



To: Mayor and Town Council  
From: Clint Kinney, Town Manager  
Date: November 9, 2023  
Re: Info Update

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#### VETERAN'S DAY

Town Offices are closed on Friday in observance of Veteran's Day. But don't fret too much, Bus Drivers, Cops, Parks and Recreation folks and many other dedicated and hard-working professionals will be on duty tomorrow taking care of the Town.

#### TID BITS

- The presentation by RFTA staff of the additional grant request for the Donny White curve improvements between Mountain View and the Mall, as part of the FLMM grant, was met with no questions in their budget presentation this morning. At this point we fully anticipate it to be approved with the RFTA budget in December.
- The RFTA Board also voted to approve membership and \$20,000 for the West Mountain Region Housing Coalition.
- More good news..... last week our crack IT team caught and stopped a very significant cyber attack. We were able to shut the attack down before any damage occurred. Nevertheless, we are continuing to increase our security measures to keep our information safe.
- The road is open, but work will continue on the Brush Creek Culvert over the next 2 weeks. The Ribbon Cutting Ceremony is set for Friday November 17 at 10 am.  
ATCKWBT.
- Next year, the Snowmass Rodeo will celebrate its 50 Year Anniversary. We have met with rodeo representatives to learn how we can help them celebrate their long history here in Town.
- The Planning Commission is starting a policy discussion next week to determine how best to allow Accessory Employee Units alongside single family homes. Hopefully the proposed ordinance change will create one more tool in the toolbox to help address the need for employee housing.
- We have drafted a drafty draft of an RFP for design services to help us determine how best to meet the Comprehensive Plan goal of connecting the three commercial nodes. The RFP is still pretty drafty, but is attached for your information.
- The construction of the ice rink will start next week (ish). With any luck, if the weather cooperates, skating will start around the middle of December.
- We are making good progress on Town Park. We have run into some ground water issues around the pond, but we have developed a good plan to address that.

- We have received a few calls about the vegetation removal along Brush Creek by the golf course maintenance crew. As an FYI, we don't require a permit for this type of maintenance work.
- Winter is coming. We are ramping up for the season getting new transit drivers trained and ready to move skiers and other guests.
- The Mountain View rehabilitation project is nearing substantial completion. Most everything for this \$8 million project should be done by mid-November.
- Thanks to our renewed efforts to partner with CORE to reach climate goals, CORE is reporting an uptick in requests for rebates/grants. The following is a summary of CORE-supported projects in town for 2023:  
6 commercial rebates- 1,691.28 MTCO<sub>2</sub>e  
4 Residential Rebates- 253.36 MTCO<sub>2</sub>e  
Of these 10 projects, there were, 3 Heat Pumps (residential), 1 Windows (residential), 4 lighting (commercial), 1 Energy Management (commercial), 1 Air Sealing/Insulation commercial)

#### TO THE VETERANS

Democracy is pretty important. Thank you for your service and keeping it alive and well.

CC: Department Directors

# REQUEST FOR PROPOSALS (RFP)

Town of Snowmass Village

Announced: November 15, 2023

Due Date: December 28, 2023

## Project: Connecting the Nodes

### Bid Delivery: Method, Due Date & Address

Methods	Due Date	Address
Delivery Service:(FedEx, UPS,etc.) US Mail, Hand Delivered, Email	Must ARRIVE/ DELIVERED by <b>2:00 pm</b> <b>Thursday, December 28,</b> <b>2023</b>	Mike Horvath, Town Engineer <u>Mail:</u> P.O. Box 5010, Snowmass Village, CO 81615 <u>Physical:</u> 130 Kearns Rd, Snowmass Village, CO 81615 <u>Email:</u> mhorvath@tosv.com

Any proposals received after 2:00 pm on December 28, 2023, will not be considered. It is the offeror's responsibility to deliver all materials before the deadline.

