

# ***Parks & Public Landscaping Advisory Board Agenda***

**October 2, 2024  
Library Meeting Room  
951 Spruce Street  
6:30 PM**

*Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.*

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID # 885 1622 9475
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/pplab](http://www.louisvilleco.gov/pplab)

*The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at [AMcneal@LouisvilleCO.gov](mailto:AMcneal@LouisvilleCO.gov).*

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Streetscape/ Horticulture Supervisor Introduction
- VII. Sunflower and Enclave design update
- VIII. Parks Long Range Plan RFP- *review and provide input*
- IX. 2024 Work Plan Review and 2025 Work Plan Draft

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or [MeredythM@LouisvilleCO.gov](mailto:MeredythM@LouisvilleCO.gov). A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

- X. Board Reports
- XI. Staff Updates
- XII. Discussion Items for Next Meeting
- XIII. Adjourn

# **Parks & Public Landscaping Advisory Board**

## **Agenda**

**September 4, 2024  
Library Meeting Room  
951 Spruce Street  
6:30 PM**

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Webinar ID # 885 1622 9475
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### **I. Call to Order**

At 6:31PM

### **II. Roll Call**

#### Present

Cynthia Corne, Chair

Ellen Toon, Vice Chair

Shannon Mihaly, Co-Secretary

Patricia Rogers, Co-Secretary (online)

John Webb

Jody Ash

Signe Buck

Abby McNeal, Parks Superintendent

#### Members of the Public in Attendance

None

### **III. Approval of Agenda**

Moved and Seconded, Motion Passed

### **IV. Approval of Minutes**

Moved and Seconded, Motion Passed

## V. Public Comments on Items Not on the Agenda

None; no public in attendance

## VI. Entryway Signage

- Discussed maps of possible locations on City-owned land
- Host meetings with other boards - Cultural, Economic Vitality, etc. + DBA/Chamber to provide ideas and guidance that fall within PPLAB purview
- Discuss with Council
- Identify locations to share with other groups
- What size? TBD; would need proposals and discussions with others

Memo contents for other groups:

- Include map of locations
- PPLAB's work plan includes item to discuss signage
- Louisville would benefit from signage for economic vitality and community-feel; sets the tone for entry into the community
- Could create continuity across entry points in the future
- Based on the current city budget, recommend significant private partnership

Locations:

- Corner of McCaslin and Dillon on SW corner on City land
- Median closer to 36 is also maintained by City

Design:

- PPLAB suggests incorporation of miner, something simple yet highly visible, potentially incorporating Bee/Tree City?
- What represents Louisville? Take inspiration from City Hall
  - Metal/color juxtaposition
  - Simple in high-traffic area
- Integration with other hard or landscape
- Two-sided - e.g. "Welcome" and "Thank you for visiting"
- Consider size of letters

Call to Action:

- This does not fall clearly into any board or department; cross-functional
- PPLAB recommends discussion between boards; collaborative discussion in November?

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Send memo to:

- Economic Vitality, Cultural Arts, Louisville Chamber
- Direct to boards and copy: Acting City Manager, Staff (liaisons), DBA, Council, Mayor
- Wait to send out memo until talking with Acting City Manager and other directors of departments
- Ask about a direction for path forward and whom to include
- Copy Rob Zuccaro as well

## VII. Implications of Red Tail Ridge approval- discussion

### **Public Land dedication budget impacts**

- How are Parks/Forestry budgeting for the future? There is nothing in the budget for RTR in future years for Parks and Open Space but also for landscaping around Campus Drive.
- Without augmentation from the general fund, budgets are already tight. How do we fund a project for park development? Grants? Other funding sources?

### **Public Land dedication – likely project which impact Park Operations (e.g. Campus Drive, Future Public Park)**

- RTR final plat approved by Council
- Impacts Rec, Parks, Open Space
- Question to Director Zuccaro or City Legal: was public land dedication delineated in the final plat? How many acres? Locations? What is the timeline? Same questions related to Campus Drive
- What is the Metro District responsible for vs. City? Metro District agreement in the queue for lands they manage
- Will Avista purchase the land? Does the City own the land?
- Is there a target date for public land dedication details from the applicant?

### **VIII. 2024- Work Plan review**

- Signage - on target; discussed Bee and Tree City signage at last meeting
- Arboretum - Parks did a great deal this year with tree plantings; future capital improvements have been submitted by Parks
- Bench Marking GMMP - Staff to target November meeting for summary; possible supportive memo to Council from PPLAB for Parks work on this
- Education - Kayla to pull together City-sponsored events with pollinators for renewal of Bee City in February
  - Bee City Events
  - Arbor Day
  - Communication about activities throughout the City, proactive messaging
  - For next year: fire hardening and native plantings, Japanese beetle education and pest management
- Playgrounds - on track
- Collaboration with other boards - could meet with OSAB again, hosted Sharon from Cultural Arts, Outdoor Amenities collaborated with Rec Board, Sustainability with OSAB and Bee City
- Sales tax - ongoing; December or early 2025 for 2024 budget review
  - From 9/3 City Council: '25 budget shows deficit but don't know the final numbers yet as Parks has found a few areas to adjust
- Parks Long-Range: Bryon will be bringing RFP to OSAB next week, RAB at end of the month, PPLAB in October
- Parks Signage - installed 2 signs at Annette Brand and Centennial, repainted Enrietto, may come off of 2025 plan depending on remaining capital funds
- PPLAB Bylaws - TBD
- Outdoor Rec - Centennial courts in capital plan, moving forward with discussions with RAB

## **IX. Board Reports**

Bee City:

