



**REQUEST FOR PROPOSAL  
DESIGN CONSTRUCTION SERVICES  
Downtown Pocket Park Improvements**

**INTRODUCTION**

The City of Gunnison (hereinafter “City”) is seeking proposals from interested and qualified design firms (hereinafter “Responder”) with professional capability to provide construction-level design services for the renovation of public space at the city’s IOOF Park.

IOOF Park is a downtown City owned pocket park that is a 125’ by 50’ located on the 200 Block of North Main Street, at the corner of Main Street (HWY 135) and Virginia Avenue in downtown Gunnison. It was the sight of the former Odd Fellows Building which in 1991 was destroyed by fire. The City leased the land and maintained it as a city park until a purchase was made in 2014. Existing improvements include tree plantings, flower gardens, seasonal public restroom, water feature, irrigated grass area. A large 1000 square foot mural was painted many years ago on the adjacent building to the North.

This park serves as a gathering area for many local downtown events such as bike race start/finish functions, music venues, festivals, and a weekly seasonal farmers market. Street closures generally accompany any large event happening in IOOF Park. It is also enjoyed daily by many locals and visitors for a lunch or a break from driving or shopping.



**GUNNISON VIBRANCY INITIATIVE AND CITY STRATEGIC PLAN**

Based on the City Council’s Strategic Plan (October 10, 2017), City Council tasked staff with the implementation of timely and strategic recommendations to enhance the vitality and prosperity of Gunnison’s downtown. In order to achieve this directive, a group of engaged community partners assembled to participated in the Gunnison Vibrancy Initiative (GVI). The GVI is serving as a catalyst for enhancing Gunnison’s Main Street, which includes the proposed improvements to the IOOF Park. The Council’s Strategic Plan and the GVI draft final report can be found at the following links:

[City Council Strategic Plan](#)

Gunnison Vibrancy Initiative Draft Report (will be inserted when the revised plan is done on Monday)

## EXISTING CONDITIONS & CONTEMPLATED IMPROVEMENTS

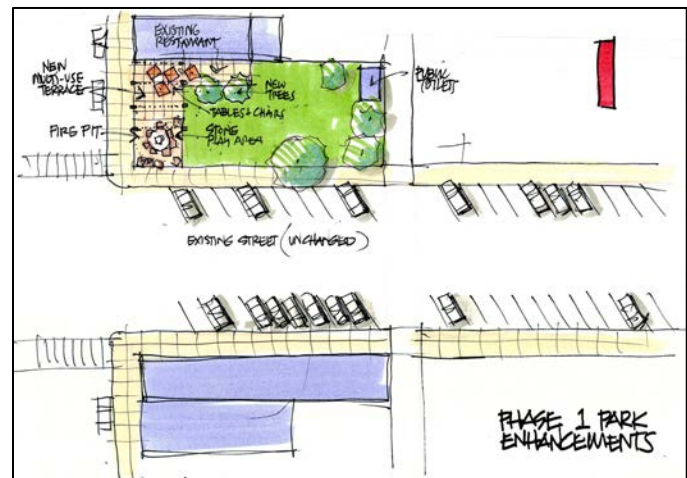
**Existing Conditions.** As previously mentioned, the IOOF park contains a water feature, seasonal restrooms, flower beds and street trees. It is boarded by a 10-foot curb-attached sidewalk on the highway frontage (Main Street) and a six-foot wide sidewalk on the Virginia Street frontage. Water, sewer and electrical services are existing on the site. The water feature, served by irrigation water, is in disrepair and will be scrapped. A portable stage / trailer is occasionally set up as needed to support events.



**Contemplated Improvements.** IOOF Park is great downtown community space and the thematic importance of the site was definitely identified during GVI public scoping process. The GVI scoping process included a series of rendering ideas from landscape architects for repurposing the park with intimate space functions for informal public gathering and organized public events. Potential improvement ideas set forth by the GVI scope were categorized into sequential phases, but the GVI ideas are thematic in context and the final design solution may vary to some degree from the concepts garnered during the recent public scoping process.

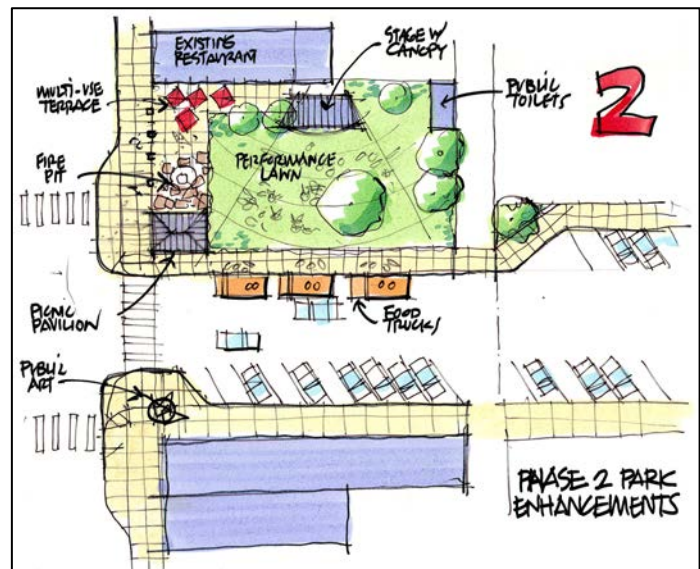
### Phase 1 Ideas (Quick Wins)

