### REQUEST FOR PROPOSAL
#### COVER SHEET

<table>
<thead>
<tr>
<th>RFP Issue Date:</th>
<th>FEBRUARY 18, 2020</th>
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</thead>
<tbody>
<tr>
<td>RFP Number:</td>
<td>RFP-SPH-2020.803</td>
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<tr>
<td>RFP Title:</td>
<td>ADAMS COUNTY COMPREHENSIVE TRANSPORTATION, PARKS AND OPEN SPACE, AND TRAILS MASTER PLAN UPDATES</td>
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<td>RFP Questions Due:</td>
<td>FEBRUARY 28, 2020 3:30 PM MT</td>
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<tr>
<td>Proposal will be received until:</td>
<td>MARCH 20, 2020 2:00 PM MT, Our Clock</td>
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<tr>
<td></td>
<td>4430 South Adams County Parkway, Front Lobby</td>
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<td></td>
<td>Brighton, CO 80601</td>
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<tr>
<td>For additional information please contact:</td>
<td>Shawn Hartmann, Contract Specialist II</td>
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<tr>
<td></td>
<td>720.523.6279</td>
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<tr>
<td>Email Address:</td>
<td><a href="mailto:Shartmann@adcogov.org">Shartmann@adcogov.org</a></td>
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<tr>
<td>Documents included in this package:</td>
<td>Proposal Instructions</td>
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<td></td>
<td>General Terms and Conditions</td>
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<td>Scope of Work (SOW)/ Specifications</td>
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<td>Pricing Form</td>
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<td>Submission Check List</td>
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<td>Statement of No Bid</td>
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<td>Contractor’s Certificate of Compliance</td>
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<td>Contractor’s Statement</td>
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<td>Reference Form</td>
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<td>Term of Acceptance Form</td>
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<td>APPENDIX A</td>
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<td>ATTACHMENT 1 – Sample Agreement</td>
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1. PURPOSE/BACKGROUND: The purpose of this RFP is to purchase Services as specified herein from a source(s) of supply that will give prompt and efficient service to the County.

2. SUBMISSION OF PROPOSALS: The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

**Mailing Address:**
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

**Hand Deliveries accepted:**
Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Shawn Hartmann
Contract Specialist II
RFP-SPH-2020.803

3. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for ADAMS COUNTY COMPREHENSIVE TRANSPORTATION, PARKS AND OPEN SPACE, AND TRAILS MASTER PLAN UPDATES.

4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: [https://www.bidnetdirect.com/colorado/adams-county](https://www.bidnetdirect.com/colorado/adams-county)

4.1. Interested parties must register with this service to receive these documents.

5. TERM OF AGREEMENT: This is a two-year agreement with the option of one one-year renewals.

5.1. OPTION TO RENEW FOR ONE (1) SUBSEQUENT YEAR (MAINTAINING SAME PRICES): The prices or discounts quoted by the Contractor in its Proposal shall prevail for the term of the Agreement, at which time the County shall have the option to renew the Agreement for one (1) subsequent one year periods, provided, however, that such Contractor will maintain the same prices or discounts that were agreed to in the initial Agreement. Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor.
prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.

6. **CONTRACTUAL OBLIGATIONS**

6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.

6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.

6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.

6.5. Contractor’s Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.

6.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

6.8. Pricing MUST be submitted in a separate sealed envelope.

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

7.1. The County anticipates interviews for finalists starting no earlier than March 30th, 2020. Please be prepared for interviews as we may only have a week or so of notice. The County will provide what information should be prepared for the interviews.
7.2. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.

7.3. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.

7.4. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

7.5. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Shawn Hartmann, Contract Specialist II, Purchasing Division, Adams County, Shartmann@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.

8. Any official interpretation of this RFP must be made by an agent of the County’s Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County’s Purchasing Division.

9. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.

10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

11. BUDGET: Budget will not be disclosed.

12. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY
1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as “Proposal” or “Response”) made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as “Contractor” or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as “Solicitation” or “Solicitations”).

2. **CONTENTS OF PROPOSAL**

   2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

   2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

   2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County’s Purchasing Division’s Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.

   2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor’s Proposal, it shall be construed that the Contractor’s Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities
to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 et. seq. (“CORA”). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. **CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS**

5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

5.2. **PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION**
5.2.1. Contractor agrees to hold submitted prices up to 120 days after bid due date.

