

Town of Marble
Request for Proposals
For Facilitating a Master Plan Study

Purpose:

The Board of Trustees of The Town of Marble Colorado have identified a need to up-date its current Master Plan. The Town has established a Master Plan Committee (“the Committee”) to work with the Master Plan Facilitator (“the Facilitator”) throughout the project. The Town is seeking to retain a qualified consultant to serve as Facilitator and assist the Town in development of a new 10 year Master Plan. The project is expected to take no longer than 12 months.

Background:

Marble is located near the headwaters of the Crystal River in the northeast corner of Gunnison County Colorado. The town's surrounding environment is pristine and alpine. Both the Maroon Bells-Snowmass and Raggeds Wilderness Areas are nearby and consist of numerous peaks over 12,000 feet, unspoiled streams and lakes, majestic wildlife, and diverse alpine vegetation. Despite the unmatched scenery, several geologic hazards exist and the weather can be severe. All of these elements combine to form a uniquely beautiful and harsh environment in which people have continually struggled, thrived, merely survived, or visited for over a century. Marble has a definitive character which is a product of its history, and part of that character is a desire to maintain what has defined the community.

Scope of Work:

- Develop and foster an inclusive public participation process.
- Facilitate development of appropriate and inclusive processes to produce:
 - Visioning Statements
 - Mission Statements
 - Goals, Objectives, Strategies and Tactics.
- Assist the committee with ground rules, decision making, conflict management and progression of topics.
- Steering the committee in highly interactive, respectful discussions.

- Steering and facilitation of meetings, both in person and on line, including preparing agendas and materials.
- Generating minutes of the stakeholder meetings and delivering the minutes to the committee on a timely basis before subsequent meetings;
- Organizing expert presentations as appropriate and necessary.
- Guiding public meetings as appropriate and necessary.
- Working with small groups or subcommittees as appropriate and necessary.
- Providing technical assistance to the committee.
- Overall management of the Master Plan process and preparation of all draft and final plan documents.
- Obtain background information and data.
- Identify main areas/topic of concerns for review by the committee.
- The Master Plan shall include the following required components: a three mile plan per C.R.S 31-12-105 (1)(e)(I); identification of risks and vulnerabilities of natural and human causes hazards and goals, strategies, and/or actions to address these hazards; demonstrated engagement of neighboring jurisdictions and major service providers including special districts impacted by growth and development; a recreation and tourism element, as required by C.R.S. 31-23-206 (5); and a water supply element and water conservation policies, including identification of water supplies and facilities sufficient to meet public and private infrastructure needs, either as a stand-alone component or integrated throughout the Plan and in accordance with C.R.S. 31-23-206(1)(d)(I-II). The Plan will update the Town vision and goals, population and socioeconomic information, land use classifications, and land use map. The Plan will also include updates to applicable transportation, environmental, economic development, growth management, affordable housing, infrastructure, and parks and recreation components, as well as an action plan that prioritizes actions necessary to implement the Plan.

Deliverables:

The consultant will provide one electronic copy of all documents to the RPF coordinator.

Funding:

The value of the Master Plan contract for facilitation services pursuant to this RFP shall not exceed \$25,000. The primary funding for the contract will be provided by the Town of Marble in the amount of \$12,500. The remaining \$12,500 will be provided by an Energy Impact Assistance Grant from the Colorado Department of Local Affairs. Execution of the consultant contract will depend on award of the referenced grant.

Confidential Material:

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. “Proprietary or Confidential Information” is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words “Confidential Disclosure” and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

RFP Logistics:

The RFP Coordinator is the point of contact for the committee for this procurement. Communication and questions regarding this RFP shall be directed to the RFP Coordinator, as follows:

Name	Ron Leach
Email	leach@townofmarble.com
Phone	970-963-1938
Mailing Address	Town of Marble 322 West Park St. Marble CO 81623

Any other communication will be considered unofficial and non-binding on the committee or the Town of Marble for this procurement. Applicants are to rely solely on written statements issued by the RFP Coordinator and this RFP.

Estimated Schedule:

The Town will endeavor to use the following timetable:

March 24, 2023	Request for Proposals publicly advertised, posted on website (www.bidnetdirect.com/colorado).
March 31, 2023	Question and Answer Period – Proposers’ request for clarification and questions due via email to leach@townofmarble.com by 4:00 PM MT.
April 7, 2023	Town’s response to request for clarification and questions posted on BidNet Direct via addendum.
April 14, 2023	Proposals Due – Proposals must be uploaded to BidNet by 2 PM MT to be considered.
April 21, 2023	Proposal Review and Selection – Proposers will be contacted if a presentation is desired to schedule a presentation date and time.
April 24, 2023	Notice of Award and Notice of Selection to Proposers.

Required Proposal Contents

The Proposer shall submit a letter of interest and explain their approach to the facilitation scope of work and objectives outlined in this RFP. The Facilitator is expected to have the capacity and expertise to lead and facilitate a multi-faceted stakeholder program. The Facilitator is expected to present and utilize innovative strategies to guide diverse, collaborative stakeholder groups. The committee seeks to engage key stakeholder audiences, including local governments, cultural, environmental, recreational, business, property owners, and river and river corridor user groups. When explaining your approach:

- Include a discussion of your understanding of collaborative stakeholder processes, conflict management and resolution, and natural resource management issues.
- Provide information on experience with similar projects demonstrative of your capability to successfully perform the work outlined in this RFP.
- Provide a budget reflecting hourly rate, estimated hours, travel expenses, materials and supplies required to perform the work outlined in this RFP.
- Provide the number of public meetings, stakeholder meetings and out of town meetings being proposed.
- Provide a list of references including two clients for which you acted as a facilitator. Please include a brief description of the facilitation and the outcomes achieved, along with email and telephone contact information for each reference.

Proposal Selection and Award

Evaluation Criteria

Selection of the Proposers invited to present and/or the selection of the top-ranked Proposer will be based upon the following criteria (or as the same may be amended or supplemented by published secondary selection criteria, if any):

1. Approach to Project
 - A. The Proposer shall prepare a brief statement as to their intention to address:
 - i. The Project Scope of Work including the Proposer's approach to conducting the stakeholder process and facilitation.
 - ii. The Project Schedule
 - iii. Required Qualifications Met.

2. List of Similar Work

A. The Proposer shall submit examples of projects of similar size and scope, specifically with local governments when available.

B. The quality of the Proposer's experience, including the examples of prior facilitation with groups of diverse stakeholders and collaborative organizations, including the provision of organizational alignment advice will be evaluated to determine they demonstrate the Proposer's ability to work successfully with the committee.

3. Estimated Cost of Services, including Reimbursable Expenses

A. The Proposer shall list all costs assumed necessary to successfully complete and/or deliver the provided scope of work, services, and/or goods, including, but not necessarily limited to:

- i. Labor and material expenses
- ii. Reimbursable expenses for mileage and/or administrative services
- iii. Miscellaneous expenses

B. The Proposer shall provide a list of standard fees/rates and material markup rates to include with the Contract for any additional services or goods that may not be covered in the awarded Contract; billable only as incurred and as agreed upon in advance by mutual signing of a change order.

4. References

The Proposer shall provide a list, including contact name and information, of two (2) references/prior clients, especially local, state and federal government.

Notification to Proposers

The RFP Coordinator will notify the top-ranked Proposer of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail. The Town of Marble is under no obligation to accept a lowest bid proposal. All costs associated with preparing proposals to this RFP will be born solely by the proposer. The Town of Marble reserves the community's right to reject any or all bids if such action is deemed in the best interest of the community.