

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-53

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPROVING A REQUEST FOR PROPOSALS FOR A THIRD-PARTY CONSULTANT
TO DEVELOP THE TOWN’S FIRST COMPREHENSIVE PLAN**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, per State Statute, the Town of Keystone is required to have a master plan; and

WHEREAS, on May 14, 2024, the Town of Keystone formally adopted the County’s Comprehensive and Snake River Master Plans as an interim measure until such time the Town adopts its own master plan; and

WHEREAS, the Town Council finds it in the best interest of the Town to retain a third-party consultant to develop the Town’s Comprehensive Master Plan.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town Council authorizes Town staff to initiate the Request for Proposals (RFP) process in substantially the form attached hereto as Exhibit A. The Town Manager is authorized to publish the RFP on behalf of the Town.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of 6 in favor and 0 against, this 23rd day of July, 2024.

Signed by:
By: Kenneth D. Riley
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:
By: Madeline Siebo
Town Clerk

Signed by:
By: Jennifer Madsen
Town Attorney



Request for Proposals Town of Keystone First Comprehensive Plan



Date Issued: July 29, 2024

Submittal Deadline: August 30, 2024

This Request for Proposals (RFP) is not a competitive bid based on price only. The request for proposals allows the Town of Keystone, Colorado Town Council to select the service provider that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

Introduction:

The Town of Keystone is seeking the services of a professional consulting firm to assist the Town of Keystone in the development of the Town's first Comprehensive Plan. This document will guide the Town's development, redevelopment and decision making at all levels for the Town's future.

The Town will provide a project manager to coordinate and communicate with during the Comprehensive Plan process. Additionally, the Town will provide additional resources to assist with the various topics that will be discussed during the Comprehensive Plan process.

The firm must have extensive experience and skills in the development of comprehensive plans, as well as facilitation of community visioning and public outreach in both in-person and on-line settings. The Town encourages and promotes public outreach and input.

The Town will receive proposals in response to this RFP until 4:00 pm on August 30, 2024. Proposals received after that date and time will not be reviewed or considered.

Interested firms shall submit (1) bound copy of their proposal and one (1) digital copy. Proposals can be dropped off or mailed to:

Town of Keystone
Attn. Lindsay Hirsh, Community Development Director
1628 Sts. John Road

Keystone, CO 80435

Questions regarding the RFP may be submitted to LHirsh@keystoneco.gov. Phone calls will not be accepted. The deadline for questions is August 23, 2024. All questions and answers will be published online.

Interviews of those selected for an interview will begin the week of September 2, 2024. Final selection is anticipated for the second or third week of September 2024, with contract approval in October.

Background:

The Town of Keystone became Colorado's newest Town on February 8, 2024. It is an exciting and challenging time. Located in Summit County, Colorado, Keystone is a mountain resort community which is home to approximately 1,300 full time residents, over 3,600 condominiums and homes, a deed restricted workforce housing area including 2,100 seasonal housing beds, a business community, and has a peak ski weekend population of 25,000. The Town is a year-round resort community with Keystone Resort located within its boundaries.

The community in Keystone has an opportunity to chart its own course for the first time and address the issues that it has faced for years.

Request:

Keystone's first comprehensive plan should provide clear land use, planning, environmental preservation, and economic diversification and resilience for the next 10-15 years in a 21st Century attractive and user-friendly product. The Town seeks the Consultant's recommendation on the appropriate format for the Town's first comprehensive plan.

The comprehensive plan will recognize the unique characteristics of all the various areas located within the Town boundaries and develop appropriate and anticipated land use designations for those locations. Areas of specific interest/concerns will likely be

related to Highway 6 traffic impacts, pedestrian safety, parking, economic development, workforce housing, and possibly goals/policies implementation measures directed at a more functional method to work cooperatively with the owners of the ski resort. In general, the consultant should have the ability to acknowledge and reinforce the need to evaluate and outline the features necessary to ensure the development of a healthy, functional municipality, as it evolves from a resort into an established town with the potential for growth and sustainability.