5.2.2. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.3. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.3.1. Federal Identification Number: 84-6000732

5.2.3.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the County’s public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Contractor’s Statement page. The Contractor’s Statement of this Solicitation must be included in Proposal response. If the Contractor’s authorized agent fails to sign and return the original Contractor’s Statement page of the Solicitation, its Proposal may be considered invalid.

7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County’s logo on any
documentation or presentation materials and to do so would be a violation of the County’s trademark

7.1.4. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.

7.1.5. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

7.2.1. The Proposal shall be sealed in an envelope with the Contractor’s name and the Solicitation number on the outside. The County’s Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.

7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor’s Proposal non-responsive.

7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.

7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.

7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.

7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor’s Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County’s terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: ADAMS COUNTY COMPREHENSIVE TRANSPORTATION, PARKS AND OPEN SPACE, AND TRAILS MASTER PLAN UPDATES and RFP-SPH-2020.803.

8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County’s Purchasing Division must have the Contractor’s name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County’s Purchasing Division will be considered the valid modification.

9.2. WITHDRAWAL OF PROPOSALS

9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor’s name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;
10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor’s Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor’s Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
12. **QUALIFICATIONS OF CONTRACTOR**: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. **AWARD OF SOLICITATION**: The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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I. INTRODUCTION

Adams County is seeking responses from a team of consultants that will be responsible for the work outlined. There shall be one prime consultant that will manage the work with the needed number of subconsultants to provide the outlined deliverables. An update to the Adams County Comprehensive Plan, Transportation Plan, Parks and Open Space, and Trails Master Plan to guide growth, address mobility with a forward thinking approach to multiple modes of transportation and the continued investment needed to provide access to the rural portions of the County, and lay out an equitable and resilient future for the residents of Adams County through 2040.

II. REQUIRED DOCUMENTATION

Failure to provide required information may deem your submittal non-responsive.

- Listed item(s) which must be included in submittal in order to be accepted and evaluated
  - Certificate of Corporation or Limited Liability Partnerships registered with the State of Colorado or other formal documentation meeting the requirement of years in business

III. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive. Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB with a PDF of the Proposal and a separate PDF of pricing), TOTAL OF TWO (2) submittals of each Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor’s ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.
Electronic copy shall be an EXACT reproduction of the original documents provided exclusive of pricing. Pricing should be in a separate PDF. All sections of the proposal shall be combined into a single PDF electronic document.

1. Provide submittal without reference to Adams County logo or company logo.

2. Label cover of Original submittal

3. Submit proposal in a tab format

4. Table of Contents – Include a clear identification of the material by section and by page number. i.e. Mandatory Requirements section, etc.

5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.

6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
   a. Size of the Firm and size of local office (if applicable).
   b. Location of the office, where the work on this engagement is to be performed.
   c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
   d. Number and nature of staff to be assigned to this project on a part-time basis.
   e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
   f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

7. Provide documentation that satisfies the Required Document requests.

8. Provide documentation that satisfies the criteria to be evaluated.

IV. Detailed Scope/Specification Requirements

I. OVERVIEW:

The Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of a qualified consultant firm(s) to assist Adams County (referred to hereafter as the “County”) in updating the County’s Comprehensive Plan; Open Space, Parks and Trails Master Plan; and Transportation Plan (referred to hereafter as the “Adams County plans”). The County last updated its plans in 2012. The County’s intent is to award a contract to a team of consultants that will be responsible for the work outlined in this scope of work document. There shall be one prime consultant that will manage the work with the needed number of subconsultants to provide the outlined deliverables.

The Comprehensive; Open Space, Parks and Trails; and Transportation Plans should address land use, transportation, natural resource development, sustainability, open space and farmland preservation, creation of active open space/parks, corridor/gateway planning, natural resource planning, aging population, public health,
economic development, future growth and development. The Adams County Office of Emergency Management is separately conducting a Hazard Mitigation Plan, which will need to be integrated into all three plans. The Hazard Mitigation Plan is expected to be completed and adopted by June of 2020.

The Comprehensive; Open Space, Parks and Trails; and Transportation Plans planning process shall be completed in an open and transparent public process. This planning process will be a two phased process with Phase I needing to be presented to the Planning Commission and Board of County Commissioners prior to the end of 2020, and Phase II prior to the end of 2021. More detailed information on these schedules is provided below.

