clients have found the firm’s services acceptable
- Previous Town experience with the proposing firm
- Communication and presentation skills
- Cost of services
- Other qualifications/criteria as deemed appropriate.

RFP Release	12/31/2024
RFP Due Date	2/7/2025 at 3PM
Consideration of Proposals	2/14/2024
Interviews of Firms	Week of 2/24/2025
Recommendation to Board of Trustees	3/14/2024

**Other Information:**

Requests for Proposal responses are due to the Town by 3:00pm on 2/7/2025. Submissions can be made via Bidnet at <https://www.bidnetdirect.com/colorado/townofgranby> or one hard copy and electronic copy may be delivered, in a sealed envelope, to the Town by the deadline. Deliveries can be made to Granby Town Hall attn: Town Manager, Zero Jasper Ave., Granby CO 80446 or mailed to Town of Granby Attn: Town Manager, PO Box 440, Granby, CO 80446. All physical submissions should be clearly notated with RFP Granby Parks and Recreation Proposal. Late submissions will not be accepted.

The Town of Granby reserves the right to determine the Respondent whose submission provides the best solution for the Town. The Respondent will need to enter into a contract for this RFQ. No proposal shall constitute business terms of any eventual agreement except as expressly agreed by the Town.

The Town of Granby reserves the right to negotiate with the selected consultant for future work on this project and reserves the right to alter any of the information contained in this request.

The Town of Granby reserves the right to reject all proposals with or without cause and waive any irregularity, information or technicality in the proposals in the Town's best interest and is not obligated to award a contract based upon the lowest priced submission. All decisions related to this solicitation by the Town will be final. This solicitation in no way obliges the Town to award a contract.

The Town of Granby reserves the right to request clarification of information submitted and to request additional information from one or more Respondents. If terms cannot be mutually agreed upon, the Town reserves the right to enter into negotiations with one of the other qualified Respondents or individuals.

Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation, are solely the responsibility of the Respondent. The Town of Granby assumes no responsibility or liability for costs incurred by those responding to this RFP or in responding to any further requests for interviews, additional data, etc.

All data, documents, and other information provided to the Town of Granby by the Respondent in response to this RFP shall become the Town's property. The Town will own all deliverables and work products prepared in connection with this project, and to the extent permitted by law will become a public record of the Town.

The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Granby is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

By submitting a proposal, each Respondent agrees to release and hold harmless the Town from any claims arising from the release of proprietary information not clearly designated as such by the Respondent, where the Town has notified the Respondent of a request and form the release of the document not protected from disclosure.

**More Information:**

Any questions regarding this RFQ should be directed to Ted Cherry, Town Manager at 970-887-2501 or [tcherry@townofgranby.com](mailto:tcherry@townofgranby.com) no later than 10 days prior to the deadline. Answers to questions will be posed to bidnet and on the town website at least 7 days prior to submission deadline.