- Organized entry into the Labor Day Parade and won 1st place for walking group!
  - Passed out stickers and candy
- Hosted a wildflower walk at Davidson Mesa
- Helping with a free tree giveaway in September
- Participating in Ecobercycle and a seed swap

Outdoor Amenities meeting:

- Memo to Council against private efforts for use of land adjacent to 7th generation for private use
  - We're hoping this could be used for multi-use fields (soccer and flag football had their largest registration ever this year)
  - Encourage communication between Louisville and Lafayette

Signe was a judge in the parade

## **X. Staff Updates**

- See packet
- Beautiful pots and hanging baskets downtown!
- All Labor Day events supported
- Sports start this weekend
- Tennis resurfacing at Mission Greens at the end of September
- Mowing, Trimming, Landscape contract review for 2025, to be awarded soon
- Medians - walk through with contractor on McCaslin next week
  - Little blue stems look great!
  - Have test areas where staff is trying different things to see what is successful and then Parks can implement, being thoughtful
- Mulch giveaway Saturday

## **XI. Discussion Items for Next Meeting**

- Sunflower and Enclave parks
- Long-range RFP
- 2025 work plan preview; start early discussions about PPLAB 2025
- Staff memo on Japanese Beetles (November)
- Next steps for signage
- RTR- staff update from Director Zuccaro (November?)

## **XII. Adjourn**

At 8:28 PM

September 24, 2024

To: Parks and Public Landscape Advisory Board  
From: Bryon Weber, PROS Project Manager

**Re: Revised Site Plan for Sunflower Park**

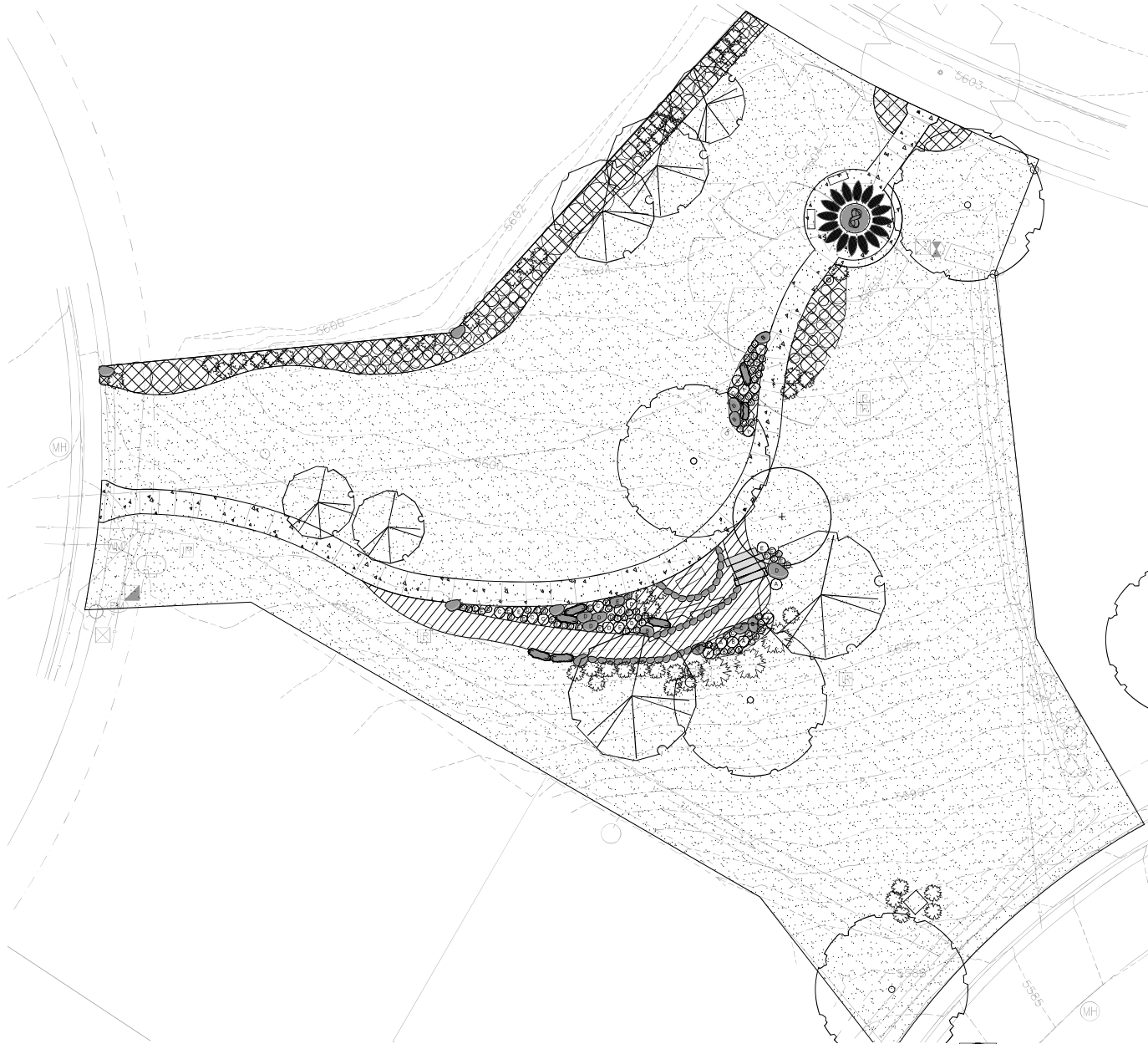
Enclosed is a revised site plan for the proposed layout of Sunflower Park. This concept has been modified to incorporate public feedback received throughout the public input process, including concerns raised at the July 2024 PPLAB meeting.