A primary goal of the update to the Adams County plans is to guide growth, address mobility with a forward thinking approach to multiple modes of transportation (particularly in southwest Adams County) and the continued investment needed to provide access to the rural portions of the County, and lay out an equitable and resilient future for the residents of Adams County through 2040. Other important goals include:

Balance Long-Term Land Use and Transportation Growth
- Address the impacts of growth, especially in southwest Adams County.
- Address the impacts of growth in relation to equity, climate change and natural resources, especially water.
- Address the need for greater mobility/access for all residents, businesses, and workers through multiple modes of transportation and integrated land use patterns.
- Identify strategies for industrial placemaking.
- Analyze and recommend strategies for specific key arterials within Adams County focusing on urban design, streetscape, building heights and setbacks, bike and pedestrian connections and availability/usability of facilities, connection to transit, and recommended uses to provide a cohesive corridor regardless of the jurisdiction within which it is located.
- Explore the feasibility of additional density when paired with community benefits, such as affordable housing, open space, etc.

Embrace Innovation
- Find opportunities to take advantage of evolving technologies (transportation, energy, communication, water, etc.) to shape Adams County’s future.
- Set the stage for the smart and sustainable growth of Adams County through an imaginative, open and innovative planning process.
- Work with county personnel to ensure that the plan has an engaging online presence on www.adcogov.org that synthesizes content from completed plans and policies across departments related to the county’s physical development.

Identify Priority Implementation Initiatives
- Determine key regulatory improvements to implement the plan.
- Identify policy strategies and initiatives to implement the plan.
- Establish measurable and achievable metrics for gauging progress.

Prioritize Robust, Meaningful Engagement
• Engage a substantial, diversified, and representative segment of the public in a meaningful and progressive manner during the plan process and establish techniques to continue engaging the public in the plan’s implementation.
• Use data and analysis in creative and accessible ways to inform dialogue and establish community-supported goals for land use, transportation, place making, and open space, parks and trails that will guide future growth in Adams County.

II. BACKGROUND:
A. The County Background
Based on the 2018 Census information, the County’s current population is 511,469. The population is spread out over 1,182 square miles. The County contains a diverse mix of land uses varying from older cities to new green-field suburbs to expanses of open rangeland. All or portions of nine municipalities (Arvada, Aurora, Brighton, Bennett, Commerce City, Federal Heights, Northglenn, Thornton, and Westminster) are found in Adams County. The City and County of Denver and Arapahoe County are contiguous to our southern border. Jefferson County and the City and County of Broomfield are contiguous to our western border. Weld and Washington County are contiguous to our northern border and Morgan County is contiguous to our eastern border. As of 2017, approximately 98,281 residents reside in unincorporated Adams County.

B. Purpose and Framework
The County adopted its first Comprehensive Plan in 1968, thereafter superseded by updated plans in 1975 and 1984. The 1984 Plan acknowledged that as conditions change, plans become outdated and need to be reviewed and reflect current conditions and needs. Accordingly, the County has continued to update and amend the Comprehensive Plan as needed. The Comprehensive Plan underwent a major overhaul in 1998 and again was amended in 2004. Another major overhaul of the plan was completed in 2012 as the County experienced substantial demographic, economic, and physical changes. The County has experienced significant growth in both population and employment. From 1970 to 2000, the County’s population grew by 96% with employment growing by 152%. From 2008-2018, the County’s population has increased by 86,958 (20%) and employment by 37%. Today the County is the fourth largest county by population within the metropolitan region, and by 2050 the County’s population is expected to grow by 67% (the second largest growth in a county with a population over 100,000 behind Weld). By 2050, Adams County is estimated to be the third most populous county in Colorado, behind El Paso and Denver. As of 2017, the median household income in Adams County was $64.1K which is $6.4K above the national median household income (source: EMSI Economy Overview).

