

Town of Marble
Special Meeting of the Board of Trustees
March 15th, 2023 6:00 P.M.
Marble Community Church, 121 W. State St. Marble, Colorado
Agenda

6:00 P.M.

- A. Call to order & roll call
- B. Consider approval of Purchasing Policy for Planning Consultants
- C. Review Request for Proposal (RFP) for Master Plan Facilitator
- D. Review MP committee membership applications
- E. Structure and planning for first committee meeting
 - 1. Introductions
 - 2. Review 2000 Town of Marble Master Plan
 - 3. Review proposed Charter document
 - 4. Values audit & mission statement
- F. Other
- G. Adjourn

Town of Marble
Purchasing Policy
Planning Consultants

Purpose:

The purpose of this purchasing policy is to provide a fair and equitable process for selecting Planning Consultants who would provide services on a contractual basis for the Town of Marble.

Scope:

The scope of this purchasing policy is limited to Planning Consultants only.

Competitive Purchasing:

\$0 - \$10,000

No competitive purchasing or bidding procedure is required for purchases of Professional Consulting Services not anticipated to exceed \$10,000 in a given twelve-month period, unless otherwise required by law or an applicable grant or financing agreement. If a purchase of Professional Consulting Services is anticipated to exceed this limit, a request for proposals (RFP) procedure shall be followed for initial procurement. Additional contract terms may be entered at the discretion of the Board of Trustees without using competitive purchasing or bidding procedures. It is understood that in the procurement of professional consulting services, skill, experience and reputation are often of more significant importance than price, and the Board of Trustees is to have discretion to place such additional weight on those criteria as may be warranted under the circumstances.

\$10,001 - \$25,000

An RFP is prepared and proposals are solicited directly from at least three reputable Planning Consultants for consideration. This is a middle ground where competition is required, but follows relatively streamlined and informal procedures.

Above \$25,000

A full formal competitive RFP process is required including giving full published notice to the public about a contracting opportunity, that gives adequate time to prepare proposals (typically 14 - 30 days minimum), in accordance with the following process:

PROCESS

The RFP process shall be initiated by the issuance of a RFP prepared by the Marble Board of Trustees or its designee. Notice of the RFP shall be made by:

- Letters to known providers soliciting Proposals.
- Advertisement posted on the Town of Marble website and Town bulletin board.
- Notices placed in a newspaper of general circulation in the region for two days running.
- Posted on bidnetdirect.com.

Once a RFP has been issued and noticed, the Proposal specifications will be available for inspection by contacting the Town Clerk.

Proposal Opening and Review

Every Proposal received prior to the submission deadline will be opened and reviewed by the Town Clerk, and submitted to the Board of Trustees for review. Proposals and their contents will be kept confidential until the submission deadline has passed. Thereafter, except for any portion of a Proposal that may qualify for an exemption under the Colorado Open Records Act, Proposals may be subject to public disclosure.

CRITERIA FOR PROPOSAL SELECTION

In evaluating proposals, the Board of Trustees will consider the following criteria:

- Price.
- Applicant's ability to perform within the specified time limits.

- Applicant's experience and reputation, including past performance for the Town.
- Contract provisions that are acceptable to the Town.
- Any other factors that the Board of Trustees determines are relevant and appropriate in connection with a given project or service.
- According to the evaluation criteria as listed on the RFP.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

- There shall be no preference exercised for local contractors or suppliers.
- Minority and women-owned businesses must be included in the solicitation list for the request for proposal.

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.

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.

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 17, 2023	Request for Proposals publicly advertised, posted on website (www.bidnetdirect.com/colorado).
March 24, 2023	Question and Answer Period – Proposers’ request for clarification and questions due via email to leach@townofmarble.com by 4:00 PM MT.
March 27, 2023	Town’s response to request for clarification and questions posted on BidNet Direct via addendum.
April 7, 2023	Proposals Due – Proposals must be uploaded to BidNet by 2 PM MT to be considered.
April 14, 2023	Proposal Review and Selection – Proposers will be contacted if a presentation is desired to schedule a presentation date and time.
April 17, 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 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 and Weighting

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. Outcome and Performance Measurement.
 - iv. Required Qualifications Met.
 - v. Preferred 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.