### Contact

Mike Horvath, Town Engineer

Town of Snowmass Village

970-922-2324

[Mhorvath@tosv.com](mailto:Mhorvath@tosv.com)

### Introduction

The Town of Snowmass Village (the "Town" or "Owner") is seeking proposals from qualified pedestrian/transit planning and design teams (also referred to in the Request for Proposals (RFP) as "Proposer," "Bidder" or "Team") for the provision of services related to the design work for Connecting the Nodes project. The purpose of this solicitation is to secure proposals from qualified Teams who have prior experience in planning, design, and engineering of connectivity projects of similar scope and scale. The further intent of this Request for Proposals is to have the bidder specifically provide a well-considered plan of execution for the Project.

The intent of this RFP is to bring a qualified firm on board to advance the planning and design of the overall connectivity between the commercial nodes within the Town.

## **Project Background**

Snowmass Village is rich in history and heritage and brings many people together including Town residents and visitors from around the world. It has a unique sense of place and scenic beauty where wildlife still prospers and people enjoy the Colorado western lifestyle, skiing, hiking, and many other activities throughout the year. In 2015, 2017, 2019, and 2021 Snowmass Village Town Council adopted a variety of goals to take the necessary steps to improve the overall connectivity of the community.

The Community Connectivity Plan was first developed in 2015/2016 to recommend strategies and projects to improve overall connectivity and safety to key destinations within the Town for people biking, walking, and taking transit. Specifically, the Community Connectivity Plan initially identified projects relating to crossings of Brush Creek Road, connectivity-related trails and walkways, transit, the Sky Cab (Skittles), parking and traffic calming. While these projects remain important, over time it has become clear that creatively and effectively connecting the three commercial nodes of the Snowmass Center, the Base Village, and the Snowmass Mall has become the top priority of the remaining projects.

The Town of Snowmass Village (TOSV) is now undertaking a significant project to establish more functional, easy to follow, and safe connections between the commercial nodes within the Town mentioned above. Snowmass Village aims to create a year-round, safe, complete, and well-connected transportation network of walkways, bikeways, trails and public transportation for residents, visitors, and the workforce to utilize while connecting the nodes. The complete transportation network will promote a walkable community and improve access to key destinations by ensuring that safe and convenient connections can be made between various nodes and destinations. The network will be used to increase year-round mobility for pedestrians, contributing to a high quality of life for residents and a great visitor experience.

## **Project Goals**

The goals, which some of build upon the Community Connectivity Plan (CCP), of the project include:

**Goal 1:** People of all ages and fitness levels feel safe and capable in utilizing walkways, bikeways, and trails that intuitively connect commercial areas including Snowmass Center, Base Village, the Mall, transit stops or stations, and other destinations.

**Goal 2:** The Snowmass Center, Base Village and the Snowmass Mall are connected via infrastructure such as the Sky Cab Gondola (Skittles), Benedict Trail, elevators, escalators, and other walkways. This connectivity needs to be improved so that it is convenient, intuitive, and contributes positively to a great visitor experience and economic vitality. This physical connection extending between the Mall Transit Depots and the Post Office can function as the unique, fun “Main Street” or “Promenade” of the Village. This corridor needs to be a public place for strolling with commercial activity, open spaces and other amenities that will make the connections between the nodes an enticing, intuitive walk.

**Goal 3:** Now that the Snowmass Center and Base Village have had their connection improved via on-grade crossings, exploring the feasibility of additional connection opportunities, such as gondola, pedestrian bridge, exterior escalator/ elevator, staircase, or other conveyance needs to be a top priority.

**Goal 4:** When undertaking a design of improvements identified in the plan, the projects need to reflect the natural character of the Village to the greatest extent possible. Context-based design solutions provide safe and dignified pedestrian and bicyclist connections which lessen the demand for auto travel and parking need, thus preserving the natural environment.

**Goal 5:** A transit system that is convenient for accessing primary Town destinations and that is intuitive to both residents and visitors. Consider systems and infrastructure that can accommodate

innovative technologies such as scooters, e- bikes, bike share, and other transportation innovations.

**Goal 6:** Increase commercial vitality at the nodes by increased connectivity between the nodes.

### **Request for Proposals Documents**

These documents are provided by the Town and are attached hereto by this reference:

1. Community Connectivity Plan
2. We-Cycle Expansion Information

### **Proposed Scope of Services**

This Request for Proposal (RFP) outlines the proposed scope of design services required for the Town of Snowmass Village (TOSV) to undertake a significant project to establish more functional, convenient, and safe connections between the commercial nodes within the Town mentioned above.