In anticipation of the continued population growth, changing dynamics and to address issues of equity and climate change, the County is seeking assistance of a qualified consultant firm or firms to help plan for an efficient and practical arrangement of land uses and public facilities that meet both the needs of our established communities as well as our future residents and businesses. The offeror should review the existing County policies and practices to determine which ones are still relevant, as well as developing new goals and policies. The County anticipates both challenges and opportunities in the short and long-term planning horizon, which the offeror will need to fully evaluate within the planning process.
The County seeks to complete the Adams County plans update in two phases:

**Phase I**

*Comprehensive Plan*

The first phase of the Comprehensive Plan update shall include the following elements:

- Create a County profile – though this work likely will not be finished until final 2020 Census results are released in 2021
- Focus on key gateways and corridors, analyzing the character of each to develop a vision for the future and updated future land use designations; these gateways and corridors include:
  1. Federal Boulevard (52\(^{nd}\) Ave to 72\(^{nd}\) Ave)
  2. Pecos Street (West 52\(^{nd}\) Avenue to US-36)
  3. Washington Street
  4. 120\(^{th}\) Avenue (Riverdale Road to Imboden Road)
  5. 104\(^{th}\) Avenue (Colorado to US 85)
- Analyze and provide recommendations for the future land use, transportation and open space around the Westminster, Thornton, and Commerce City commuter rail stations where unincorporated land is in proximity.
- Identify overarching themes.
- Perform extensive public outreach.

*Transportation Plan*

The first phase of the Transportation Plan update shall include the following elements:

- Analysis of first and last-mile connections to commuter rail stations on the RTD system. Make recommendations for pedestrian and bicycle connections to improve mobility, safety, and access from the station platforms to important destinations, job centers, neighborhoods, and alternative transportation routes. Identify and prioritize project to improve mobility around commuter rail stations.
- Create a transportation plan element for five strategic corridors identified in the Comprehensive Plan. This transportation plan element shall include a summary of existing conditions, opportunities and constraints, and recommendations for transportation improvements that are coordinated and integrated with the land use and urban design recommendations for these five corridors.
- Analysis of the Adams County gravel roads improvement program with an emphasis on developing recommendations for improvements, including paving of strategic corridors to reduce maintenance demand and improvement reliability of the transportation network in Eastern Adams County.
- Identify key trail connections to improve access to the regional bike and pedestrian trail network throughout Adams County.

*Parks, Open Space and Trails Plan*

The first phase of the Parks, Open Space and Trails Plan update shall include the following elements:
- Review and revise priorities from the 2012 Plan.
- Focus on trail development in eastern Adams County.
- Focus on the creation of more active spaces and parks in western unincorporated areas.
- Create a section that addresses habitat restoration.
- Analyze existing trails and the impacts of homelessness and provide recommended strategies to reduce those impacts.
- Continue to support conservation initiatives such as land acquisitions in the Splendid Valley District.

**Phase II**

*Comprehensive Plan*

The second phase of the Comprehensive Plan will include a holistic, comprehensive update to the Comprehensive Plan. All of the following shall be included, in addition to the items described in section III(A) below.

- Identify Countywide policies and strategies (i.e. climate change, sustainability, water conservation, equity, etc.).
- Develop a future land use map.
- Analyze existing subarea plans and identify area-specific strategies.
- Develop a plan for implementation of identified strategies.

*Transportation Plan*

The second phase of the Transportation Plan will include a holistic, comprehensive update to the master Transportation Plan. All of the following shall be included, in addition to the items described in section III(B) below.

- Perform a full evaluation of the transportation network.
- Identify and prioritize future improvements.
- Update goals, policies, and implementation strategies.
- Identify connections to address areas of growth within Adams County.
- Develop new plan elements to address emerging modes, innovation, technology, heavy rail, and a significant emphasis on multi-modal transportation in order to create better balance of modes within the County’s the transportation network.

*Parks, Open Space and Trails Plan*

The second phase of the Parks, Open Space and Trails Plan will include an update to ensure that it is in line with the updated goals and mapping of the Comprehensive Plan. See the items described in section III(C) below.

**C. Statutory Requirements**

All requirements listed within the State Requirements for a County Comprehensive Plan as outlined in CRS 30-28-106 should be included.

Offer must comply with all state reporting requirements and submittal of financial and performance reports.