LEAD KING LOOP STAKEHOLDER GROUP

CHARTER VER. 02.16.22

BACKGROUND: The Town of Marble has about 120 year-round residents and is located in the northwest corner of Gunnison County. The White River National Forest surrounds the town with connectivity to National Forest lands by dirt mountain roads. The public lands surrounding the Towns of Marble and Crystal including the Crystal Mill attract more than 17,000 visitors, who through the gateway community of Marble, visit mostly during the months of May to October. Marble is seeing an increase in outdoor recreation-based tourism. This increase in use is putting new pressures on environmental and social-economic systems of the area.

A main attraction of the area is the historic Crystal Mill and Town Site. Hiking, mountain biking, and motorized recreation occur on the rugged 13-mile Lead King Loop Road. The public has expressed concerns about noise, road safety, parking, decreased user experience and environmental degradation corresponding with the increase in use. These multifaceted pressures and public deliberations have encouraged local municipalities and governing bodies to initiate a formal planning process. The convening entities include the Town of Marble, Gunnison County, Colorado Parks and Wildlife, and the White River National Forest.

GUIDING PRINCIPLES OF RECREATION MANAGEMENT:

- Every effort should be made to ensure participation of stakeholder groups.
- Decision making processes for the group should focus on producing recommendations that are implementable by the USFS, Gunnison County, Town of Marble, Town of Crystal and other land managers.
- Recommendations will honor the complexity of ecosystems and use the best available science for their implementation.
- Projects will focus on creating and maintaining healthy ecosystems and consider the community's economic needs and impacts to local landowners, residents and businesses.

PURPOSE:

The purpose of the Lead King Loop Stakeholder Group is to balance the interests related to the Upper Crystal River Valley (including communities of Marble and Crystal, Gunnison County lands, and U.S. Forest Service lands) in providing advice and recommendations to the management direction of the Lead King Loop and surrounding areas.

The group will accomplish this through mutual education; transparency in process; fostering communication between constituents and governmental agencies; and identifying, evaluating, and recommendation options that meet the needs of the many stakeholders involved.

OBJECTIVES: The objectives of the collaborative process are to

- a) In a collaborative space, create a shared vision for the management of the Lead King Loop area.
- b) Explore stakeholder perspectives regarding recreation use and options to manage recreation use *in the interim and long-term*.

- c) Provide consensus-based recommendations for managers and government partners that have high potential to provide exceptional recreation opportunities while mitigating impacts to the community and environment.

OUTCOMES: The Stakeholder Group will assess the situation and conditions for controversy and make recommendations for measurable actions that meet the appropriate balance for all interests with both near- and long-term strategies.

ISSUES IDENTIFICATION: Stakeholder Group members will identify the issues they wish to address within the context of increased tourism and recreation pressure on the communities of Crystal and Town of Marble and surrounding areas. Interests might include:

- Provide a quality visitor experience, maintain quality of life, and ensure the protection of resources;
- Opportunity to incorporate science and graduate research into the project;
- Long-term support for management of the Lead King Loop;
- Natural resource protection;
- Decisions that work across jurisdictional boundaries;
- Be a good neighbor in management practices that cross jurisdictional boundaries;
- Better understand vehicle use on quality of life and environment;
- Balance of lifestyles;
- Address ecological, historical, environmental, recreational components that are unique to the area;
- Preserve and protect the area;
- Value working together with diverse interests;
- Represent the various interests of the citizens, property and business owners of the Towns of Marble and Crystal;
- Maintain quality of life;
- Quality experience of recreationists on the Lead King Loop;
- Issues are not isolated to Marble, so management should be inclusive of the region.

SCOPE: The Stakeholder Group acknowledges that the geographic impacts and recommendations need to encompass more than the technical Lead King Loop route. Meaning, the effort will develop recommendations that encompass the Lead King Loop from the town site of Crystal to the intersection to the top of Daniel’s Hill but to also the routes that go to the Town of Crystal with spurs that go Crested Butte and the Town of Marble.