Staff are confident that this plan satisfies the desires and concerns of a broad spectrum of the neighbors and desires to obtain PPLAB's vote of confidence to move forward with more detailed landscape, grading and irrigation construction plans based on this site layout to enable construction cost estimating.













Please note the following changes in particular:

- 1) The overall layout has been simplified in design, particularly on the west side of the proposed walkway.
- 2) The new design provides for uninterrupted open grass area on the west/north side of the sidewalk, as requested to support a variety of play activities. Grass area would be regraded and all new sod and irrigation infrastructure installed.
- 3) The half-moon shaped "gathering plaza" has been removed from the design.
- 4) A seating area is now proposed closer to Washington Street, more integrated into the proposed sidewalk for cost efficiency and to highlight opportunity for public art. The area incorporates the sunflower motif in the hardscape and could have a public art piece in the center as a focal point. Seating at the perimeter could be a built seat-wall or free standing benches (options shown on each side of the plaza).
- 5) Existing trees are maintained with exception of one maple in center of property, removed due to poor health and earthwork needed for ADA walkway accessibility compliance.
- 6) Additional new trees proposed around the adventure play area to create a shaded play area over time and a visual buffer to residences to the south.
- 7) Additional new trees and plantings (species TBD) proposed along west property line for buffer and aesthetics. Note, additional plantings unable to be installed on east and south property edges due to existing utility corridors.
- 8) Hillside remains unobstructed for winter use. Weed management on-going by Park's staff. Full turf replacement with water efficient sod variety to be priced in next round of cost estimating.

**SEE ENCLOSED SITE PLAN DATED**



LEGEND

-  SOD
-  GRASS TO MATCH EXISTING IS DAMAGED IN CONSTRUCTION
-  CRUSHER FINES
-  WOOD MULCH
-  SURFACE TREATED CONCRETE
-  CONCRETE
-  METAL EDGER
-  LANDSCAPE BOULDERS
-  SEAT BOULDERS
-  STUMPS AND LOGS
-  STONE STEPS
-  DECIDUOUS TREE



**SUNFLOWER PARK**  
 907 SUNFLOWER STREET  
 LOUISVILLE, CO 80027



Project No.: 22219.00  
 Issued For: \_\_\_\_\_ Date: 09.24.24  
 Review: \_\_\_\_\_

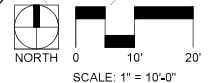
Drafted By: EMS  
 Checked By: CM, ES

All drawings and all other material appearing hereon constitute original and unexpired work of Design Concepts and may not be reproduced, used for any other project.

**OVERALL SITE PLAN**

**L1.1**

**1 OVERALL SITE PLAN**  
1" = 10'-0"





September 19, 2024

To: Parks and Public Landscape Advisory Board  
From: Bryon Weber, PROS Project Manager

**Re: Draft Request for Proposal – PROS Department Long Range Plan**

Enclosed is a draft RFP for the PROS Department’s Long Range Plan. We’d like to get your feedback on the overall planning approach and framework as staff finalize the document. We currently plan for Advisory Board reviews at the September (OSAB, RAB) and October (PPLAB) meetings in hopes of getting Board feedback incorporated into the RFP so that Council can review it in late October and staff can publish it for bidding in November.

A couple thoughts when reviewing the draft document:

- 1) A reminder that the PROS Department Long Range Plan will remain at a high level and establish the Department’s direction and objectives for the next 10 years. For instance, the long range plan might identify the need to develop a weed management plan on open space properties within a certain timeframe, but not get into details of which types of weeds need to be treated by which methods.
- 2) The suggested planning approach is structured in hopes of providing specific attention to each PROS Division (Parks, Recreation & Senior Center, Open Space, and Golf) as well as an overview/executive summary for the Department itself. To do so, a common framework of topics is outlined with the intention of systematically exploring each topic division by division. We’ve tried to make the list of topics comprehensive but consolidated knowing that more topics will result in a higher consulting fee and a more complicated planning effort.
- 3) The approach includes both the Trails plan and Cottonwood/Lake Park plan as optional bid alternates. The hope is to better isolate the scope and fees associated with each of the planning efforts while also allowing staff more procurement flexibility to ensure consultants have appropriate subject matter expertise.
- 4) PROS Staff are currently reviewing this document and the version provided incorporates Open Space staff feedback. Other input from Open Space staff for on-going discussion is noted below.
- 5) Note that items in RED text below and within the RFP itself are simply placeholders which require future modification.

Feedback that would be most helpful:

- 1) **Does the division by division approach make sense? Is it confusing or need more explanation?**  
Staff Feedback: Yes, the approach is supported. Ensure plans and conversations connect between Divisions as many areas overlap.

PPLAB Feedback: <board to provide input here>

- 2) **Dose the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?**

Staff Feedback:

- A. Ensure survey includes questions for all divisions to obtain specific feedback.
- B. Involve advisory boards in survey development

PPLAB Feedback: <board to provide input here>

- 3) **Does the outline of public input seem appropriate? Too much or too little?**

Parks Staff Feedback: Need multiple meetings with boards to allow feedback on specific topics

PPLAB Feedback: <board to provide input here>

- 4) **Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?**

Parks Staff Feedback: Yes, the deliverables seem appropriate

PPLAB Feedback: <board to provide input here>

- 5) **Are there other suggested adjustments to the document?**

Parks Staff Feedback:

- A. Make sure consultants integrate the GMMP into planning and benchmarking.
- B. Trails plan will need to cross over between open space and parks since the infrastructure and maintenance demands cross over.

