



Request for Proposals

PROFESSIONAL SERVICES CONTRACT

for

GENESEE PARK

And

KATHERINE L. CRAIG TRACT

PARK & TRAIL IMPLEMENTATION PLAN



January 18, 2012

For Submission and Presentation

To

The Genesee Park Plan Services Selection Committee

City and County of Denver

Department of Parks and Recreation

Attn: Linda Kay Nedved

201 W. Colfax Avenue, Dept. 602

Denver, Colorado 80202

REQUEST FOR PROPOSALS

GENESEE PARK and KATHERINE L. CRAIG TRACT IMPLEMENTATION PLAN PROFESSIONAL SERVICES

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**DEPARTMENT OF PARKS AND RECREATION
CITY AND COUNTY OF DENVER**

**REQUEST FOR PROPOSALS
for
PROFESSIONAL SERVICES
IMPLEMENTATION PLAN for
GENESEE PARK and KATHERINE L. CRAIG TRACT**

Notice of Availability of Requests for Proposals

REQUEST FOR PROPOSALS AVAILABLE:

Hard copies of the Request for Proposals, including response submittal requirements for:

**GENESEE PARK and KATHERINE L. CRAIG TRACT
IMPLEMENTATION PLAN PROFESSIONAL SERVICES**

**will be available from the Denver Parks & Recreation Permitting Office
at 201 West Colfax Avenue – Second Floor at 8:00 A.M.
on the first day of publication free of charge.**

**The Request for Proposals and all attachments and exhibits is also available,
free of charge, under the left “Public Meetings, Notices and RFPs” tab at
<http://www.denvergov.org/parksandrecreation/PublicMeetingsNoticesRFPs/tabid/430253/Default.aspx>**

**IT SHALL BE CONCLUSIVELY PRESUMED THAT THE PROPOSER DID, BEFORE
SUBMITTING A PROPOSAL, CLOSELY REVIEW THE RFP, ALL EXHIBITS AND
ATTACHMENTS, AND OTHER ITEMS RELEVANT TO THE RFP.**

RESPONSES DUE:

Sealed responses to the Request for Proposals must be received no later than:

2:00 P.M. local time, February 9, 2012 at:

City and County of Denver
Department of Parks and Recreation
Managers Office
201 W. Colfax Avenue, Dept. 601
Denver, Colorado 80202-5328

SUMMARY OF REQUEST FOR PROPOSAL

GENERAL DESCRIPTION: The City and County of Denver, Department of Parks and Recreation, (“City”) wishes to enter into a professional services agreement to create an implementation plan for the Genesee Park and the Katherine L. Craig Tract according to a specific Scope of Work. The City is seeking a single qualified provider for the performance of high quality professional services. The professional services agreement will set forth specific term and compensation directives; upon execution of the initial agreement, any contract changes will need to be reached by the parties by formal contract amendment.

PRE-PROPOSAL MEETING: Proposers should attend the pre-proposal meeting which shall take place on January 31, 2012 at 2:00 P.M. local time in Conference Room 6.E.1, Department of Parks and Recreation, City & County Office Building, 201 W. Colfax Ave., Denver, CO 80202. The Pre-Proposal Briefing is not mandatory, but proposers will be held responsible for all information presented at such meeting.

No site visits or tours will be conducted as part of this Request For Proposals (“RFP”) process.

DESIGNATED CONTACT: Linda Kay Nedved, Contract Compliance Coordinator, Department of Parks and Recreation, is designated as the contact person for this Request for Proposals. All inquiries and questions regarding the RFP should be directed to her at Denver Parks and Recreation, 201 W. Colfax, Dept. 602, email Linda.Nedved@denvergov.org (direct telephone number 720.913.0730).

REVIEW PROCESS: The Manager of Parks and Recreation issued this solicitation pursuant to the authority vested in the Manager by the Charter of the City and County of Denver. The Manager of Parks and Recreation reserves the right to terminate, suspend, modify the selection process; reject any or all submittals; modify the terms and conditions of this selection process; and/or waive any informalities, irregularities, or omissions in any submittals, as the City’s best interests may appear.