The Team shall complete a thorough examination of the existing corridors identified (see below) by the Town as part of this project along with possible new/other existing connections to ensure the best solution is implemented to improve connectivity. The existing corridors include:

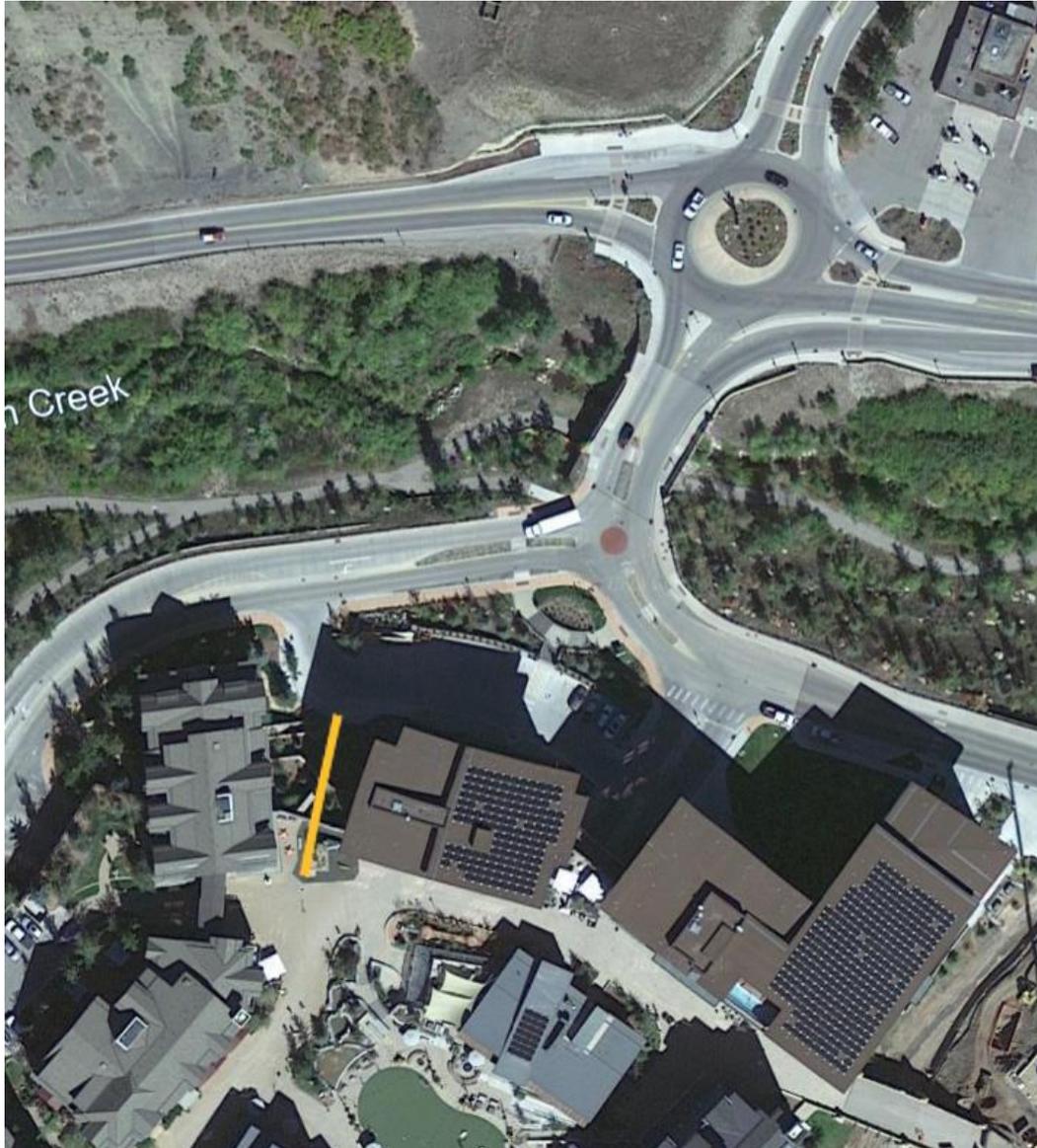
*The Benedict Trail (highlighted in yellow below):*



The Benedict Trail passes through numerous private properties with easements on each. The

easement language/use varies from property to property, and the easement language/limits may need to be adjusted as part of this project to correspond with the proposed treatment for this connection. This corridor could be a vital connection if visitors and locals have clearly marked and obvious access to it. It appears to be a private trail to many people now. The trail could use improvements to make it safer, more intuitive, and more functional for all users during all seasons to provide a connection between the Base Village and the Snowmass Mall.