PPLAB Feedback: <board to provide input here>

**SEE ENCLOSED DRAFT RFP DATED 9/3/24**



# Long Range Plan Update

PPLAB - October 2, 2024

# Why are we here tonight?

- ▶ Provide an update on the LRP and Staff's current strategy for the planning process
- ▶ Gather Board input on Request for Proposal (RFP) advertisement to obtain consulting services

# What is a Long Range Plan?

- ▶ Commonly referred to as a master plan, strategic plan, vision plan
- ▶ Essential a roadmap to managing and developing City's Parks, Rec & OS system for next 10 years

# Why is the plan important?

- ▶ Louisville last completed in 2012 (typical 10 year update, so we're overdue)
- ▶ Sets vision and foundation for the department and divisions for years to come
- ▶ Planning process will captures public input on the current and future needs of the department
- ▶ Identify priorities and next steps to implementation, including alignment of CIP investment
- ▶ This is the process and the document PROS staff and City leadership will rely on to ensure we're meeting the Community's needs and desires for the next decade

# What is the timeline and process?

- ▶ 12-18 month process with consultant support
- ▶ 2024 Q3/4 - develop a Request for Proposal to retain a planning consultant
- ▶ **Incorporate board & staff input into a revised RFP, goes to Council 10/15**
- ▶ 2024 Q4 - Select consultant via competitive bidding process
- ▶ 2025 Q1 - Project Plan, Public Survey & Initial Assessment (Open House)
- ▶ 2025 Q2 - Preliminary Recommendations (Advisory Board meeting)
- ▶ 2025 Q3 - Revised Recommendations & Initial Priorities (Open House) (Council)
- ▶ 2026 Q4 - Final Recommendations & Priorities (Joint Advisory Board meeting?)
- ▶ 2026 Q1 - Plan Adoption (Council)

# Planning approach & strategy

- ▶ Division by Division planning
- ▶ ensure that all four division are addressed by the planning effort
- ▶ All divisions get a standard range of topics/evaluations
- ▶ Inclusion of two add alternates (Trails Plan & Cottonwood/Lake Park)



# Board Input

- ▶ Does the division by division approach make sense? Is it confusing or need more explanation?
- ▶ Does the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?
- ▶ Does the outline of public input seem appropriate? Too much or too little?
- ▶ Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?
- ▶ Are there other suggested adjustments to the document?

## Immediate Next Steps:

- ▶ Going to Advisory boards in coming weeks (OSAB & RAB in September and PPLAB in October).
- ▶ Incorporating feedback from Boards into revised RFP that will go to Council in mid-October.

September 19, 2024

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Feedback that would be most helpful:

- 1) **Does the division by division approach make sense? Is it confusing or need more explanation?**

Staff Feedback: Yes, the approach is supported.

PPLAB Feedback: <board to provide input here>

- 2) **Dose the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?**

Staff Feedback:

- A. Ensure the inventory analysis includes outdoor rec amenities with bench marking comparisons to national standards (NRPA?). We need to capture all the on-going conversations about pickle ball, tennis, BMX, soccer, multipurpose fields, softball, baseball, etc.
- B. Recreation and Senior Center would benefit from clarified direction/fiscal policy related to cost recovery for programs and services.

PPLAB Feedback: <board to provide input here>

- 3) **Does the outline of public input seem appropriate? Too much or too little?**

Parks Staff Feedback: Ensure Youth Advisory Board is included in the input process.

PPLAB Feedback: <board to provide input here>

- 4) **Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?**

Parks Staff Feedback: Yes, the deliverables seem appropriate

PPLAB Feedback: <board to provide input here>

- 5) **Are there other suggested adjustments to the document?**

Parks Staff Feedback: N/A

PPLAB Feedback: <board to provide input here>

**SEE ENCLOSED DRAFT RFP DATED 9/3/24**



**DRAFT - REQUEST FOR PROPOSAL**

**Parks, Recreation & Open Space (PROS)  
Department Long Range Plan**

Project Number: **301511-630176**

**PROPOSALS WILL BE ACCEPTED UNTIL 3PM,  
DECEMBER 6<sup>TH</sup>, 2024**

Note: Proposals should be submitted electronically via email to the enclosed Parks, Recreation & Open Space Department Contacts

**City of Louisville | Parks, Recreation & Open Space  
749 Main Street Louisville, CO 80027  
PH: (303) 335-4735 [www.louisvilleco.gov](http://www.louisvilleco.gov)**

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- 1.2 Project Summary**
- 1.3 Scope of Work**
- 1.4 Selection Process**
- 1.5 Required Submittals**
- 1.6 Schedule**
- 1.7 Period of Service**
- 1.8 Budget & Payments**
- 1.9 Standard Terms & Conditions**
- 1.10 Inquiries**
- 1.11 Contact Information**

**Exhibit A – Cost Proposal Form**

**Exhibit B – Qualification Evaluation Form**

**Exhibit C – Interview Evaluation Form**

## 1.1 INVITATION TO BID

The City of Louisville (“the City”) is soliciting bids from qualified consultants (“Respondents”) to work with City staff and provide a **Long Range Plan for the Parks, Recreation & Open Space Department**.

Digital copies of the Bidding Documents will be available after **November 1st, 2024** through the department office, on-line via the Rocky Mountain Bid System and on the City’s website: <https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals>

**Bids will be accepted electronically by the department until 3pm on December 6th, 2024.** See bidding documents for submission requirements and contact information.

The City of Louisville is an Equal Opportunity Employer.

## 1.2 PROJECT SUMMARY

The City of Louisville, Colorado is seeking a consultant, or consulting team, to facilitate the development of a long range plan for the City’s Parks, Recreation & Open Space (PROS) Department.

