

REQUEST FOR PROPOSAL

TOWN OF DILLON TRAILS MASTERPLAN

MARCH, 2023

PROPOSAL TITLE: Town of Dillon Trails Masterplan

SUBMISSION DEADLINE: April 21, 2023 by 1:00pm

SUBMIT PROPOSALS TO: TOWN OF DILLON
275 Lake Dillon Drive (by Delivery)
P.O. Box 8 (by Mail)
Dillon, Colorado 80435
Attention: **Scott O'Brien**, *Public Works Director*

CONTACT: Scott O'Brien (970) 262-3408
scotto@townofdillon.com

A. INTRODUCTION

The Town of Dillon is located approximately 70 miles west of Denver, just south of I-70 in Summit County, Colorado, at an elevation of 9,156 feet. The original town was established in 1883 at the confluence of the Snake River, Blue River, and Ten Mile Creek along the Colorado Southern narrow gauge railroad line. The Town was moved three times before the last move in 1961 in response to the construction of Dillon Dam and filling of the Dillon Reservoir by Denver Water. The Town now sits upon the shores of Dillon Reservoir affording incredible lake and mountain views, the nation's highest deep-water marina, and easy access to year-round recreational and tourist locations throughout Colorado's central mountain region. Dillon's economy is closely tied to the rest of the Summit County community and is influenced to a great extent by the tourist industry and close proximity to the Denver Metro Area.

B. EXISTING RECREATIONAL AMMENITIES

The Marina Park and Town Park are the main formal park areas within the Town and are situated to the north and south of the Dillon Town Center. These parks have large playgrounds, play areas, picnicking, and restroom facilities. Pathways within each park are a mix of multimodal hard and soft surface pathways and are connected to the Town Center with various sidewalks or asphalt pathways.

The Dillon Nature Preserve is a passive recreation area south of the core area of Town and offers scenic view of Dillon Reservoir and the surrounding mountains. Soft surface dirt trails

network across the property offering easy hiking or snowshoeing in the winter. Access to the Preserve is from a parking area east of the area off of Highway 6.

The Dillon Disc Golf Course is located east of the Dillon Cemetery and offers a full 18 holes of play as well as a smaller putting/family course. The course is located on leased property but is managed by the Town. A small parking area off of Highway 6 serves the Disc Golf Course as well as other County recreational activities.

The extensive Summit County Recreational Pathway passes through Dillon along the Reservoir. This multi-use 10-foot wide asphalt pathway connects to Dillon in the south part of Town near the Nature Preserve/Disc Golf and travels adjacent to the Reservoir to the northwestern part of Town near the Dam Road. A secondary spur connects the pathway at the Dam Road to Anemone Trail and the Town of Silverthorne. The Summit County Recreational Pathway provides vital links to Keystone, Frisco, and Silverthorne.

The Town of Dillon abuts US National Forest along the eastern boundary of Town. Many soft surface trails are accessible from Dillon including the Tenderfoot Mountain Trail, Oro Grande Trail, Straight Creek Trail, and others including connections to Dillon Valley and Keystone.

C. EXISTING TRAILS, SIDEWALKS, AND PATHWAYS

As mentioned above, Dillon has a wide variety of trails, pathways, and connection throughout the Town and recreational facilities. These pathways include sidewalks, asphalt walkways, multi-use asphalt recreation pathways, improved soft surface pathways and unimproved soft surface trails. While walkability at each park or facility may be appropriate, connections between facilities may be lacking. Given the growth in tourism, visitation, and recreation, additional connections, pathways, and trails are expected.

D. PURPOSE AND SCOPE OF WORK

The purpose of this proposal is to study and document the existing network of trails and provide recommendations for improvements. The scope of work shall include the following items:

1. Review and map existing infrastructure. Provide published map and ArcGIS shape files.
2. Evaluate existing infrastructure and identify primary connection nodes and access to system.
3. Evaluate types of use, equity, and sustainability of existing infrastructure.
4. Review Town Comprehensive Plan, Parks & Recreation Master Plan, Town Center Connectivity Project, and Park Walkability Project.
5. Provide recommendations for improvements to existing infrastructure.
6. Provide Recommendations for new improvements to better connect different areas of Town.

7. Provide recommendations on new trails and pathways for future development.
8. Provide recommendations for trail maintenance.

E. SCHEDULE

The Town has the right to modify the schedule below:

March 31, 2023	RFP Issued
April 21, 2023	Proposal Submission Deadline
April 21, 2023	Submission Review
April 24-28, 2023	Interviews
May 2, 2023	Council Review
May 16, 2023	Notice of Award

F. REQUIRED SUBMITALS

1. The consultant(s) shall provide three (3) printed and bound copies of the proposal. The consultant(s) shall also provide a PDF version on a CD or Flash Drive. Additional explanatory and supplemental materials may be submitted under a separate cover, if desired.
2. Introduction/Executive Summary: Introduce your firm or business and provide an overview of your experience and interest in this project. As an Appendix to the RFP provide team members resumes.
3. Project Experience: Provide a list of similar studies or experience with trails master planning.
4. Provide hours and billing rates associated with each of the Scope of Work Items. Include time for (3) two-hour onsite meetings with Town Staff, (1) two-hour community meeting, and (1) presentation to the Town Council. Outline any reimbursable expenses.

G. SELECTION PROCESS

A selection committee comprised Town of Dillon staff will review all proposals, based on a set of review criteria and the selection of 2-3 finalists for interview. The proposals will be scored on the following criteria:

1. Quality and thoroughness of the proposal.
2. Consultant’s experience and past performance in completing similar projects that demonstrate expertise in studying and evaluating trail systems.

H. ADDITIONAL CONDITIONS AND INFORMATION

1. **ACCEPTANCE OF PROPOSAL:** It is expressly understood that the TOWN reserves the right to reject any or all responses to this RFP. Final selection will be based on the proposal's apparent ability to best meet the overall expectations of the as determined solely by the Town.
2. **COST OF PROPOSAL AND CONSULTANT(S) EXPENSES:** Expenses incurred in the preparation of proposals in response to this RFP are the Consultant(s) sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any Consultant(s) as part of the RFP process.
3. **LATE PROPOSALS:** Late proposals will not be considered.
4. **OPEN RECORDS ACT:** Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the Town become the property of the Town. Any information considered proprietary should not be included or clearly identified as confidential.
5. **OPENING OF PROPOSALS:** The Town reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.
6. **IRREGULARITIES:** The Town reserves the right to waive any and all irregularities contained within a proposal.

I. QUESTIONS, INQUIRIES, AND AMENDMENTS

Questions and inquiries regarding the RFP should be directed to **Scott O'Brien, Public Works Director**, (970) 262-3408 or scotto@townofdillon.com prior to the submittal due date. The Town will issue a response to all questions by email.

J. SUPPLEMENTAL INFORMATION AND SUMMARY

Summary of Attachments:

Town Area Map
Comprehensive Plan
Parks and Recreation Master Plan
Town Center Connectivity Walkability Project