STRUCTURE AND MEMBERSHIP: The Stakeholder Group will provide membership and voting rights to organizations and individuals representing key interests and perspectives involving, geographic, economic and social balance, and knowledge of the lands and resources within the region. The identified interest groups to be represented and the number of voting board seats available are:

A representative from each of the following:

- Crystal Mill
- Gunnison County Sheriff
- Colorado Parks and Wildlife

A resident living in:

- Gunnison County
- Town of Marble
- Town of Crystal

A representative from each of the following interest groups:

- Motorized recreation
- Mechanized recreation
- Environmental/conservation
- Community economic development

The interests and community members above will each have one voting representative. The Town of Marble, Gunnison County, and the U.S. Forest Service will be ex-officio members.

Members of the Group are responsible for attending meetings, preparing ahead of time, participating in good faith, representing and keeping to their groups/constituencies informed. Members agree to participate in respectful dialogue following the ground rules set by the group and will seek to find solutions that meet the needs of a diversity of interests. Contribution of funding is a not a requirement to participate. The group makes decisions by gradient of agreement and strives for consensus.

- It is important that the Stakeholder Group structure assures continuity throughout the process. Therefore, members should be able to make commitments to attending meetings.
- Alternates may be assigned for each stakeholder interest and can then serve as the proxy described below.
- Members may be added to the group as the need arises by nomination and approval of the group as a whole.
- It should be noted that seats can sit vacant until able to be filled.

Convening Entities:

The steering committee will contribute input on the formation and direction of the Stakeholder Group. The Convening Entities consist of the Town of Marble, Gunnison County, and the White River National Forest.

Facilitator:

This role is to moderate the process, be neutral, provide consultation and assistance about group process steps, and to help the group with the discussion(s). The facilitator will also help secure information the Group requests with help from Members and others. This person is not a member of the Stakeholder Group.

Community Stakeholders:

Groups and citizens throughout the community and broader publics will be consulted and included in this process. Any plan the group develops will need widespread community support from stakeholders to be successful.

Meetings

- The Stakeholder Group may convene three (3) or four (4) meetings knowing that they may need to meet more.
- Members will read materials submitted in advance of meetings and complete assignments accepted. Members shall participate actively in meetings.

- An agenda will be prepared and followed for each meeting. The meeting schedule and agenda will be posted on the Center for Public Lands website.
- Minutes of each meeting will be recorded and distributed to all members and convening agencies and posted on the Center for Public Lands website.
- Members can join virtually as technology is available but should make an earnest effort to attend in person.
- A qualified facilitator or a member of Western Colorado University's Center for Public Lands (CPL) will facilitate all meetings.
- Public listening sessions will follow these same procedures. By participating in listening sessions, members of the public agree to adhere to the ground rules of this stakeholder group.

GROUND RULES

Area 1: Group Purpose

This process is by invitation only. Participants have been identified based on their interests in advancing planning for the area; they have been invited by the conveners to participate in specific capacities.

The scope of discussions is the Lead King Loop planning area and its proposed management plan. Unless directly related to planning within the area, other topics related to other public lands conservation issues are not within the scope of this planning process.

Area 2: Participation in Meetings

Participants in the process should participate actively and in good faith. Please come prepared for meetings, be respectful of differing points of view and mindful of the presence of multiple backgrounds, be fair in use of discussion time, be fair in the use of cell phones and other devices, maintain focus on the issues and objectives, and take ownership in and be open to outcomes.

State views and ask genuine questions. This enables the team to shift from monologues and arguments to a conversation in which members can understand everyone's point of view and be curious about the differences in their views.

Share all relevant information. This enables the team to develop a comprehensive, common set of information with which to solve problems and make decisions.

Use specific examples and agree on what important words mean. This ensures that all team members are using the same words to mean the same thing.

Explain reasoning and intent. This enables members to understand how others reached their conclusions and see where team members' reasoning differs.

Focus on interests, not positions. By moving from arguing about solutions to identifying needs that must be met in order to solve a problem, you reduce unproductive conflict and increase your ability to develop solutions that the full team is committed to.

Test assumptions and inferences. This ensures that the team is making decisions with valid information rather than with members' private stories about what other team members believe and what their motives are.

