



CITY OF TRINIDAD, COLORADO
1876

CITY OF TRINIDAD

135 N. ANIMAS STREET, P.O. BOX 880
TRINIDAD, CO 81082
TELEPHONE: (719) 846-9843 FAX No. (719) 846-4140

June 10, 2014

RE: Request for Proposals: City of Trinidad Comprehensive Plan Update
City of Trinidad Land Development Code Update
City of Trinidad Zoning Map Update

Dear Prospective Consultant:

Proposals for providing organizational, administrative and technical assistance to the City of Trinidad Planning Department in its effort to revise and update the City's comprehensive plan, land development codes and zoning map will be received by the City of Trinidad Planning Department until 5:00 PM on July 11, 2014.

This Request for Proposals (RFP) includes the following:

- Attachment I – Proposal Submittals;
- Attachment II – Anticipated Project Schedule;
- Attachment III – Scope of Work;
- Attachment IV – Selection Criteria;
- Attachment V – 2008 City of Trinidad Comprehensive Plan;
- Attachment VI – City of Trinidad Land Development Codes; and
- Attachment VII – City of Trinidad Zoning Map

Proposals should be presented in accordance with the specified requirements in Attachment I.

Five copies of the proposal must be submitted to the Planning Department **no later than 5:00 PM on Friday, July 11, 2014**. Proposals will be evaluated by City staff in accordance with the selection criteria in Attachment IV. Proposals should be sent to:

Louis Fineberg, Planning Director
City of Trinidad
135 N. Animas Street
Trinidad, CO 81082

Requests for attachments and questions concerning this RFP should be directed to: Louis Fineberg, Planning Director, at (719) 846-9843, extension 130 or louis.fineberg@trinidad.co.gov.

Respectfully,

Louis M. Fineberg
Planning Director

**CITY OF TRINIDAD
COMPREHENSIVE PLAN UPDATE
LAND DEVELOPMENT CODE UPDATE
ZONING MAP UPDATE**

**ATTACHMENT I
PROPOSAL SUBMITTALS**

The proposal is required to contain the following information and should be limited to the least number of pages needed to present the information clearly and concisely.

SECTION 1 - LETTER OF INTEREST

- A letter expressing interest in providing organizational, administrative and technical assistance to the City of Trinidad Planning Department in its effort to revise and update the City's comprehensive plan, land development codes and zoning map, as outlined in Attachment III (Scope of Work).

SECTION 2 - FIRM ORGANIZATION

- Firm - Name, address, telephone number, name of responsible corporate officer, location of principal office.
- Name(s), educational background, and professional licensing of firm principal(s).
- Name, educational background, professional licensing, and experience of the project manager.
- Location of office where the bulk of the work will be performed. If this is not a Southern Colorado location, what, if any, work will be done locally and by whom.
- A brief description of the responsibilities and summary resumes of the key professional personnel emphasizing their experience directly related to their responsibilities on this project.

SECTION 3 - WORK EXPERIENCE

- Similar experience of firm - clients, description of work, locations.
- Similar experience of project manager and key personnel - clients, description of work, locations.
- Range of cost for representative projects and/or studies.
- Summary of past similar work for clients in Southern Colorado.
- Availability of special or ancillary resources.
- Name, address, and telephone number of references for each of the projects described above.

SECTION 4 - CURRENT WORK LOAD

- Work currently under contract by the firm, including project schedule.
- Work currently under contract at the office proposed to perform the bulk of the work, including project schedule.

SECTION 5 - APPROACH

- Provide your approach for completing the Scope of Work for this project. State any concerns or fundamental problems you may have with the Scope of Work.
- Discuss any unique ideas you have relating to this project.
- Do you have any concerns with meeting the Anticipated Project Schedule or can the work be expedited to be completed before the proposed schedule.

SECTION 6 – FEE SCHEDULE

- Provide a schedule of hourly rates, reimbursement rates, and unit prices proposed by the consultant for the types of services anticipated for the proposed design.