- Fire pit at the southwest park corner
- Multi-use plaza with festival lighting
- Tables and chairs
- ADA Access
- Stone play area
- Additional landscaping



### Phase 2 Ideas

- Expanding park into on-street parking area
- Creating space for food trucks
- Stage with canopy
- Performance lawn
- Picnic pavilion
- Public art
- Light poles along and festival lights over Virginia Avenue
- Unique paving along Virginia Avenue



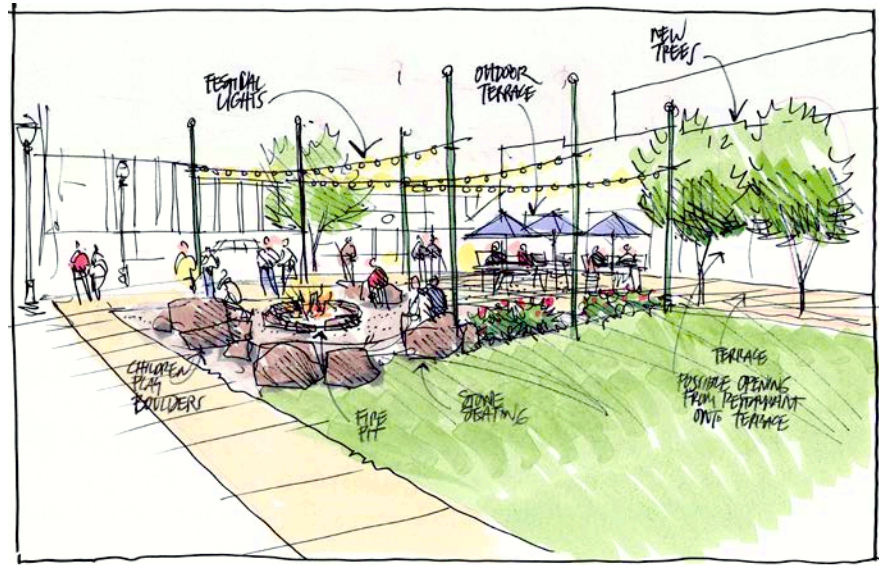
### Additional Ideas

- Year Round Public Restrooms
- Outdoor Dining
- Water Feature
- Farmer's Market

## SCOPE OF SERVICES

**Overview.** The specific scope of services may be modified by negotiation after the consultant selection, but the contents of this narrative scope shall be the basis for preparing the RFP response.

The project will result in final construction plan level site design work for Phase 1 projects and for Phase 2 improvements. Plan sets will include civil grading/drainage/utility plans, landscape plan, lighting plan, furnishings plan and other necessary drawing details, design notes and specifications. The final product must also include quantities and cost estimates for materials, features, plantings, fixtures, utilities and improvements set forth in the final design plans.



**Design Program Sequence.** The scope will be accomplished in three modules. Model 1 will consist of developing illustrative plan alternatives depicting existing conditions, opportunities, and constraints. This module will build on the work completed by the GVI process and result in the selection of a preferred alternative illustrative site plan for all future improvements.

Module 2 will focus on the 30 percent design level plan sets for the entire park space. The 30 percent set will include grading, drainage, utilities (existing/proposed) plan sheets. The 30 percent submittal will also include sheets and details categorizing site improvements, furnishings, landscaping, lighting, ADA accessible routes, quantities and cost estimates, a site development phasing plan and other related preliminary plan (30%) level details.

Module 3 will result in construction level design plan sets that contain adequate detail to take Phase 1 improvements to bid for construction and at a later date Phase 2. While Phase 1 improvements will be vetted and identified earlier in this process, the deliverables from the project will be detailed drawing sets that can be used for capital improvements in FY2019.

**Module 1 Process.** Develop specific site data for the purpose of completing 30% design level plan sets and establish alternative improvements through a public scoping process.

- Survey and map existing site topography (sub-one foot), property boundaries, utilities, and existing improvements. The survey product will be established in a contemporary AutoCAD file type.
- Conduct two-day site visit for interviews with stakeholders and conduct a public charrette to gather ideas.
- Establish a series of alternative site plan options (two to three alternatives) and preferred alternative recommendation.

- Provide an initial written summary report of existing conditions defining site opportunities, constraints, alternative site plan illustrations and recommend a preferred alternative. This summary report will be reviewed by City staff and stakeholder representatives prior to public distribution.
- Present the summary report and preferred alternative illustration to Council and stakeholders by webinar if the consulting firm is remote to Gunnison.

**Module 2 Process.** Develop preliminary (30%) plan sets for the preferred park site, at approximately 1:20 scale.

- Plan sets will include at a minimum the following sheets:
  - site boundary, grading/drainage and utilities (existing and proposed)
  - landscape plan
  - furnishings plan and cut sheet details
  - signage plan (as needed)
  - lighting plan
  - development phasing plan
  - detail drawings, cross sections and notes required for construction
  - Material quantities and cost estimates
- Conduct internal webinar review of the Preliminary Plan 30% with City staff and selected stakeholders, and make revisions/amendments as necessary
- Conduct webinar presentation Preliminary Plan (30%) design set to Council and stakeholders.