Lauri Dannemiller
Manager of Parks and Recreation

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REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES AGREEMENT For An Implementation Plan for Genesee Park and Katherine L. Craig Tract

Section 1 - Invitation to Submit a Proposal

By issuance of this Request for Proposal (the “RFP”), the City and County of Denver (the “City”), acting through the Manager of Parks and Recreation (the “Manager”), invites all qualified proposers to submit a proposal for professional services. At the conclusion of this process, the City intends to contract with one experienced, capable, and highly qualified provider of professional services to produce a park and trail implementation plan for the Genesee Park and the Katherine L. Craig Tract. Actual work will likely consist of, but will not be limited to producing an overall approach, task list, and schedule; handling resource, facilities, and use assessments; identifying resources and landscape zoning; producing a conceptual trail plan; making prioritized management recommendations; handling public outreach and document preparation; assessing and proposing a business plan incorporating sustainability concerns; drafting and finalizing a conceptual site plan; and producing a final implementation master plan. Proposers are expected to familiarize themselves with the Scope of Work, sample contract, and all details in connection with any operations, procedures, and services/project expectations.

Any person, firm, company, entity, joint venture, or corporation desiring to submit a proposal for the privilege shall examine this RFP and shall judge for themselves all the circumstances and conditions affecting their proposal. Failure on the part of any proposer to make such thorough examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the successful proposer did not understand the RFP. Proposals shall be disqualified if the proposer is in default or past due under any previous or existing agreement with the City, if any unresolved performance or monetary claims by the City exist against the proposer, or if proposer is unable to show evidence of performance capabilities.

Should a proposer find a discrepancy or omission in this RFP, or should a proposer be in doubt as to the meaning of any provision of this RFP, the proposer should promptly notify in writing the Designated Contact, and any necessary clarifications or addenda will be provided in writing. **THE CITY WILL NOT BE RESPONSIBLE FOR ANY ORAL INSTRUCTIONS OR INTERPRETATIONS GIVEN BY OR TO ANYONE.**

The Manager reserves the right to terminate, suspend or modify this selection process at any time; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals at any time, all as the best interests of the City may appear.

The instructions contained within are not intended to completely define the proposed contractual relationship between the City and County of Denver and the successful proposer. The professional services agreement will be similar to the attached Exhibit A, but the City reserves the right to make changes and additions prior to the final award at the sole discretion of the Manager of Parks and Recreation.

In making a final selection recommendation, the competitive selection process provided for under this RFP will focus consideration on the qualifications and prior history of similar performance of each submitting proposer, in accordance with the selection criteria set forth in Section 6 below. Written responses to this RFP are required and will enable the City to select the most qualified bidder. The Manager will appoint a selection committee to evaluate the proposals. The selection committee will recommend a finalist or finalists to the Manager who will decide on the successful proposer and will approve the professional services agreement before submittal to the Mayor for approval of the agreement. **NO RIGHTS TO INITIATE SERVICES SHALL ARISE UNLESS AND UNTIL THE PROFESSIONAL SERVICES AGREEMENT IS FULLY EXECUTED BY ALL SIGNATORIES.**

Section 2 – Genesee Park and Katherine L. Craig Tract Background

Genesee Park is Denver’s largest mountain park, offering diverse visitor experiences, from group gatherings and individual picnicking to bison-watching along I-70 at Exit 254 and backcountry hiking on the historic Beaver Brook Trail. Genesee Park is 20 miles (32 km) west of Denver on I-70 to Exit 254 (Genesee Park Exit) or Exit 253 (Chief Hosa Exit).

Genesee is reported to be a Native American term for "shining valley." Cut by I-70, the Park is in two parts. To the south of I-70, Genesee Mountain offers a 360-degree view from its 8,284-foot (2,525 m) summit, with Mount Vernon Canyon below. Bald Mountain, at 7,988 feet (2,435 m), is a prominent point on the north side of the park. On the north, the Park reaches all the way to Clear Creek Canyon, with its lowest elevation of 6,280 feet (1,914 m) at the bottom.

Facilities in the park include charcoal grills, picnic areas, bison and elk enclosure, scenic overlook, softball field, volleyball, horseshoes, camping at Chief Hosa (fee charged), Braille and Beaver Brook trailhead, a picnic utility building by reservation only, and Genesee Experiential Center. The "Braille Trail," with interpretive signs in Braille and waist-high guide wire, was designed for blind hikers.