*The Base Village Exterior Corridor (highlighted in yellow below):*



This corridor encompasses an easement for public access via staircase in between the One Snowmass and Capital Peak buildings in the Base Village. The easement language/limits may need to be adjusted as part of this project to correspond with the proposed treatment for this connection. Working closely with the private property owners to establish a preferred alternative that fits the existing aesthetic will be key. This connection would provide a visible outdoor connection to Base Village. The existing connection within the One Snowmass Building will need to be examined and the team shall propose improvements to better that connection if deemed necessary.

For the Connecting the Nodes project planning and design effort, several tasks should be included by the consultant team. These include, but are not limited to, the following:

**Task 1: Gather Baseline Data:** Gather baseline data on current connectivity behavior in the Town between the commercial nodes. Gather technical information on existing system, nodes, and gaps. Build an understanding of existing pedestrian, cyclist, and transit options. Research existing easement locations and language to determine paths forward. **Town staff to provide existing transit ridership numbers and movement data. Movement data to include xxx, xxxx, and xxx.** Research grant opportunities for connectivity projects.

**Deliverables:** List of existing easements with existing allowable uses and necessary easements/language revision to allow for future projects. Provide a map with connection/movement data between nodes depicted. List of grant opportunity and requirements for future proposed projects.

**Task 2: Develop Project Alternatives:** Consultant to propose improved connectivity project conceptual alternatives for each connection from node to node. Each alternative (2 to 3 for each node connection) should provide the following:

1. Level of Improvement over Existing
2. Feasibility
3. Necessary Easement Work
4. Costs (Infrastructure & Operational) in \$, \$\$, or \$\$\$
5. Way Finding if Necessary
6. Alignment with Available Grant Funding
7. Other Pro's & Con's

**Deliverable:** Alternatives Summary

**Task 3: Public Engagement/Alternative Selection:** Work with Town staff, community, stake holders, business owners, neighboring landowners, and other interested parties to determine the preferred alternative for each connection through meetings, presentations, etc. Teams to present and outline public outreach approach within proposal. Team to produce presentation visuals for connection alternatives to assist Town staff. In-person meetings to be held with a consultant presentation to staff/community on alternatives. Virtual meetings to be expected for smaller stakeholder groups. Facilitate conversations to determine the preferred alternatives. Number of meetings to be determined by the Team and past outreach experiences within TOSV existing budget.

**Deliverables:** Presentation Materials, Outreach Summary and Memo Summarizing Selections

**Task 4: Improvement Survey:** Perform an improvement survey of areas for design development of selected alternatives (assume 3 acres for proposal). Survey to include, but not limited to, property lines, easement limits, pavements, utilities (SUE Quality Level B), retaining walls, landscaping, building footprints, etc.

**Deliverable:** Improvement Survey of Connection Corridors

**Task 5: Schematic Design Development:** Develop conceptual plans into schematic designs for each selected alternative along with cost estimates. Collect and address Town staff's comments at each milestone.

**Deliverable:** Schematic plans for each selected alternative with cost estimate

**Task 6: Project Management:** Bi-weekly design team meetings, invoicing, subconsultant management, and other tasks associated with project completion.

**Deliverables:** Meeting Minutes, Invoices, Budget Summaries, etc.

**Future Phases (not to be Included in this Proposal):**

1. Design Development: Schematic Design to Construction Document's
2. Construction Administration

This scope of work outlines the design services required for the planning/design of a connectivity

network for the specified TOSV nodes. The selected design consultant team will collaborate with the Town and stakeholders to create a comprehensive and efficient connectivity network design while adhering to all necessary standards and regulations.