**III. SCOPE OF WORK:**

a. **Comprehensive Plan Objectives**

   **Phase I:**
   
The basic elements of Phase I of the Plan shall include:
a. Creating a Public Outreach Plan to tackle both Phase I and Phase II of the project, with an emphasis on inclusivity and equity for all County residents.

b. Creating and updating the County profile, or Chapter 1, to ensure the introduction is updated and the planned phasing elements are identified (part of this update may need to wait until Phase II when 2020 Census data is released).

c. Reviewing the existing Comprehensive Plan and all other plans defined in Attachment 1 to ensure all documents are in harmony with one another. Determine what information is relevant and what is outdated and/or out of compliance. Emphasis shall be placed on the key gateways and corridors defined in Phase I. Review Comprehensive Plan Amendments that have been approved by the Board of County Commissioners since the 2012 Comprehensive Plan was completed.

d. Provide a high-level existing conditions report to assess changes since the 2012 planning process - focusing on land use, transportation, open space/parks/trails as well as demographic changes and the County’s pattern of development.

e. Determining what policies and goals from the 2012 Comprehensive Plan have been completed, what is ongoing, and what was not accomplished.

f. Analyzing adjacent jurisdictions’ plans within the County to ensure Adams County is aligned or addresses conflicts with said plans, paying particular attention to the key gateways and corridors defined in the Phase I background section above.

g. Analyzing future land use, urban design, multi-modal transportation, and parks, recreation and open space connectivity as it applies to the key gateways and corridors identified in Phase I.

h. Preparing new detailed goals, objectives, and policies to guide future land use zoning efforts and connections along the gateways and corridors.

i. Evaluating the history of various gateways and corridors and analyzing if historic design elements can be incorporated into the area.

j. Revising the land use map to reflect existing conditions and establishing maps for each gateway/corridor to provide a visual tool to reflect the vision and goals of each area.

k. Following the analysis, providing recommendations on land use code amendments to address the Phase I focus.

l. Analyze and provide recommendations for the future land use, transportation and open space around the Westminster, Thornton, and Commerce City commuter rail stations where unincorporated land is in proximity (could be moved to Phase II).

m. To inform the future land use mapping exercise, a fiscal impact analysis of growth scenarios must be completed to analyze the impact of new development in Adams County, and identify policies to be addressed in the Comprehensive Plan Phase II process.
n. Identifying overarching themes for the Adams County plans.
o. Conducting public outreach around the Phase I elements as well as starting conversations for Phase II. The intent is to participate in as many existing County wide events as possible, in addition to hosting at least four specific public meetings/events for the Adams County plans during 2020 with a focus on Phase I activities.

Phase II:
The basic elements of Phase II of the Plan shall include:

a. Analyze existing goals, policies, data, plans, and objectives.

b. Prepare new detailed goals, objectives and policies to guide future development proposals.

c. Recognize the very diverse areas of the County from intensely urban to agricultural, and design strategies and policies specific to them.

d. Clearly define future land use categories and establish criteria to be utilized in determining the location of these categories. Particular emphasis shall be placed on mixed-use categories and geographic, economic, environmental/sustainable relevance to address ways to eliminate the need for a Planned Unit Development (PUD) zone district. Various categories of residential future land uses also need to be evaluated on the basis of their geographic location, access to particular street classifications, proximity to transit, water, and services.

e. Provide a future land use map – consultant should explore innovative ways to approach this map, possibly via functional or character-based map identifying general principles and types of development, while providing specific guidance where needed, but allowing for some flexibility in areas subject to future development or redevelopment.

f. Provide analysis and legal basis for regulation changes.

g. Provide a framework for shaping and managing future growth.

h. Coordinate with the goals and recommendations of the Transportation Plan and Open Space, Parks and Trails Master Plan.

i. Include implementation measures and strategies. Including specific implementation strategies for corridors/gateways, neighborhoods and any other key area identified through the planning process.

j. Provide a mechanism for review, updates, and amendments. Suggest the frequency of these measures.

k. The Comprehensive Plan should include the planning horizon consistent with the surrounding metro area with a planning horizon of 2040.

l. Ensuring all material from the Phase I and Phase II portions of the project align with one another and are packaged together as a final product.