Some interesting facts about Genesee Park are:

- Denver's first mountain park; acquired 1912, 1937
- Largest mountain park, at 2,413 acres (976 ha)
- Scenic gateway view of the Front Range
- First buffalo and elk herds reestablished in Colorado (1914)
- New 10 acre park addition in 2007

In January 2007, the City and County of Denver (the “City”) Parks & Recreation Department launched a 16-month master planning process for its historic 14,141 acre mountain park system with funding assistance from Great Outdoors Colorado (“GOCO”). The plan outlined what it termed an “urgent call to restore, repair, and protect the deteriorating park facilities and natural resources” of the Mountain Park system while also recognizing the “tremendous potential for future enhancements and new programs to draw more families from the City into the mountains and to connect kids to nature.” Nowhere is this potential greater than at the largest of Denver’s Mountain Parks system: Genesee Park; yet, a formal plan for the park has never been completed.

In 2011, the City applied for and received a GOCO Planning Grant to fund a Park and Trail Implementation Plan for Genesee Park. The plan will include a resource assessment, an integrated trails and park improvement plan, and sustainable strategies for long-term natural resources and visitor management. With the award of the GOCO Planning Grant, the City is issuing the within Request for Qualifications (RFP) for the services necessary to complete a Park and Trail Implementation Plan for Genesee Park.

The Katherine L. Craig Tract is approximately 56 acres and accessed from the same exit along I-70 as Genesee Park. It is along U.S. Highway 40 west of Golden, Jefferson County. At an elevation of 7,700 feet, it was deeded by Katherine L. Craig to the City & County of Denver in 1935 to be a part of its mountain parks system. It is surrounded entirely by private land, including a dense subdivision to the west and rural residential land to the north and east. The US 40/I-70 corridor abuts the park to the south. The land tract is located within a designated scenic corridor along I-70. It is a winter range for elk and mule deer.

2012 will be the 100 year anniversary of the creation of the Mountain Park system and Genesee was the first park in the system. It would be fitting to unveil a new park plan for Genesee, as well as for the nearby Katherine L. Craig Tract, on this auspicious occasion.

Section 3 – Scope of Work

The Consultant may be working with different department staff, depending on the nature and location of the particular task. No construction or construction-related work will be included in the projects. It is anticipated that the consultant will produce only a conceptual or master plan, not final architectural or construction drawings.

The specific, major components of the Request for Proposals are reflected in the Scope of Work (Exhibit B). The City anticipates that the service provider will provide some or all of the work reflected in the Scope of Work. The primary objective of the consultant must be to provide professional, complete, timely and effective labor, materials, and reporting as set forth in the Exhibit B, Scope of Work.

All of the items identified in Exhibit A and B are the responsibility of the consultant; the City will not pay for or reimburse the consultant for unrelated, undocumented, and/or unauthorized time or expenses.

Each proposer must include a detailed work plan that addresses the service areas outlined here and in the exhibits. A list of the items that must be included with each proposal is provided in Section 5.B. of this RFP.

Minimum Qualifications: In order to qualify for selection, the Consultant must meet the following minimum requirements:

1. Have successfully been the lead Consultant for a minimum of three (3) projects of a similar scope for a government agency, non-profit or private client within the past ten (10) years. All services required in the scope of work should be demonstrated within one or more of the projects previously completed.
2. Have sufficient qualified staff, sub-consultants and resources to meet the requirements of the contract, including redundancy of qualified personnel such that key persons can be readily replaced in the event of illness, employment changes or other reasons.
3. If resources outside your firm are to be used, have selected and identify only qualified sub-consultants who have extensive experience within the type of work they will provide on this project.
4. Have experience in the area of resource management and habitat conservation and enhancement in regard to projects of a similar nature.
5. Have experience in the design, facilitation and documentation of public open house processes. Have completed successful work of a similar nature with diverse communities and user groups, especially in the context of a community-driven design process, including demonstrated experience in the development and implementation of outreach methodologies to reach these communities.
6. Have knowledge of current and proposed accessibility standards for both developed and undeveloped park and open space facilities. Have experience in the design of accessible facilities for persons of all abilities.
7. Have technical competence and capabilities in geographic information systems mapping and computer aided design. Drawings and graphics for this project will be prepared in this format. We are requesting graphics in ARC-Geo database file format compatible with the latest version of ARC-GIS, and drawings are prepared in AutoCAD or Adobe format.
8. A satisfactory record of performance including positive references from other government agencies, non-profit organizations, and private entity clients who have used consultant for similar projects.
9. A complete and detailed response to this Request for Proposals that demonstrates that the consultant has a good understanding of the requirements of this request for proposals and has outlined a program which will facilitate the satisfactory fulfillment of these requirements.