Located in Boulder County and within the Denver-Metropolitan area, Louisville is home to roughly 19,000 residents. The PROS Department currently manages 37 parks comprising 355 acres, over 650 acres of City-owned and 1,200 acres of jointly managed Open Space, a 130,000 square foot Recreation and Senior Center, the 18-hole Coal Creek Golf Course, 32 miles of trails and other miscellaneous facilities, programs and services.

The planning effort will include a robust public input process and should result in evaluations and recommendations specific to each of the Department’s four divisions – Parks, Recreation & Senior Center, Open Space and the Coal Creek Golf Course. Additionally, the City desires to include two parallel/subsequent planning efforts focusing on 1) A dedicated plan for the City’s multimodal trail infrastructure and 2) A programmatic and conceptual site plan for the City’s Cottonwood & Lake Park property. Both of these efforts are included as bidding alternates for the purpose of this request for proposal.

The last iteration of the Department’s long range planning efforts took place in 2012. The Louisville community has since grown and evolved and experienced multiple noteworthy events including a 2013 flood, COVID-19 pandemic and 2021 Marshall Fire which have all left lasting impacts on the residents and City government. The City has also experienced multiple life-cycles in leadership at the City Council, City Manager, and Department and Division levels. An updated long range plan is much needed to provide guidance for the Department’s on-going operations and investments.

The PROS Long Range Plan will build upon a foundation created by other planning and visioning efforts which have been completed and/or are underway by other City Departments. Notably, an update to the City’s Comprehensive Plan scheduled to be complete in mid-2025, a wildfire mitigation analysis completed in 2023, a housing study completed in 2024 and

**DRAFT: 9/3/24**

numerous other division levels plans. The PROS Department desires to set a vision and strategic direction for the next 10 years with a consulting team that can bring outside perspective and expertise to the department and its divisions.

It is anticipated that the planning contract will begin in early 2025 with plan adoption in 2026.

### **1.3 SCOPE OF WORK**

#### **Long Range Plan (PROS Department & Division Plans)**

The City's desired planning approach (subject to consultant input) is structured to provide dedicated attention, evaluation and recommendations for each of its four Divisions. To ensure the needs and priorities of each Division are evaluated and addressed by the plan, the topics below should be systematically explored for each Division, as well as for the overall Department itself.

Framework of topics to be explored for PROS Department overall and separately for each of four PROS Divisions:

- Review of previous planning documents and studies (files to be provided by City)
- Summary of notable changes occurring since 2012 PROS plan
- Assessment of current governing structure and partnerships (internally between Divisions, within the City between Departments and with outside agencies)
- Assistance in confirming and/or updating Vision and Goals
- Completion of an inventory and analysis of existing Amenities, Programs & Services
- Evaluation of service provisions (such as GAP or LOS analysis) with improvement recommendations relevant to industry studies and trends
- Assessment of staffing, finances, etc. with recommendations based on benchmarking to communities of similar profiles
- Review of existing management and maintenance plans, as applicable
- Identification of relevant policies and/or procedures needing further development (in-depth development to be completed by others subsequent to long range plan)
- Suggestion of additional studies and/or planning efforts needed (in-depth development to be completed by others subsequent to long range plan)
- Forecasting of key facility and/or project needs to inform Capital Improvement Planning
- Assist with prioritization of the above and development of actionable next steps for plan implementation
- Other topics/issues unique to each Division, if applicable
- Other topics/issues suggested by Consultant (suggestions desired as part of proposal process if possible)



## Public Engagement & Input

- Public survey development (to be delivered via City's existing survey platforms)
- Public Open House (2 minimum, with stations for each Division)
- Advisory Board presentations (2 visits to each of 4 boards, 8 meetings total)
- City Council Presentation (2 minimum)

## Deliverables

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations specific to the Department and each of four divisions. Reports to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

## **Bid Alternates 1 & 2**

In addition to the PROS Long Range Plan, the City requests proposals for two bidding alternates. Respondents can choose whether to provide proposals for one, both, or neither of the alternates below. As its sole discretion the City may choose to include one, both or neither of these alternates as part of the selected respondent's overall contract and/or re-bid these alternates via a separate, future request for proposal.

### Alternate #1 – Trails Plan

The City desires a dedicated plan for its multimodal trail network which is comprised of regional and community level connections in both hard and soft surface infrastructure. Ideally, this plan would include the following topics:

Topics to be explored:

- Public input survey specific to trails (or trail specific questions on overall survey)
- Review of relevant plans impacting trails (such as Comprehensive Plan, Transportation Management Plan, County/Regional trail plans, Site specific trail designs already completed by City, Open Space vegetation surveys, etc.)
- Analysis, evaluation and recommendations for trail connectivity at neighborhood, community and regional levels
- Development of policy and/or approach for undesignated "social" trails
- Trail Design and Construction Standards
- Identification of future policy and/or planning needs
- Identification of future project and/or construction needs
- Cost projections for suggested projects to inform Capital Improvement requests
- Assistance with prioritization of the above to identify implementation next steps
- Other topics, as suggested by consultant

Public Engagement & Input (in addition to meetings identified above)

**DRAFT: 9/3/24**

- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Alternate #2 – Property Program Plan for Cottonwood / Lake Park

Upon completion of the Long Range Plan, the City desires a subsequent planning effort dedicated to producing a programmatic and conceptual site plan for two current properties known as Cottonwood Park and Lake Park Open Space. The two adjacent properties are located in the heart of the City and were recently expanded via a land acquisition resulting from purchase of private property. These areas are present new opportunities for conservation and/or recreational programming, but require a formalized planning process to balance various public desires for the future of each property.

