

CITY OF DELTA, COLORADO  
REQUEST FOR PROPOSALS  
FOR A PARKS, RECREATION, OPEN SPACE & TRAILS MASTER PLAN  
WITHIN THE CITY OF DELTA  
2017

**Purpose of Request for Proposal:** The City of Delta is requesting proposals from qualified firms to perform a Master Plan for Parks, Recreation, Open Space & Trails throughout the City of Delta (“Master Plan”). Creating the Master Plan will determine community priorities, guide staff when preparing budget recommendations, provide a basis for the creation of a ten (10) year capital plan, and thereby assist staff in making decisions to better use the limited funding available through Conservation Trust Funds, GOCO funding, transportation grants, other grant opportunities and dedicated tax revenues.

Within the context of this plan, the consultant will be required to become familiar with the City's parks, recreation programs and facilities, public open spaces and existing on- and off-road trails through meetings with staff. The consultant will be required to become familiar with Delta County's trail planning and address in the final City Master Plan how the City and County plans align. The consultant will be required to consider how the Master Plan addresses goals of the City's 2008 Comprehensive Plan and 2016 Strategic Plan and make recommendations that are in alignment with these two plans.

The Parks, Recreation & Golf Director or her designee will be the lead City contact on this project. The Parks, Recreation & Golf Director, Parks Manager, the Recreation Manager & the City Manager will serve on the project team. Input from local park, recreation and trail user groups that utilize all of these areas will be actively sought. As part of the plan, the consultant will be required to provide potential locations, sizes and estimated costs for construction of any new facility addition(s) recommended. A major component of the plan will be the sustainability, maintenance and operation of facilities/trails/open space that are proposed to be part of the infrastructure and services provided by the City in this Master Plan.

Reference documents that are available on request are: parks inventory & future needs assessment along with two youth surveys that have recently been obtained. Also available is aerial photography and topographic information collected in the spring of 2003.

**Background Information:** The City of Delta is located on the western slope of Colorado and is approximately 40 miles south of Grand Junction and 20 miles north of the City of Montrose. Delta is the County seat and commercial center for Delta County. The City, which currently contains approximately 5.5 square miles, has an approximate population of 8,900. Within the 5.5 square miles, there are 427 acres of City park land containing a recreation center housing three pools, racquetball courts, basketball courts, exercise rooms, a weight room and locker room facilities, six (6) soccer fields, a youth softball field, adult softball/baseball fields, one developed 265 acre park with a lake for non-motorized recreation, a trail system, outdoor exercise equipment, a skateboard park, three tennis courts, an 18-hole disc golf course, a boat ramp to the Gunnison River and playground equipment and one undeveloped 56 acre park that contains a nine hole disc golf course, a small lake, open space and river access. There is a total of 5 miles of developed trails, within one park. In addition to the 427 acres is an 18-hole golf course, driving range and clubhouse.

**Project Scope:** The consultant will need to present a proposal that will give NOT-TO-EXCEED costs for each aspect of the Master Plan. The selection of a consultant will be based on completeness of the proposal. The finished product will result in a Master Plan that will plan for future sustainable use(s) of the City's parks, trails and open spaces, including the operation and maintenance of these current and proposed facilities.

**Submittal Information:** Consulting firms interested in being considered for this project should send the following information to the Bill Heddles Recreation Center, 531 North Palmer Street, Delta, Colorado, 81416, attention: Wilma Erven, Director Parks, Recreation & Golf.

Please include in the proposal the following:

1. Scope of work with description and breakdown of tasks, deliverables, and timeline.
2. An example of a Master Plan completed by the consultants who will work on the City's Master Plan.
3. Proposed process for accomplishing the tasks.
4. Contact information: Name of contact person, address, email address and phone number of the consulting firm.
5. Key personnel: names of key personnel, their respective titles, experience, and qualifications that would be working on this project.
6. Statement of Qualifications: Proposals should include a concise statement of philosophy and approach to the project. The consultant should summarize his/her ability to provide the requested services.
7. Availability: A brief statement of the availability of key personnel of the firm to undertake the proposed project.
8. Project list: List of similar projects completed by firm.
9. An estimate of costs and a breakdown of hourly rates. The City requires a contract based upon time and expenses with a stated maximum for proper completion of the work.
10. References: Names, email address and telephone number of persons whom the City can call for references regarding the firm's past performance on similar projects.

**Selection:** The following criteria will be used in the selection of a Consultant. These are guidelines and are not meant to be all-inclusive. Demonstrated insight, practical experience, project team members, technical knowledge, understanding of the parks, recreation, open space & trails issues of the community, cost and the ability to perform in a timely manner is the basis for selection. Interviews may be performed at the City's sole determination to better assess any firm's ability to perform the tasks, expectations and outcomes.

This Request for Proposal does not commit the City of Delta to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Delta reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified firms, and to cancel or change the Request for Proposal. A copy of the City of Delta's standard contract for professional services is attached and will be required. Any changes requested to the form should be specified prior of submittal of proposal and will be a factor in the selection.

**Deadline:** Four copies of all material must be received by 12:00 p.m. (noon), May 5, 2017, by Wilma Erven, Director Parks, Recreation & Golf, at 531 N. Palmer Street, Delta, Colorado, 81416

**Inquiries:** Any questions regarding this request for proposal should be emailed directly to:

Wilma Erven, Director Parks, Recreation & Golf  
City of Delta,  
531 No. Palmer Street, Delta, CO 81416  
970-874-0923  
E-mail, [wilma@cityofdelta.net](mailto:wilma@cityofdelta.net)