

Request for Proposal

The Highlands Ranch Community Association, Inc. (HRCA) is accepting bids to prepare a Plan that may result in the addition of several amenities for community use, recreation, programming, events, and open space utilization and conservation in the Planning Areas of the Backcountry Wilderness Area of Highlands Ranch.

The process is expected to take up to one year and will include substantial public input as well as input from the HRCA Board of Directors, District Delegates, and Backcountry Planning Areas Advisory Committee.

Scope of Work:

- Prepare Multi-Step Plan that can be implemented on any time table (most likely over several years)
- Plan should detail step by step processes to implement construction to completion
- Plan must be in compliance with all County, State, and Federal regulations
- Plan and/or plans will be presented to the public and approved by the HRCA Board of Directors and District Delegates
- Plan will be subject to Public Input several times throughout the entire process
- Prepare a Conceptual Plan and Construction Feasibility Plan for several amenities which may include but is not limited to:
 - Covered Pavilion
 - Ropes/Adventure Course
 - Horse Facilities
 - Archery Range
- Conceptual and Construction Feasibility Plan should include access, parking, landscaping, utility locations and needs, recommended size and scope of amenities, estimated land grading needs and costs, estimated construction costs
- A report from the Backcountry Planning Areas Advisory Committee outlining possible amenities and community needs/wants will be provided at the pre-bid meeting and can be emailed prior.

Public Input:

- Public input meetings will be outlined in the proposal and shall follow open space planning principles and best practices.

Meeting Schedule:

- Contractor will attend two to four Delegate Meetings in 2016 to present the Plan, provide updates, receive public input, and answer questions; Delegate meetings are the third Tuesday of each month at 6:30 p.m.
- Contractor will meet with HRCA staff and/or the Backcountry Planning Areas Advisory Committee (BPAAC) as often as necessary until the Plan is complete or the HRCA moves into the next phase of the project; BPAAC meetings are the third Wednesday of each month at 6 p.m.

Deliverables:

- All materials will become the property of HRCA and are expected to be in digital form.
- Conceptual plan outlining phases of possible development and land uses
- Multi-Step Plan outlining process from planning to construction to completion.
 - Include estimated costs of each step
- Economic/Market Feasibility Plan

RFP Submission:

- Provide cover letter that includes:
 - Person who will be project lead and responsible for communications with HRCA staff and meeting attendance
- Company information
 - Include company name, address, size of company, company background, office location, and a description of services provided by company
- Staff Allocation
 - Who will be assigned to project and relevant experience
- Work plan and project schedule

- Provide a description of your plan for providing the services outlined in this RFP.
- Include methodology and deliverables for each task to be performed.
- Include a timeline.
- Fees
 - Provide itemized breakdown of the cost services for this project
- References
 - Provide a minimum of three references for similar projects and include a brief description of the work performed. For each project list the name, title, and telephone number of the client.
- Mandatory Pre-bid meeting
 - Date: Friday, February 5th, 10 a.m.
 - Meeting site: 4800 McArthur Ranch Rd, Highlands Ranch, CO 80130, very back of the main parking lot. We will then drive to the Planning Areas and discuss and answer questions on site. Four wheel drive vehicles may be necessary.
- All bids must be submitted by: February 29, 2016

Proposal Evaluation and Selection:

A selection committee will evaluate all proposals, based upon the following criteria:

- The expertise and qualifications of the company
- The quality of the work and project schedule provided by the company
- Company's prior experience with similar projects
- Feedback from references provided
- Description of fees

The top ranked companies will be contacted for an interview. After all interviews are complete, HRCA staff will notify the company selected.

Please direct inquiries to:

Mark Giebel
 Highlands Ranch Community Association
 Backcountry Wilderness Area Supervisor
 303-471-8885
mgiebel@hrcaonline.org

Please submit bids on company letterhead/ form via mail or email to:

mgiebel@hrcaonline.org

Mail:
 HRCA
 Attn: Mark Giebel
 4800 McArthur Ranch Rd
 Highlands Ranch, CO 80130

The Highlands Ranch Community Association, Inc. reserves the right to accept or reject any bids at their discretion.