Topics to be explored:

- How does these properties fit into the context of the City’s overall park and open space property portfolio
- Site analysis with opportunities and constraints for each property
- What programmatic uses and functions are desired by the public for each property
- How to balance potentially competing goals of conservation and recreation programming
- Conceptually, how and where would any proposed new amenities and functions be located and incorporated within an overall site plan for the properties
- Cost projections for proposed improvements for purpose of capital funding requests
- Actionable next steps for implementation of plan recommendations
- Other, as suggested by Consultant

Public Engagement & Input (in addition to meetings identified above)

- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

## 1.4 SELECTION PROCESS

The selection process will include two steps: the first being a qualification review, the second being an interview of a short-list of firms meeting the qualification requirements.

### Step One: Qualification

To be considered qualified respondents should meet ALL of the following criteria:

- 1) Demonstrate experience on five (5) projects of similar scope and complexity.
- 2) Have provided Long Range Planning services for a minimum of two (2) projects in the past five (5) years with planning budgets over \$100,000. Note: The two projects highlighted can overlap with the five projects in Criteria #1.

Firms/teams which satisfy the minimum qualifications will then be evaluated based on the selection criteria outlined in Appendix B – Qualification Evaluation Form. In accordance with Appendix B, the following criteria will be used to evaluate all proposals:

- The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The reputation, experience, and efficiency of the consultant and/or team. Proven experience working with each of the four specific divisions is preferred.
- The ability of the consultant to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

### Step Two: Interview

A short list of qualified firms, not to exceed five total, will be interviewed to determine the Owner's final selection.

Scoring: Interviewed firms will be evaluated based on the selection criteria outlined in Appendix C – Interview Evaluation Form

DRAFT: 9/3/24

### 1.5 REQUIRED SUBMITTALS

For proposal review, please submit the following. One digital copy (single PDF file preferred) should be submitted to the enclosed contacts prior to the Proposal Deadline. Proposals should include the following and in the order given:

1. Letter of Interest
2. Past Experience of Similar Projects (5 minimum with 2 in last 5 years over \$100,000)
3. Narrative of Project Approach, Scope and/or Suggestions
4. Project Team Resumes
5. Required Forms
  - a. Completed Bid Form (Exhibit A)

Note: While not required for bidding, the selected contractor will be required to obtain a performance bond equal to the amount of the contract value as part of the contract authorization process.

### 1.6 ANTICIPATED SCHEDULE / KEY DATES

Daily Camera Submission.....	11/1/2024
Post RFP to Rocky Mountain E- Purchasing (Bidnet) and City Website.....	11/1/2024
First Publication Daily Camera .....	11/4/2024
Second Publication Daily Camera .....	11/11/2024
Pre-Proposal Meeting (optional) .....	11/13/2024
Inquiry Deadline.....	3:00 p.m. 11/15/2024
Inquiry Response Deadline .....	11/20/2024
<b>Proposals Due.....</b>	<b>3 p.m. 12/6/2024</b>
Proposal Review (No formal bid opening) .....	12/6/2024
Bid Tabulation sent to bidders.....	12/9/2024
City Council Packet.....	12/9/2024
City Council Approval Meeting .....	12/17/2024
Notice of Award .....	12/18/2024
Notice to Proceed, Bonds, Insurance, etc. ....	12/18/2024
Substantial Completion.....	To be Determined 2026
Final Project Completion.....	To be Determined 2026

DRAFT: 9/3/24

### **1.7 PERIOD OF SERVICE**

The Respondent Team should be available to begin work per the above scheduled dates upon approval of their proposal. Any foreseen limitations and/or conflicts impacting the proposed project schedule should be noted as a part of the respondent's submission.

### **1.8 BUDGET, COMPENSATION & PAYMENT**

All payments will cover all overhead, profit, deliverables, travel and other expenses incidental to the project. Payments will be made on a monthly basis upon receipt and acceptance of an invoice indicating the percentage of service completion for which payment is due. Hourly rate and unit pricing schedules shall be included in the contract for possible additions or deletions to the services. The selected Respondent Team will be required to enter into an agreement with the City. The City's standard independent contractor agreement is attached for reference.

### **1.9 STANDARD TERMS AND CONDITIONS**

Respondents should be aware of the following terms and conditions what have been established by the City of Louisville:

- The request for bid is not an offer of contract. The provisions in the RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals.
- The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- All submittals become the property of the City, a matter of public record and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected, if possible. Unit pricing and total cost information will not be considered proprietary.
- The City has the right to use any or all ideas presented in response to this invitation to bid. Disqualification of the respondent does not eliminate this right. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.
- No Bid may be withdrawn within a period of sixty (60) days after proposal submission deadline.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. A sample contract is enclosed.

### **1.10 INQUIRIES**

**DRAFT: 9/3/24**

Prospective respondents may make written inquiries by email prior to the inquiry deadline. Inquiries will also be accepted at the pre-proposal meeting. An addendum will be released to all pre-bid meeting attendees (and posted to Bidnet) with any required clarifications, revisions and/or associated documents prior to the inquiry response deadline. Inquiries should be sent via email to the contacts listed below.