**ATTACHMENT II
TENTATIVE PROJECT SCHEDULE**

<u>TASK</u>	<u>COMPLETION DATE</u>
Proposal Submittal	July 11, 2014
Consultant Firm Interviews	July 30, 2014
Consultant Firm Selection	August 1, 2014
City Council Approval	TBD

*Prospective Consultant,
Please include proposed project schedule including public meeting dates and project deliverables:*

ATTACHMENT III SCOPE OF WORK

The City of Trinidad is proposing to update and revise its comprehensive plan as well as its land development codes and zoning map. The comprehensive plan was last updated in 2008. As the primary policy document that guides land use as well as the physical and economic development of the City, the regular updating of the plan is essential to maintain the organized and controlled growth of the municipality. Similarly, the City's zoning map and land development codes have not been updated since their adoption in 1976. Upon completion of the comprehensive plan update, the City will utilize the development goals incorporated within to guide the revisions to the zoning map and development codes.

Since Trinidad was founded in the late 1800s, the local economy has been inextricably linked to the boom and bust cycle of the mining and resource extraction industries. As these industries continue to downsize and move away from the region, contraction of the local economy is leading to wide-scale disinvestment in the built infrastructure throughout the City. Exacerbated by the continuing fallout of the 2008 global economic crisis, this economic instability has fundamentally altered the developmental landscape of Southern Colorado. As such, the City of Trinidad needs to update its key planning and land development documents to address these new economic realities. The City's comprehensive plan was last updated in 2008, just prior to the economic downturn. Since that time, Trinidad has seen sales and use tax revenue decline by approximately \$4 Million and General Fund revenue has decreased by more than \$10 Million. With declining tax revenues and the exorbitant cost of large-scale capital improvement projects, Trinidad has been forced to become more versatile and creative with regard to project implementation. The need for large-scale infrastructure investment has led the City to secure funding through grants from multiple sources to invest in downtown accessibility, utility upgrades, historic preservation, trail development, brick street renovation and community development. In light of the limited availability of grant funding, the City recognizes the need to establish alternative funding mechanisms for critical infrastructure projects. As such, the City of Trinidad needs to create planning and land use documents that will foster and guide the diversification of the local economy and the revitalization of the Corazon de Trinidad without as much reliance on external grant funding.

Since the last update to the comprehensive plan, the City has been working aggressively to counter diminished tax revenues and economic disinvestment by embracing economic restructuring initiatives and leveraging local capital improvement funds with State and Federal grant funding. In addition to working on the reactivation of the City's Urban Renewal Authority, these projects include certification as a Colorado Creative District by the Office of Economic Development and International Trade and entrance into the Colorado Main Street program. The City has also received grant funding from the National Scenic Byways program for the construction of a new multi-modal transportation center proximate to the Historic District and two CDOT Transportation Enhancement Grants totaling \$750K to implement a \$1.2M streetscape project that will bring sixty-three (63) District crosswalks into full compliance with ADA standards, selectively replace street trees, install wayfinding signage, traffic calming measures and street furniture and construct river walk connections to Commercial Street at the Commercial Street Bridge. One of the CDOT grants also includes \$33K for the establishment of a permanent public street art display in the Corazon de Trinidad. The City is also gearing up for

the implementation of the \$1.125M Commercial Street Phase I project that received \$750K in DOLA funding in 2013. In addition, the City Planning Department is working on the implementation of the City's park and trail plans including the development of the Purgatoire River for recreational fishing, the establishment of the City's first nature park proximate to the District and connector trails between the Corazon de Trinidad National Historic District, Trinidad Lake State Park and Trinidad's iconic backdrop, Fisher's Peak. The preservation of the Old Stone Water Works building and the Hughes Lumber Company Building is progressing with help from the State Historic Fund and the City is also working with private investors and consultants such as the White Construction Group to convert other vacant and/or under-utilized buildings in the downtown to live-work space for artists. These buildings include the iconic Schneider Brewery, the Jameson Department Store Building, the Opera House, the Columbian Hotel, the Franch Building and the Presbyterian Church. The City will also be pursuing grants to continue the restoration of the District's historic brick streets.