## **General Terms and Conditions**

### **1) Bid Submittal:**

- a) Paper or electronic submission are both acceptable. Bids must include a signed Bid Form and must be received by no later than 2:00 p.m. on Thursday, December 28, 2023. The submittal should be sent as follows:
  1. ATTENTION: Mike Horvath, Town Engineer
  2. Mailed: P.O. Box 5010, Snowmass Village, CO 81615
  3. Physical: 130 Kearns Rd, Snowmass Village, CO 81615
  4. Email: mhorvath@tosv.com
- b) Any proposals received after 2:00 p.m. on Thursday, December 28, 2023, will not be considered. It is the Bidder's sole responsibility to ensure the Proposal is received by the deadline above.

### **2) Bid Preparation:**

- a) Bidders may submit their proposals in a format of their choosing. A Bid Form should be signed by an individual authorized to bind the Bidder. All Proposals submitted without such signature may be deemed nonresponsive. The bid will not be modified or conditioned in any manner.
- b) Any material considered confidential must be clearly marked as such and treated as confidential by the Town to the extent permitted by law and subject to CORA C.R.S. 24-72-101.1 et seq.
- c) Nothing herein is intended to exclude any responsible Bidder or in any way restrain or restrict competition. All responsible Bidders are encouraged to submit their Bids.
- d) The Town, its employees, the Town Manager, Project Manager, or any entity assisting the Town in the RFP process shall not be liable for any costs incurred by the Bidder for the preparation or presentation of the Bids and/or in participating in the competitive process contemplated in and by this RFP.
- e) Professionally prepared a Cost Proposal Communications, Questions regarding this RFP should be directed through the BidNet website. Written questions will be accepted up to December 17, 2023 at 4 PM.
- f) The Bidder always has the responsibility to notify the Town of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this RFP as it is discovered, or to request any instructional, decision, or direction which may be required to prepare its Response.
- g) If it becomes necessary to revise any part of this RFP, the Town will provide a posted addendum on BidNet. It is the sole responsibility of the Bidder, before the Closing Date, to ensure that they have reviewed on BidNet for all revisions.

### **3) Bid Opening:**

- a) The Town of Snowmass Village will receive proposals for the Connecting the Nodes project until 2:00 p.m. on Thursday, December 28, 2023. An abstract of the proposal information will be made available upon request within seven (7) days after the date of the Bid Opening.

### **4) Bid Award:**

- a) The contract will be awarded to the Bidder that best meets the criteria established, as outlined below. The Town reserves the right to reject all bids, reject portions of any bid or accept all or portions of the Bid(s) deemed most advantageous and

responsive. The decision will be made by the Town at its sole discretion. The selected Contractor shall contract with the Town. Authorization to proceed will occur only after TOSV and the Proposer have successfully negotiated the scope and cost of the contemplated contract.

- b) The Bid shall be valid for sixty (60) days from the deadline specified for receipt of Bids. Bidders may withdraw their bids before the specified deadline. No bid shall be withdrawn after the opening of the bids without the consent of the Town, for sixty (60) days after the scheduled Bid Opening.

5) Evaluation Criteria:

The following Evaluation Criteria shall be used to evaluate all Bids and determine the successful Bidder:

- a) Portfolio/Similar Project Experience
- b) Team Experience and Past Successful Collaborations
- c) Overall Schedule/Fit
- d) Project Approach – philosophy and processes to complete project
- e) Costs

6) Milestones and Dates:

Programming will begin as soon as the successful Team is under contract. The schedule is subject to the scope of work. The anticipated start date is January of 2024.

7) Requirements for Proposal Submission

- a) The Town seeks the most responsive and responsible Proposer to contract to provide architectural and engineering planning/design services. The Proposer shall provide information related to qualifications, fees for services, and the proposed approach and schedule. The Design Team should include firms or individuals qualified and licensed in the State of Colorado to provide professional design or consulting services.
- b) The Town of Snowmass Village currently has a budget of \$400,000 to undertake design work on Connecting the Nodes. The bidder is encouraged to consider that as the full funding currently available for site investigation, planning, design development, cost estimating, and other services for the Connecting the Nodes project. Please provide a scope that is within budget and delivers a successful project to the Town. If the Team feels certain tasks need to occur to provide the Town with a successful project that is outside of the existing budget, please propose those as Add Alt's with budget and scope.