Compensation: In consideration for the right to provide professional services, the City agrees to pay only for that time or expense which is related, documented, and authorized subject to confirmation by audit. The proposal must propose a specific rate and costs schedule. No payment is required to be remitted by the City in excess of any compensation provided for in the fully executed contract services agreement.

Please note that all reporting, time and expense billings, and deliverables requirements initiate with the agreement and continue regardless of whether or not any payment is due thereon.

All parties should note that the Denver Mountain Parks system is on the National Register of Historic Places as a multiple properties listing. All parks are considered natural areas, and all wildlife and plants are protected and preserved. As such, visitors to the Denver Park system must follow all applicable laws and rules and are requested to be respectful.

Section 4 – General Requirements:

A. Disclosure of Information:

The proposer must identify in each portion of the proposal any information that the proposer deems confidential, or which contains proprietary information, patents, copyrights, or trade secrets. The proposer must provide justification of what information, upon request, should not be disclosed by the City under the Colorado Open Records Act (C.R.S. §§ 24-72-201 through 205)(“CORA”). The City may otherwise use or disclose the information submitted by the proposer for any purpose, unless its use is so identified and restricted by the proposer. The proposer's opinion of what constitutes confidential information under CORA is not binding upon the City.

B. Discrimination in Employment:

In connection with the performance of work on this project, discrimination in employment will not be tolerated. See Exhibit A, Section 21.

C. Applicable Law:

This selection process and the performance of any selected proposer shall be subject to, governed by, and construed in accordance with the laws of the State of Colorado and the Charter, Revised Municipal Code, rules and regulations, written policies, and Executive Orders of the City and County of Denver, as the same may be amended from time to time.

D. Assignments and Subcontracts:

Assignments and subcontracts are restricted. See Exhibit A, Section 12.

E. Hold Harmless:

The successful proposer will be required to provide appropriate indemnification and insurance. See Exhibit A, Sections 7 and 8.

A professional services agreement will not be executed until all required proofs of insurances and financial assurances have been provided to the Manager.

F. Political Contribution Disclosures:

All proposers are required to disclose information regarding political contributions. Pursuant to Section 20-69 of the Denver Revised Municipal Code, various individuals doing business with the City and certain related parties must provide disclosure of political contributions. A copy of the disclosure ordinance and a disclosure form is attached to this RFP as Exhibit D.

G. Conflicts of Interest:

All proposers must review and comply with the City's Code of Ethics governing City Officer's or Employee's interest in any contract with the City not related to the Officer's or Employee's employment with the City. A copy of the Code of Ethics is attached to this RFP as Exhibit E.

Section 5 – Proposal Submittal Requirements:

A. Technical Requirements for the Written Submission:

The City requires each proposer to submit a single proposal for provision of professional services. A written submission is required in order to obtain detailed information about each proposer which will assist the committee in making a selection recommendation. IT SHALL BE CONCLUSIVELY PRESUMED THAT THE PROPOSER DID, BEFORE SUBMITTING A PROPOSAL, CLOSELY REVIEW THE RFP, ALL EXHIBITS AND ATTACHMENTS, AND OTHER ITEMS RELEVANT TO THE RFP.

The proposal must include the Proposer Questionnaire included in this RFP. All parts of the Proposer Questionnaire applicable to the proposer and the proposal must be completed with accurate and complete information. To the extent that any confidential business information is provided, such information should be provided in accordance with Section 4.A. of this RFP.