#### **1.11 SUBMISSIONS & CONTACT INFORMATION**

Proposals will be accepted until 3pm MT on the Proposal Deadline listed above. Late proposals will not be accepted. *Please keep submissions to 10mb or less.*

Proposals shall be submitted electronically via email to the contacts below:

Bryon Weber  
Project Manager | Parks, Recreation & Open Space  
[bweber@louisvilleco.gov](mailto:bweber@louisvilleco.gov)

AND

Marla Olson  
Senior Administrative Assistant | Parks, Recreation & Open Space  
[molson@louisvilleco.gov](mailto:molson@louisvilleco.gov)

**EXHIBIT A - COST PROPOSAL FORM**

PROJECT: PROS Department Long Range Plan  
 PROJECT NUMBER: 301313-630413  
 OWNER: CITY OF LOUISVILLE, COLORADO

FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

LINE	SERVICE ITEM	SERVICE FEE	NOTES
1	Long Range Plan	\$	
2	Alternate 1 - Trails Plan	\$	
3	Alternate 2 - Cottonwood/Lake Park Plan	\$	
4	Other:	\$	if applicable
5	<b>Total:</b>	\$	sum of lines 1-4

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**EXHIBIT B - Qualification Evaluation Form**

PROJECT: PROS Department Long Range Plan  
 PROJECT NUMBER: 301313-630413  
 OWNER: CITY OF LOUISVILLE, COLORADO

**FIRM:**

**DATE:**

Minimum Criteria	Yes/No
Provides three (5) examples of similar projects	
Provides two (2) with 5 years over \$100,000	

ITEM	SCORE	NOTES
<b>Overall Impression (5 points)</b> The strength, clarity and relevance of the submitted proposal.		
<b>Firm Qualification (5 points)</b> The reputation and ability of the firm to provide quality services related to the scope of the project.		
<b>Team Member Qualifications (15 points)</b> The experience and skills of specific team members proposed to participate in the project.		
<b>Proven Success (15 points)</b> The demonstrated capabilities of the firm based on project examples provided. Strength and relevance of client references provided.		
<b>Cost Proposal (10 points)</b> Mathematical scoring of the proposed management price percentage relative to other qualified respondents. See scoring formula in Exhibit F.		
<b>Total (50 points possible)</b>		



**EXHIBIT C - Interview Evaluation Form**

PROJECT: PROS Department Long Range Plan  
 PROJECT NUMBER: 301313-630413  
 OWNER: CITY OF LOUISVILLE, COLORADO

**FIRM:**

**DATE:**

ITEM	SCORE	NOTES
<b>Overall Impression (15 points)</b>		
The overall demeanor and enthusiasm conveyed by the team members during the interview.		
<b>Project Team (25 Points)</b>		
The experience of the project team, including any proposed sub-contractors. Preference given to project teams with experience working together on projects of similar scope and scale.		
<b>Project Approach &amp; Schedule (10 points)</b>		
Willingness to partner with the City and consultants for mutual success. Availability of the project team to provide services within calendar year 2025 and into 2026.		
<b>Total (50 points possible)</b>		

**EXHIBIT A - COST PROPOSAL FORM**

PROJECT: PROS Department Long Range Plan  
PROJECT NUMBER: 301313-630413  
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

LINE	SERVICE ITEM	SERVICE FEE	NOTES
1	Long Range Plan	\$	
2	Alternate 1 - Trails Plan	\$	
3	Alternate 2 - Cottonwood/Lake Park Plan	\$	
4	Other:	\$	if applicable
5	<b>Total:</b>	\$	sum of lines 1-4

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**EXHIBIT B - Qualification Evaluation Form**

PROJECT: PROS Department Long Range Plan  
 PROJECT NUMBER: 301313-630413  
 OWNER: CITY OF LOUISVILLE, COLORADO

**FIRM:**

**DATE:**

Minimum Criteria	Yes/No
Provides three (5) examples of similar projects	
Provides two (2) with 5 years over \$100,000	

ITEM	SCORE	NOTES
<b>Overall Impression (5 points)</b> The strength, clarity and relevance of the submitted proposal.		
<b>Firm Qualification (5 points)</b> The reputation and ability of the firm to provide quality services related to the scope of the project.		
<b>Team Member Qualifications (15 points)</b> The experience and skills of specific team members proposed to participate in the project.		
<b>Proven Success (15 points)</b> The demonstrated capabilities of the firm based on project examples provided. Strength and relevance of client references provided.		
<b>Cost Proposal (10 points)</b> Mathematical scoring of the proposed management price percentage relative to other qualified respondents. See scoring formula in Exhibit F.		
<b>Total (50 points possible)</b>		

**EXHIBIT C - Interview Evaluation Form**

PROJECT: PROS Department Long Range Plan  
 PROJECT NUMBER: 301313-630413  
 OWNER: CITY OF LOUISVILLE, COLORADO

**FIRM:**

**DATE:**

ITEM	SCORE	NOTES
<b>Overall Impression (15 points)</b>		
The overall demeanor and enthusiasm conveyed by the team members during the interview.		
<b>Project Team (25 Points)</b>		
The experience of the project team, including any proposed sub-contractors. Preference given to project teams with experience working together on projects of similar scope and scale.		
<b>Project Approach &amp; Schedule (10 points)</b>		
Willingness to partner with the City and consultants for mutual success. Availability of the project team to provide services within calendar year 2025 and into 2026.		
<b>Total (50 points possible)</b>		