The process of updating the City's comprehensive plan is already underway and will include the compilation of information gained through several regional planning processes conducted over the past several years as well as some that are in progress at the time of writing. In 2012, the City of Trinidad contracted with Downtown Colorado Inc. to complete its Community Assessment as a prerequisite to entering the Main Street program. In addition, the Trinidad Community Foundation and a three-county coalition that includes representatives from Las Animas County and Huerfano County in Colorado and Colfax County in New Mexico called 'Stronger Economics Together' both held public meetings throughout 2011 and 2012 and put together community development plans. The proposed comprehensive plan update will also draw from the Las Animas County Economic Development Survey. The City is also working on the development of the Trail and Greenway Master Plan as well as the Old Sopris Trail Master Plan with funding from the State Trails Program and the City's Park and Recreation Advisory Board is updating the City's Park and Recreation Plan. In light of all of these recent and ongoing planning efforts, the City's overriding goal for the development of the updated comprehensive plan is to bring together a wide range of community stakeholders to distill and synthesize the information gained in all of these planning efforts into one guiding policy document.

In addition to updating the comprehensive plan, Trinidad also has an urgent need to update its zoning map and land development codes. Adopted in 1976, these documents no longer reflect the developmental realities of and desired developmental outcomes for the City of Trinidad. The City intends to utilize the information gained through the development of the new comprehensive plan to adjust these documents to better reflect desired economic and developmental outcomes. Since its adoption in 1976, the City of Trinidad has regulated land use through the imposition of a Euclidean zoning model. As a City that developed organically with the combination of a range of uses in close proximity to one another, this zoning model has created as many developmental problems as it has solved. As part of the process, the City intends to examine the feasibility of moving to a form-based code that better addresses existing developmental realities and desired outcomes with regard to the City's built form. The City also intends to create a digital zoning map in both GIS and CAD format to replace the antiquated and cluttered hand drawn map that has been used since 1976.

Please Note the Following Attachments:

- Attachment V: 2008 City of Trinidad Comprehensive Plan
Located online at the following link
http://trinidad.co.gov/pages/planning/Trinidad_CompPlan_Adopted-Apend3-8x11.pdf

- Attachment VI: City of Trinidad Land Development Codes
Located online at the following link
http://trinidad.co.gov/shared/docs/municode/CH14_planningandzoning.pdf

- Attachment VII: City of Trinidad Zoning Map
Located online at the following link
<http://trinidad.co.gov/pages/planning/zoningmap.pdf>

ATTACHMENT IV SELECTION CRITERIA

Selection of the top three consultants will be based upon the written proposals. The top three consultants will be interviewed with the final analysis being based upon both the written proposal and interview.

PROPOSAL EVALUATION CRITERIA (Eighty Points Total)

1. General Experience of the Consultant Team - 10 points
2. Specialized Experience of the Consultant Team - 20 Points
This includes the specialized experience directly relating to similar projects and completeness of the proposal submitted.
3. Project Personnel and Proposed Use of Sub consultants - 15 Points
This includes the role, commitment, and qualifications of key personnel and their experience in their assigned area.
4. Approach to the Work - 15 Points
This includes the approach to the scope of work outlined in Attachment III, the understanding of the project scope and schedule of work, and the interfacing of tasks. This includes comments received from references and unique/creative approaches to the work.
5. Qualifications of the Proposed Project Manager - 20 points

INTERVIEW EVALUATION CRITERIA (One Hundred Points Total)

1. General Professional Experience - 10 points
2. Specific Professional Experience for this Project - 20 points
3. Project Personnel and Proposed use of Sub consultants - 15 points
4. Approach to the Work - 15 points
5. Qualifications of the Proposed Project Manager - 20 points
6. Quality of Presentation - 20 points