The comprehensive plan should include a three-mile plan for the purposes of consideration of future annexation petitions. In addition, the consultant shall also prepare a Housing Needs Assessment Plan and a Housing Action Plan meeting the requirements of SB24-174. Lastly, a consultant will provide some limited assistance working with Town staff with the development of any applicable grant applications.

Scope of Work:

The Town of Keystone seeks a consultant with strong writing skills, the ability to facilitate an inclusive public engagement process, and the ability to illustrate concepts with supporting maps, renderings, graphics, charts and photos. Community outreach may include stakeholder meetings, surveys, public meetings, website and on-line engagement, and other creative ways to engage all members of the community in an equitable manner. The consultant will need to understand the unique dynamics of a mountain community with a resort component.

The Town anticipates the planning process for the Comprehensive Plan to be completed within approximately a 9-month period. Work will begin in the fall of 2024, with anticipated completion and adoption in mid-2025.

The proposed scope of work includes:

- Evaluation of relevant historic and current documents and data pertaining to the Town of Keystone.

- Public/Stakeholder Engagement: The public's participation is crucial to the development of the Town's first comprehensive plan that reflects the needs, desires, and decisions of the community as a whole. The Town desires a strong public outreach and input gathering process.
- Background in characteristics and fundamentals necessary to establish a sustainable municipality from scratch.

Meetings:

Staff anticipates numerous meetings throughout the Comprehensive Plan process.

Such meetings will include:

- Advisory meetings with Town Staff.
- Stakeholder meetings, including property owners, citizen groups, businesses, and local non-profits.
- This likely will include work sessions with the Town Council.
- Public outreach, community open houses, and other public events to garner input.
- Work sessions with the Planning Commission and Council to discuss content and provide updates.
- Presentations before the Planning Commission and Council for Comprehensive Plan adoption.

Submittal Requirements:

Letter of Proposal and Commitment – The letter should identify the firm and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP.

Firm Background and Project Team – Provide background information on the consulting firm, including location, resources, and experience. Identify the project team members and provide a statement of qualifications, expertise, and level of experience. The Town encourages the use of local team members.

Qualifications – This portion of the RFP should include at least three examples of projects (with contact information) completed within the past five years and will confirm the proposer’s expertise in providing comprehensive plan services.

Scope of Work – Provide a detailed scope of work, clearly illustrating tasks to be accomplished and final work product. Please also provide a scope of work specific to the proposed engagement and input process.

Understanding of the new Town of Keystone – Provide information that demonstrates the firm’s understanding of the Town of Keystone, and how that research will support the approach to a successful planning process.

Schedule – Provide a timeline for completion of the projects and a detailed schedule of public meetings, community outreach, and milestones for project completion.

Fee Schedule – Provide hourly fee schedules for each member of the team and team and total costs applicable to the deliverables outlined in this RFP. Include a “not to exceed” total project costs. The “not to exceed cost” should be based on the services to be provided including all expenses.

Town Staff Time and Resources – Provide an estimate of Town staff time and any additional resources that will be required for input into the project.

Insurance – Provide a summary of the team’s insurance coverage, including public liability, property damage, worker’s compensation, automobile, and professional liability.

Estimated Budget:

\$150,000-\$200,000

Evaluation and Selection:

The Town intends to engage the most qualified contractor available for this project, while minimizing the costs to the Town. Responsiveness to the RFP will be a principal

basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP, including:

- The firm's stated philosophy and approach to this project. Respondents are encouraged to provide an innovative approach and methodology to address the expressed objectives.
- Past record of performance on similar projects for other public agencies in terms of quality of work, cost control, and ability to meet established deadlines.
- Capacity of the personnel to perform the work within the allotted timeframe.
- Qualifications of individuals who will have direct involvement in identified tasks.
- Proposed project schedule for the duration of the project.
- The proposed fee.

Schedule:

Publication of RFP: July 29, 2024

Deadline for questions: August 23, 2024

Proposals due by 4:00 pm, August 30, 2024

Interviews begin Mid-September

Consultant selection and award of contract: approximately September 30, 2024