

Addendum to Town of Breckenridge Comprehensive Plan Update RFP

Answers to Questions Received on RFP

All Town responses provided in bold below.

1. Is there a budget or budget range for this project that you can share with us?

We have purposely not included a budget range in the RFP. The Town wants to see what different consultant teams propose in terms of schedule, work flow, and budget. It is recognized that although there will be considerable in-house resources targeted towards the Comprehensive Plan Update, this effort will require significant resources to be provided by a multi-disciplinary consultant team.

2. For our comprehensive planning projects, we work with two sub consultants - an economic development firm, and a technical planning firm. Is this acceptable to the City?

The Town desires to have a consultant team with the following expertise: public engagement, public policy development, technical planning, urban design, and graphics/document design. Economic development will not be a strong focus of this plan update effort.

3. Are out of state firms encouraged to apply or is there a preference for a local firm?

Out of state firms are welcome to apply, especially those with experience working in other ski resort or tourism focused towns or cities. Local knowledge is preferable but is also possible by teaming with more locally connected sub-consultants.

4. Does the Town have an anticipated budget for this project?

We have purposely not included a budget range in the RFP. The Town wants to see what different consultant teams propose in terms of schedule, work flow, and budget. It is recognized that although there will be considerable in-house resources targeted towards the Comprehensive Plan Update, this effort will require significant resources to be provided by a multi-disciplinary consultant team.

5. It looks like the Town envisions the consultant team playing a limited role, largely focusing on engagement, communications, and redevelopment visualization. Can you confirm that staff will lead the development of key policies in transportation, infrastructure, housing, and other key elements of the Comprehensive Plan?

We see policy development as a collaborative effort between the Town staff and the consultant team. This is also true regarding the early visioning process. The consultant team should be prepared to expend significant time and resources on policy development. For example, based in part on early public input, we see Town staff and the consultant team developing some early policy issues for discussion and refining the policy questions together. The consultant team would lead public discussions regarding policies.

6. The RFP notes attendance at several Planning Commission and Council meetings is desired. Is the Town comfortable with accommodating some of these virtually?

The four meetings with each the Planning Commission and Town Council that are noted in the RFP (eight meetings total) are expected to be in-person. Additional meetings may be needed with these boards, which can be virtual.

7. Does the Town anticipate the Planning Commission serving as the main Steering Committee for the Comprehensive Plan Update? Or are there plans to assemble a standalone group to serve in this capacity?

At this point, a need for a separate standing advisory committee or steering group has not been identified, in part because as you noted the Planning Commission and Town Council will be frequently involved in the project. There will be a need for weekly virtual meetings with staff, which may at times include other individuals, as deemed necessary.

8. Attachment B refers to Financial Information, a Statement of Insurance, and Required Certificates of Assurances. Please clarify the requirements for these items.

The information desired includes an Overall Project Budget, a Base Rate Fee Schedule for the consultant team including sub-consultants, and Certificates of Liability Insurance. No other specific data is requested at this time.

9. Can we include live links in our proposal?

Yes, live links are acceptable.

10. Can you share which firm is doing the water supply element currently?

A firm has not yet been selected for the Water Supply Element, but selection is anticipated by February.

11. Can we include current Town of Breckenridge employees as references?

Yes, you may use current Town employees as references, but not exclusively.

12. Can you provide the MSA for us to review?

The Town has a standard Agreement for Services contract that we will be glad to share, should your firm be selected as a finalist. If it is important to have this early, please reach back out to markt@townofbreckenridge.com.

13. We understand the focus of redevelopment in the Comprehensive Plan. Approximately how many redevelopment sites and how large (i.e. acres) are the sites that we should assume for visualizations/renderings?

The actual scenarios and number of sites is still under discussion and refinement. Assume for purposes of the RFP that there would be at least three redevelopment sites, each from four to ten acres in size, that will be analyzed as example redevelopment scenarios.

14. We understand the commitment to reach the Spanish speaking community. Should we assume the Final Comprehensive Plan will be in English and Spanish?

It is not expected that the entire Comprehensive Plan document will be provided in a Spanish version. However, we would look for an Executive Summary and summary documents on major topic areas to have a Spanish translation.

15. Most links in the RFP require a SharePoint login and password to access. The links include: the current Town of Breckenridge Comprehensive Plan, the Joint Upper Blue Master Plan, the Open Space and Trails Master Plan, the Housing Blueprint, the SustainableBreck Plan, the 2002 Vision Plan, and the 2019 Destination Management Plan. Can those files be shared as PDFs through an Addendum?

Thank you for pointing this out. Links to all the documents identified are provided below:

[Town of Breckenridge Comprehensive Plan](#)

[Joint Upper Blue Master Plan](#)

[Open Space and Trails Master Plan](#)

[Housing Blueprint](#)

[SustainableBreck Plan](#)

[2002 Vision Plan](#)

[2019 Destination Management Plan](#)

[Handbook of Design Standards for the Historic and Conservation Districts](#)

16. Has the consultant for the Water Supply Element been selected? Will the timeline of developing the Water Supply Element align with the development of the rest of the comprehensive plan?

A firm has not yet been selected for the Water Supply Element, but selection is anticipated by February. Much of the work on the Water Supply Element will be done independently of the Comprehensive Plan effort, but the Water Supply Element will be integrated into the later stages of Comp Plan development to solicit public input.