b. Transportation Plan Objectives

Basic elements of the Transportation Plan should include:

a. Review of the existing Transportation Plan and update various elements to reflect changes that have occurred since adoption

b. Analyze the existing transportation system and make recommendations for improvements.
c. Prepare a multi-modal transportation plan to guide the implementation of transportation expansions and upgrades through the year 2040. Include a vision for the transportation system within the unincorporated area.
d. Clearly define the transportation issues distinct to urban, rural, and suburban areas of the County
e. Integrate the land use planning conducted within the comprehensive plan process with recommendations to enhance, change, expand or otherwise improve the transportation system in a way that is coordinated and aligned with the goals, policies and objectives of the comprehensive plan
f. Define current and future circulations patterns for pedestrians, bicycles, mass transit, freight, heavy rail, and motor vehicles.
   a. Include an analysis on freight rail accessibility and expandability particularly around the Colorado Air and Space Port.
g. Recognize the very diverse areas of the County from intensely urban to agricultural, and design plans and policies specific to them.
h. Create various maps to more accurately reflect existing conditions of the transportation system.
i. Provide analyses and a relevant complete data source that can be used in future decision making as well as in the immediate preparation of the plans.
j. Identify specific projects and provide prioritization for use in the County’s Capital Improvement Program.
k. Provide analysis and legal basis for any recommended regulation changes.
l. Provide a framework for shaping and managing future growth.
m. Include implementation measures and strategies.
n. Provide a mechanism for review, updates, and amendments.
o. Be clear and simple with text and graphics.
p. The Transportation Plan should include the planning horizon consistent with the Comprehensive Plan.

c. **Open Space, Parks and Trails Master Plan Objectives**

   Basic elements of the Open Space, Parks and Trails Master Plan update should include:
   a. Review of the existing Open Space, Parks and Trails Master Plan and update various elements to reflect changes that have occurred since adoption. Including changing the emphasis of certain aspects at the direction of staff.
   b. In conjunction with the Transportation Plan, analyze opportunities for trail connections to light rail, bus and other commuter stations/parking areas.
   c. Create various maps to more accurately reflect existing conditions of the open space, park and trail system.
   d. Revisit and update the guiding principles for the 2012 plan.
   e. Update the existing conditions as outlined in the 2012 plan.
   f. Update proposed open space and parks focus areas per updated guiding principles and resident priorities as identified through additional polling data.
   g. Take into account achievements in the areas of open space acquisition and farm preservation since the implementation of the last plan and identify needs for a changing, more urban focused, population with regard to parks, open space and trails.
   h. Update demographic information for Adams County
   i. Provide a framework for shaping and managing future growth.
   j. Include implementation measures and strategies and an updated action plan section based on the new and revised elements of the plan.
k. Provide a mechanism for review, updates, and amendments.
l. Be clear and simple with text and graphics.
m. The Open Space, Parks, and Trails Master Plan update should include the planning horizon consistent with the Comprehensive Plan.

d. Comprehensive Plan-Existing Elements
Review and analyze the following:

a. County Profile. Prepare and analyze a County-profile for the County. This should include the most recent Census information, and incorporate 2020 data when released, as it relates to the change in demographics and land use patterns.

b. Analysis and goals. This phase involves a high-level analysis of existing conditions, data and other metrics in order to provide an accurate snapshot of recent and future trends in demographics, economy, transportation, open space, development, and land use. This information will be used to establish overarching project goals, or guiding principles. This will require interactive, high-level community conversations about values, trade-offs and benefits, and other factors that will be used to formulate land use, open space/parks/trails and transportation strategies and implementation efforts. This will include an analysis of existing goals, policies, data, plans, and objectives.

c. Amendments. Since the last amendment to the Comprehensive Plan in 2012, several additional amendments have been completed which should be consolidated into the new updated Plan.

d. Organized Citizen Groups. Collaborate with the existing Organized Citizen Groups within unincorporated Adams County to determine area wants and needs.

a. Review the existing neighborhood and subarea plans to determine applicability, recommend areas that need a plan, and include appropriate recommendations within the Comprehensive Plan to highlight priorities and needs.
   i. Review and incorporate recommendations from the Making Connections plan from 2016.

e. Community Maintenance and Redevelopment. Much of the existing urban development in Unincorporated Adams County is older, low- and moderate-income housing and older industrial areas. The planning process should help identify more ways to maintain, improve, and attract economic development to these areas. It should also identify existing enclaves that may be suitable for annexation.

f. Brownfields, landfills, and gravel pits. The County currently has a number of industrial land uses and potential obstacles to development. Provide recommendations on how these impacted sites may be developed.