The City requires that proposers submit all information responsive to this RFP in order to provide a complete and accurate proposal package. Original plus eight (8) hard copies plus an electronic copy on a compact disc ("CD")(MS-Windows platform) of the printed proposal shall be submitted. Each set of the proposal may be bound with a staple or by the punched GBC binding process; three ring binders or spiral binding is not acceptable.

B. Information to be Submitted (attach additional sheets, forms, exhibits, references, or other materials as necessary):

1. Cover Letter and Statement of Interest;
2. Background Proposer Questionnaire completed fully and in detail;
3. I.R.S. Form W-9 Request for Taxpayer Identification Number Verification, (Proposer Questionnaire, Page 12); and
4. Political Contribution Disclosure (RFP, Exhibit D, page 4).

C. Accuracy and Completeness of Information:

Proposers are hereby notified that the City will rely on the accuracy and completeness of all information provided in making its selection. As such, proposers are urged to carefully review all information provided to ensure the clarity, accuracy, and completeness of such

information. As the City deems necessary and appropriate in its sole discretion, the City reserves the right to make any inquiries or other follow up required to verify the information provided. **FAILURE TO PROVIDE ACCURATE OR COMPLETE INFORMATION THAT WOULD BE A SUBSTANTIAL CONSIDERATION IN MAKING A SELECTION MAY RESULT IN REJECTION OF A PROPOSAL OR TERMINATION OF AN AGREEMENT.**

Section 6 – Selection Process:

- A. Selection Committee: The Selection Committee shall consist of Parks and Recreation representatives and other appropriate individuals as appointed by the Manager. The Selection Committee shall review the written responses to the RFP, consider the causes for rejection or disqualification and the evaluation criteria listed in this Section 6, and make its recommendation to the Manager.
- B. Contacts: Any proposer who contacts any member of the Selection Committee, other than the Designated Contact (Linda Kay Nedved, Contract Compliance Coordinator, Department of Parks and Recreation), from the date of issuance of the RFP and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the Manager’s sole discretion.
- C. Manager’s Decision: The Manager will review the recommendation of the Selection Committee in light of the causes for rejection or disqualification and the evaluation criteria listed in this Section 6, and decide on a successful proposer. As the City’s best interests may appear, the Manager reserves the right to terminate, suspend, modify the selection process; reject any or all submittals; modify the terms and conditions of this selection process; and waive any informalities, irregularities, or omissions in any submittal. The proposers will be notified of the Manager’s decision.

An agreement will be prepared for execution and the submittal of all required documentation by the successful proposer. The agreement will then be submitted to the Mayor for approval of the professional services agreement. **NO RIGHTS TO INITIATE PROFESSIONAL SERVICES SHALL ARISE UNLESS AND UNTIL THE PROFESSIONAL SERVICES AGREEMENT IS FULLY EXECUTED BY ALL SIGNATORIES.**

- D. Causes For Application Rejection And Disqualification:
 - 1. Failure to provide complete information and/or documentation as required.
 - 2. Evidence of collusion or fraud.
 - 3. Default or termination of other contracts pertinent to proposer’s ability and willingness to perform contractual obligations.
 - 4. Delinquent federal, state, or local tax obligations.
 - 5. Lack of ability to operate as required.
 - 6. Omissions or fraudulent statements.
 - 7. Outstanding debts to the City.
 - 8. Breach or violation of terms and conditions of existing agreements, licenses or permits with the City.

9. Conviction or indictment of a proposer, manager, or staff for a felony involving violence, including sexual offenses, and/or listing of same on the Colorado sex offender registry or a similar sexual offender registry of another state or the federal government.
10. Not being in good standing with the Secretary of State.

E. Evaluation Criteria: The proposals shall be evaluated according to the following general guidelines and other relevant considerations as determined by the Selection Committee.

1. Stated areas of expertise: background and qualifications.
2. Years of experience, education, training, certifications, and permits.
3. Capacity to complete projects and consulting assignments. Availability of staff to perform the work during the contract duration.
4. Examples of completed relevant work or projects especially within natural areas, public parks and open space areas.
5. Previous clients and references.
6. Quality and clarity of written presentations, reports, mapping, GIS, or other examples.
7. Written presentation of the proposal.
8. Office distance from city boundaries will be a consideration.
9. Groups that have multiple areas of expertise will be given preference.
10. Price.