# 2024 PPLAB Work Plan

February 7, 2024

Program Area	PPLAB Recommendations
Louisville Entryway Signage- McCaslin/ US 36 interchange	Partner with Economic Development, Planning, and Parks to support entryway signage at interchange to promote Louisville
Arboretum Improvements	Partner with volunteer groups, Parks Division staff to provide enhancements to the property to include demonstration landscaping that promote habitats opportunities for pollinators and fire-wise plantings. Find locations to enhance that create mediation opportunities. Grant opportunities for overall improvements- tree replacement, landscape plantings, and identification signage.
Bench Marking GMMP	How has the GMMP been implemented, what is needed to support requests to increase maintenance and operations to our Parks and Public spaces as suggested by GMMP. Using the data to support increase in maintenance and operational needs.
Education	Find educational opportunities as outlined in PPLAB mission to support public’s knowledge and understanding of the Parks Operational program. To include a continuation of the Bee City USA designation and community engagement
Playground projects- Joe Carnival, Meadows, Enclave, Sunflower	Review and support design process for playground projects- Joe Carnival, Meadows, Enclave, and Sunflower- <b>started in 2023</b>
Collaboration with other Advisory Boards or Commissions	Collaboration opportunities to work with city advisory boards and commission to further enhance the community. OSAB, RAB, LRC- as examples. – <b>started in 2023</b>
Parks and Open Space Sale use Tax	Sales use tax collaborate with OSAB work planning
Parks Long Range Plan	Master planning input and support at requested “step” in the process. - <b>started in 2023</b>
Parks Signage	Prioritize park sign replacement and upgrades- <b>started in 2023.</b>
PPLAB Bylaws Review and Update	Work with City Clerk, Staff Liaison and Advisory members to review and update PPLAB Bylaws.
Outdoor Recreation Amenities Roadmap and buildout of Operational Model	Support RAB/PPLAB subcommittee with participation, 2024 planning and identification of priorities and initial project. Build out cost estimates for priorities and provide feedback to staff.

**Requests are in no order of priority and will adjust to align with City Council Work plan.**

## 2024 PPLAB Work Plan

*updated Sept. 2024*

*Requests are in no order of priority and will adjust to align with City Council Work plan.*

Program Area	PPLAB Recommendations	Outcomes
Louisville Entryway Signage- McCaslin/ US 36 interchange	Partner with Economic Development, Planning, and Parks to support entryway signage at interchange to promote Louisville	Recommendation Memo to communicate support for scope to develop entryway signage
Arboretum Improvements	Partner with volunteer groups, Parks Division staff to provide enhancements to the property to include demonstration landscaping that promote habitats opportunities for pollinators and fire-wise plantings. Find locations to enhance that create mediation opportunities. Grant opportunities for overall improvements- tree replacement, landscape plantings, and identification signage.	Supported Arbor day tree planting and submitted request for future capital improvements to enhance Arboretum improvements
Bench Marking GMMP	How has the GMMP been implemented, what is needed to support requests to increase maintenance and operations to our Parks and Public spaces as suggested by GMMP.	On-going- Staff report in Nov (targeted) Possible support memo from PPLAB
Education	Find educational opportunities as outlined in PPLAB mission to support public's knowledge and understanding of the Parks Operational program. To include a continuation of the Bee City USA designation and community engagement	Various educational events hosted by sub-committee , Open Space and Parks for community supporting bio-diversity pollinators. Art Contest for Elementary and Middle School students.
Playground projects- Joe Carnival, Meadows, Enclave, Sunflower	Review and support design process for playground projects- Joe Carnival, Meadows, Enclave, and Sunflower- started in 2023	Joe Carnival and Meadows opened June 2024. Targeting October for final review of Enclave and Sunflower designs.
Collaboration with other Advisory Boards or Commissions	Collaboration opportunities to work with city advisory boards and commission to further enhance the community. OSAB, RAB, LRC- as examples. – started in 2023	subcommittee participation with RAB designees. Future OSBA collaborative meeting
Parks and Open Space Sale use Tax	Sales use tax collaborate with OSAB work planning	On going review and discussion to support budget adjustments for 2025. Oct.1 Budget presentation to City Council
Parks Long Range Plan	ong Range planning input and support at requested “step” in the process. - started in 2023	Request of proposal to be presented at October PPLAB meeting- review and discussion
Parks Signage	Prioritize park sign replacement and upgrades- started in 2023.	Installed new Park signage- Annette Brand and Centennial. Reviewed Tree City USA and Bee City USA provided memo for recommendations
PPLAB Bylaws Review and Update	Work with City Clerk, Staff Liaison and Advisory members to review and update PPLAB Bylaws.	TBD
Outdoor Recreation Amenities Roadmap and buildout of Operational Model	of priorities and initial project. Build out cost estimates for priorities and provide feedback to staff.	On going meetings and discussion with input to submitted PROST 2025-2029 Capital Improvement Project requests.

# Memorandum

**To: Parks Public Landscape Advisory Board (PPLAB)**  
**From: Abby McNeal, CSFM, CPRP**  
**Date: 10/02/2024**  
**Re: Parks Division Monthly Report**

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## **Streetscapes/ Horticulture:**

1. Fall planting and renovations Alder/ McCaslin south bed.
2. Internal design discussion for 2025 annual and perennial landscaping beds.

## **Parks, Athletic Fields, Cemetery:**

1. Staff has completing fall maintenance: aeration and fertilization
2. Staff installed sod at Cemetery over burial plots
3. Staff working with vendor on downtown holiday light installation process for 2024.

## **Forestry:**

1. Staff supported contractor pruning along Right of Way- South Boulder Rd.
2. Staff completed removal of ash trees in Cemetery due to declining health.

## **Projects:**

1. Playgrounds (Sunflower/Enclave) – updating design
2. Playgrounds (2025) – staff completing playground assessment for next needs, focus on some of the oldest equipment (likely Memory Square, Sports Complex (surfacing))
3. Tennis Courts Resurfacing –Mission Greens post-tension concrete overlay to be completed last week of September.
4. Irrigation Improvements – 40 controller upgrades request submitted
5. Surfacing Improvements – replace EWF contractor and staff at identified locations. Community, Cottonwood, Annette Brand, Keith Helart.
6. PROST Department Long Range Plan – delayed due to City comprehensive planning efforts, still strategizing and scoping for an RFP in Q3 2024.