**Module 3 Process.** The module includes two options. **Option 1** is to develop construction level (90%) plan sets only for the improvement elements identified for the Phase 1. **Option 2** is to develop construction level (90%) for both Phase 1 and Phase 2.

The 90% design plan sets will include the following details.

- Plan sets will include at a minimum the following sheets:
  - site boundary, grading/drainage & utilities (existing & proposed)
  - landscape plan
  - furnishings plan & cut sheet details
  - signage plan (as needed)
  - lighting plan
  - development phasing plan
  - detail drawings, cross sections and notes required for construction
  - Material quantities and cost estimates
- Conduct internal webinar review of the Construction level plans (90%) for Phase 1 and 2 with City staff and selected stakeholders, and make revisions/amendments as necessary
- Conduct webinar presentation Construction level (90%) design sets (for Phase 1 and 2) to Council and stakeholders.

## **DELIVERABLES**

Deliverables will include three hard copies (11"x17"); one Printable Document Format File (PDF) of the final product; and one electronic file set of AutoCAD drawing files.

## SUBMITTAL CONTENT

Please submit one hardcopy and one digital PDF with the submittal. Only submissions limited to 12 pages, not including resumes, and containing the following will be considered.

1. Cover sheet with the RFP title heading; submittal date; name of the issuing entity; telephone number; email; and company website link.
2. Project Cost. Provide a not to exceed total cost to complete the describe scope of work elements – provide costs for each module and a sum for the entire project. Note: Module 3 is structured with two options and the submittal must include projected cost for **Option 1** and **Option 2**.
3. Statement of qualifications
  - The firm and any subcontractors (if any);
  - The lead team member; and
  - The individuals to be assigned to the project.
4. At least three examples of similar plans the firm has completed in the past five years;
5. Business references from these projects, including client’s name, email address, and phone number.
6. Identification of any potential subcontracted service necessary for the completion of the project.

## CONTRACT DEVELOPMENT

The City of Gunnison will enter into a contract for professional consulting services based on a fixed price to the selected consultant. Incremental payments to the consultant will be made at the specified duration established by the contract. The contract terms shall specify a “not to exceed” amount. By acceptance of the award, the consultant shall enter into a services contract – an example of a typical services contract can be viewed at the following link.

<http://www.gunnisonco.gov/docs/Finance/Employee%20Forms/ServicesContract.docx>

The City of Gunnison is not liable for any costs incurred by a consultant in responding to this RFP or for any costs associated with discussions required for clarification of the RFP contents.

## SELECTION PROCESS

The City of Gunnison reserves the right to accept or reject any or all RFP submittals. All submittals become the property of the City upon receipt. While cost is important, this is not necessarily a low bid award. The City will evaluate each RFP submittal according to the following factors and 100-point scale.

1. ***Experience and Technical Competency***. RFP responses should reflect the qualifications and experience necessary to successfully develop and execute the scope of services. Specifically, the engineering team capabilities, landscape architecture abilities; and public engagement experience. The proposed project team and leader’s qualifications and experience in similar projects should be demonstrated in the submittal. (25 points)
2. ***Public Facilitation & Program Experience***. RFP responses should elaborate on the techniques and processes proposed for public engagement and charrette program. RFP response should elaborate upon the use of the proposed outreach program in other communities and record of success from the public involvement process. (25 points)
3. ***Cost***. The proposed cost to complete all elements of the identified scope of work must be reasonable and favor the of city’s desire to complete this project. (25 points)

4. **Record of Success.** The RFP response shall demonstrate a consistent level of successful project outcomes of similar projects during the past five years. (15 points)
5. **References.** (10 points)

#### **PROJECT SCHEDULE**

- March 1, 2018: RFP Announcement
- March 20, 2018 @ 2:00PM is the submittal deadline. RFP opening will occur at 2:15 PM in the Gunnison Recreation Center, 200 E. Spencer Avenue, Gunnison, Colorado.
- March 21, 2018: City completes review of RFP's and scores the submittals
- March 25, 2018: City approves contract with the selected consultant; work begins
- Module 1, Site Visit and Charrette April 26, 2018
- Module 1, draft review submittal June 6, 2018
- Module 1, public presentation June 26, 2018
- Module 2, public presentation July 24, 2018
- Module 3, public presentation August 21, 2018

#### **COMPLIANCE WITH LAWS**

The selected consultant agrees to and is bound by all applicable federal, state and local laws, regulations and directives as they may pertain to the performance of the contact.

#### **QUESTIONS**

Questions related to this RFP will be answered until March 19, 2018 at 3:00PM (Mountain time zone). Direct questions to the following:

Dan Ampietro, Director Parks and Recreation  
PO Box 239 Gunnison, CO 81230  
Phone: 970-641-8421  
Email: [dampietro@gunnisonco.gov](mailto:dampietro@gunnisonco.gov)