Each proposal should include:

- i. **Cover Page:** A cover page identifying the Consultant by company name and address; a signature, printed name, and title of the authorized representative; and a contact person, with title, phone number, email, and website addresses.
- ii. **Project Understanding/Approach:** Briefly describe your understanding of the project objectives and address your approach to the major elements outlined in the scope of work. You may include any additional tasks you believe may add value to the project.
- iii. **Experience:** Please list 3 recent projects that are most like this plan that you have completed. Include project dates, completion times, key staff who worked on the projects, a list of deliverables and final costs. Also include references for the projects including a client contact person with an email address and a telephone number.
- iv. **Team Qualifications:** Identify your proposed project manager and key staff members assigned to this project. Provide brief resumes (one page) for these people and the tasks they will perform on this project.

- v. **Schedule:** Provide a project schedule with work tasks and key milestones for accomplishing the scope of work. Identify and describe these work tasks with an estimated percentage of overall effort that each task will require.
- vi. **Cost Proposal:** Provide a cost proposal based upon your understanding of the scope of work, tasks, and schedule. Include personnel names, classifications, hourly rates, overhead and material estimates, any sub-consultants, and any other anticipated project costs. Specify any travel costs included in your proposals.
- vii. **Additional Information:**
  - a. Indicate the location of the principal office for which work will be performed
  - b. Your firm's experience in working with the Town of Snowmass Village

### **Proposal Format Requirements**

- a. To facilitate comparison and evaluation, bidders shall follow the format outlined herein. Proposals shall contain concise written material and illustrations that enable a clear understanding and evaluation of the Bidder's capabilities.
- b. Legibility, clarity, and completeness shall be considered essential aspects of any acceptable materials. It shall be the Bidder's sole responsibility to ensure that all information contained in a submittal complies with this requirement. The TOSV, at its sole discretion, may disqualify and reject any proposal that it deems illegible, unclear, or incomplete.

#### **Physical Formatting of Submittal:**

- i. For typed pages, an 8 ½" x 11" format is required.
- ii. For illustrations, an 11" x 17" format may be used.
- iii. Submittals may be either single-sided or double-sided.
- iv. Pages shall be sequentially numbered.
- v. Tab dividers corresponding to the materials formatting requirements herein may be used at the discretion of the Bidder.
- vi. One (1) bound copies of any Bidder's proposal can be submitted.
- vii. One (1) electronic copy (by email or USB drive) shall be submitted.

### **Pre-bid Conference and Site Visit**

A mandatory pre-bid conference will be conducted by the Town:

**Date:** December 7, 2023, 10:00 AM.

**Location:** Snowmass Village Town Hall, 130 Kearns Road, Snowmass Village, CO

Representatives of the Town will be present to answer questions. Any questions which, in the opinion of the Town's Representative, cannot be answered by direct reference to the RFP Documents will be answered with a formal written Addenda. The Pre-bid conference will include a tour of the site. All interested parties are required to attend.

### **Conditions of Work**

All Bidders must inform themselves fully of the conditions relating to the Project and the employment of labor therefor. Failure to do so will not relieve the Bidder of the obligation to furnish all material and labor necessary to carry out the contract's provisions.

The Bidder, in carrying out work, must employ methods or means that will not cause any interruption or interference with the work of any contractor or the Town's scheduled use of the area surrounding the site.

By submitting a bid, the bidder certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of bid submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security to verify that it does not employ any illegal aliens.

**Interpretations**

No interpretations of the meaning of the Scope of Work will be made to any Bidders orally. Every request for such interpretation should be in writing, addressed to the Town’s Contact listed above.

Milestone	Date
Invitation for Bid Announced	11/15/2023
Pre-Bid Conference and Site Visit	12/7/2023 at 10 AM Local Time
Questions Closing	12/17/2023 4 PM Local Time
Bid Opening	12/28/2023 2 PM Local Time
Anticipated Award and Executed Contract	Week of 1/8/2024
Anticipated Notice to Proceed	Week of 1/8/2024
Anticipated Completion of Project	11/31/2024 or sooner