Discuss undiscussable issues. This ensures that the team addresses the important but undiscussed issues that are hindering its results and that can only be resolved in a team meeting.

Meeting Basics:

- One speaker at a time, one topic at a time.
- Keep to task and topic
- Be concise
- Listen
- Everyone participates, nobody dominates
- Honor time limits
- It's okay to disagree
- Decide together

Area 3: Further Engagement

Jointly design next steps. This ensures that everyone is committed to moving forward together as a team.

Discussions are not for attribution. All participants will use discretion in characterizing meeting discussions and will not discuss meetings with the media unless agreed upon collectively by the group.

DECISION-MAKING:

Goal: To come to a recommendation that group members can support following a respectful hearing of all concerns.

The Stakeholder Group will give written comments/recommendations on a five-finger scale of agreement. Members “vote” by raising fingers in numbers representative of the following:

1. Endorsement – member likes it.
2. Endorsement with minor point of contention – Basically, member likes it.
3. Agreement with Minor Reservations – Member can live with it.
4. Stand aside with major reservations – Formal disagreement, but will not block the proposal/provision.
5. Block – Member will not support the proposal.

- Consensus is reached when all members vote 1, 2, or 3.
- Consensus with Major Reservations is when all members vote 1, 2, 3, or 4.
- Consensus is not reached when one or more members vote 5.

a. Reaching Consensus

Project-related recommendations will be made by the Stakeholder Group. Group members are encouraged to prioritize attending meetings in person. If this is not possible, members are encouraged to join virtually (when available), ensure a proxy is in attendance, or to submit written input to the facilitator ahead of time. Regular members can send a designated alternate to participate in Stakeholder Group meetings and vote by proxy in the regular member’s absence. Alternates must be an informed affiliate or member of the organization, business, or entity being represented, and be able to represent the active member in making recommendations.

As recommendations are being made by the Stakeholder Group, meeting members will be asked to indicate their support or verbal confirmation through the scale above. Each participant may disagree with elements of recommendations as they’re being developed but must offer a constructive alternative that seeks to meet the needs of all members involved.

Once the Group has agreed upon a recommendation, a report will be given to the Convening Entities for their consideration in their role as decision makers for USFS, Town of Marble and County managed lands and waters.

b. Inability to Reach Consensus

The Stakeholder Group will make every effort to reach consensus. If the Group cannot reach consensus during a meeting, members are encouraged to continue the conversation via conference call, email discussions, in-person meetings, or whatever format is most effective, between meetings in order to function most effectively.

If a time comes when the Stakeholder Group is unable to reach consensus the following actions will be taken:

- Areas of agreement and disagreement will be clearly recorded in writing
- Majority and minority reports will be written to address the areas of disagreement. Each of these documents will include:
 - The name of the lead author and names of all who agree with the report.
 - A description of their proposal and the rationale used to develop it.
 - What group members in the majority and minority anticipate doing if their proposal is chosen by the decision-making entities (i.e. defend it in public), or not chosen (i.e. file an objection, or appeal, etc.).
- The majority and minority reports will be given to the decision-making entities for their consideration in their role as decision makers for government-managed lands and waters.

EXTERNAL COMMUNICATIONS

- Information about the Stakeholder Group will be made available to external stakeholders via the CPL's website (www.centerforpubliclands.org) and other venues as appropriate.
- The members of the Stakeholder Group will do their best to take it upon themselves to share information about the process and progress of discussions among their constituents and community.
- All efforts will be taken to ensure that the group's work remains transparent to external audiences. Non-members will have access to all information and the ability to share thoughts and comments with the Stakeholder Group.
- The Stakeholder Group will give verbal or written updates at the public meetings and listening sessions held as part of this process.

Signatures

Gunnison County Resident

Date

Town of Marble Resident

Date

Town of Crystal Resident

Date

Crystal Mill

Date

Representative, Motorized Recreation

Date

Representative, Mechanized Recreation

Date

Representative, Environmental Organization

Date

Representative, Community Economic Development

Date

Colorado Parks and Wildlife

Date

Gunnison County Sheriff

Date