17. The RFP states, "*Much of the technical data and analysis will be done by staff...*". Can you identify which pieces of the technical data and analysis will be covered by Town staff? This will help us refine our scope and budget.

The Town will be collecting and providing most pertinent technical data regarding issues such as: identification of vacant and underutilized parcels of land, buildout data, infrastructure capacity, deed restricted housing data, etc. The consultant team will review the data and analysis provided by staff, as it relates to the Plan Elements and corresponding public policy discussions. The consultant team will be responsible for preparing the visual modeling exercises envisioned in the RFP.

18. Does the Town have a specific budget in mind for the consultant team not to exceed?

We have purposely not included a budget range in the RFP. The Town wants to see what different consultant teams propose in terms of schedule, work flow, and budget. It is recognized that although there will be considerable in-house resources targeted towards the Comprehensive Plan Update, this effort will require significant resources to be provided by a multi-disciplinary consultant team.

19. The RFP mentions "carrying capacity" in a few places. Has there been a carrying capacity analysis performed? What are the deciding limitations: Water availability? Roadway capacity? Wastewater treatment capacity?

As noted in the RFP, carrying capacity in Town has as much to do with overall number of visitors and perceived congestion during busy periods of the year, as it has to do with infrastructure capacity. Town staff will be collecting data on Town infrastructure and its ability to accommodate projected buildout. However, based on previous analyses we do not expect infrastructure to be a limiting concern. Capacity to serve has increased for services like water and sewer (e.g, a second water treatment plant came online a few years ago).

20. How has the Town subsidized deed-restricted housing? Is there more capability to do this in the future?

The Town has subsidized over 1,000 deed restricted housing units. This has been done through a series of mechanisms, including construction of new units and incentivizing voluntary placement of deed restrictions on existing units. The Town has several dedicated funding streams that annually raise over \$12 million, so there will be continued capability in the future.

21. Does the Town anticipate using an advisory committee on this project? If so, can the Planning Commission serve in that capacity?

At this point, a need for a separate standing advisory committee or steering group has not been identified, in part because as you noted the Planning Commission and Town Council will be frequently involved in the project. There will be a need for weekly virtual meetings with staff, which may at times include other individuals, as deemed necessary.

22. Does the Town prefer a specific digital engagement platform?

The Town uses a variety of digital engagement platforms, including Instagram, Facebook, email marketing, and websites. Some specific platforms used in previous efforts have

included MindMixer and ArcGIS Storymap. Our Communication Team will work with the selected consultant to identify appropriate digital platforms for this project.

23. How involved will Town staff be in advertising, coordinating (with the High School, for example), co-facilitating or supporting engagement activities?

The Town's Communication Team is available to assist with advertisement and identifying parties and stakeholders that should be engaged in the Comprehensive Plan Update process. The Communication Team does not have the capacity to co-facilitate meetings. We will look for the consultant team to take the lead on these efforts. Town Planning staff will assist in coordination and scheduling of venues for public engagement. Town staff will attend all public/stakeholder engagement meetings and provide technical assistance and expertise as needed. There may be certain issues that will lend themselves to town staff co-leading the discussions with the consultant. This will need to be determined as the logistics for meetings and subject matter are agreed upon by staff and the consultant team.

24. Is there any weight applied to the scoring criteria elements listed in the RFP by percentage or total maximum points to be awarded?

The scoring criteria are intended as guidelines for the reviewing committee, but definitive percentages or maximum points have not yet been assigned. It is safe to assume that the "Approach to Service" will be the most critical of the criteria to meet. Relevant experience and overall cost will also be important considerations.

25. Financial Information is listed on the Proposal Submittal Checklist but not mentioned in the RFP. What, if anything, is required for "Financial Information"?

The information desired includes an Overall Project Budget, a Base Rate Fee Schedule for the consultant team including sub-consultants, and Certificates of Liability Insurance. No other specific data is requested at this time.

26. B. Respondent Qualifications states "Include any recent plans prepared for other ski-resort or tourism focused towns or cities." Are you referring to project profiles of recent plans, or do you require copies of these plans?

Project profiles of recent plans is sufficient.

27. The SOW in the RFP outlines a clear role for the consultant team in leading the public/stakeholder engagement process. What role does the Town anticipate that Town staff will play in engagement?

Town staff will attend all public/stakeholder engagement meetings and provide technical assistance and expertise as needed. There may be certain issues that will lend themselves to town staff co-leading the discussions with the consultant. This will need to be determined as the logistics for meetings and subject matter are agreed upon by staff and the consultant team.

28. The RFP indicates that the consultant proposal should outline proposed processes, techniques, and approaches for public engagement. We have found that there are advantages to working

with local stakeholders, Town staff, and elected/appointed officials to craft engagement techniques that are the best fit for individual communities as opposed to replicating other processes. What level of detail are you looking for in outlining engagement approaches at the proposal level? Are you open to a more iterative approach?

We are certainly open to an evolving public engagement process, as the project unfolds. We are also hopeful that the consultant teams will have done some homework on the local Breckenridge community to the extent that a proposed process can be articulated, understanding it may be adjusted as it moves forward. We desire a process that is customized for our community. It will be helpful to explain early to the community the approximate times when public involvement will be solicited throughout the process. Of major importance is developing and refining a process that reaches out to all segments of the community and involves typically underrepresented segments of the population.