g. Open Space and Protection of the Natural Environment. The Comprehensive Plan, in coordination with the Open Space, Parks and Trails Master Plan, should identify and provide methods for preserving open space and environmentally sensitive areas, as well as use open space to shape development and improve the quality of life.

h. Recommend changes to the Development Standards and Regulations to support the plan.
e. **Comprehensive Plan-New Concepts**

Create and propose the following:

a. **Tax Base and the Financial Impacts of Growth.** The County’s revenue options are limited. The plans should be used to help the County improve its tax base and to make growth pay its own way. The plans should also provide a policy to analyze the costs and benefits to the County for new development proposals. A separate economic development strategic plan will be created for Adams County in 2020, though it will be done in close coordination with the Comprehensive Plan. The offeror will be expected to engage in discussions about economic development in terms of an implementation tool, and public outreach will also include elements related to both land use and economic development (such as what services do you want near your house and then making recommendations on how that could be achieved in terms of location and zoning).

b. **Sustainable Development.** Provide guidance and policies aimed toward improving the sustainability (including but not limited to economic, environmental, and social elements) of the County. The Comprehensive Plan should direct growth in patterns of development that are economically, environmentally, and socially sustainable. The plan should identify opportunities for smart growth, sustained agricultural production, water conservation and/or a water management plans, improve air quality, increase access to healthy food for all citizens, support bike and pedestrian access and connectivity, promote physical activity, and mitigate the impacts of climate change.

c. **Corridor and Area Specific Plans.** As part of Phase I, five corridors have been identified for the creation of corridor specific plans focused on transportation and multi-modal access, open space/parks and trails, land use and urban design that must be coordinated with the municipalities that touch the corridor in order to create a cohesive framework for these corridors.

   a. As part of the Washington Street corridor and in conjunction with the Open Space, Parks and Trails Master Plan update, explore a horse trail connection from the National Western Stock Show to the Riverdale Regional Park.

   d. **Coordination with Other Plans.** Analyze the existing Comprehensive Plans for the surrounding/adjoining jurisdictions for collaboration and improvements. In addition, coordinate with the surrounding Counties, where appropriate, and other entities such as DRCOG, Mile High Flood District (formerly Urban Drainage), Colorado Department of Transportation (CDOT), relevant taxing districts, the Regional Transportation District (RTD), and Division of Wildlife, etc.

   i. Identify areas which are located within the growth areas of a neighboring city.

   ii. Examination and recommend remedies for conflicting land use between the Cities and the County. Identify specific standards for areas within a city’s growth boundary which has conflicting land use.

   iii. Compare and evaluate the various cities growth projections.

   iv. Consider the impacts of the existing and projected growth and development of unincorporated Adams County and its nine municipalities.
e. Intergovernmental and Interagency Coordination. The cities in the County and many other districts and agencies have a varying degree of responsibility for providing services for growth and development. The plan should define the County’s role in shaping urban development, and the County’s responsibility for providing infrastructure to complete regional networks or in areas that may be annexed. The plan should provide guidance as to when it appropriate to approve special districts. The plan should address how the County should plan for areas which are within a city’s growth boundaries.

f. Aging Population. As more than 76 million baby boomers enter into retirement age, it is important to plan for improved access to services and safer communities. Planning for quality, improved, and effectively managed transportation, land use, housing options, and infrastructure will be important.

g. Affordable/Missing Middle Housing. The County created a 2018 Balanced Housing Plan and a 2017 Housing Needs Assessment. Several of the goals from these documents identify the need for affordable housing and “missing middle” housing to create a diversity of housing stock for the County. Ensuring access to safe and reliable transportation options, employment hubs, and goods and services should be evaluated in furthering the goals of these plans.

h. Public Health. Evaluate the availability of adequate housing, food, and transportation options with the current population demand and the projected demand in 2040. The community should have access to a healthy and safe environment including clean air and water. Create standards and evaluate ways in which goals and policies could be created which require new development to achieve such standards.

i. Access to needed public services. Review the population growth compared to the amount of public services within a reasonable distance of the population. Determine general locations and the land uses required to locate public services within close proximity to the majority of the population growth.

j. Equity. How do residents of unincorporated Adams County have equitable access to places, jobs, services and amenities? What policies, strategies and development regulation changes could be used to ensure that our residents have a high quality of life regardless of income level, race, ethnicity, gender, ability or age?

f. Transportation Plan-Existing Elements

Review and analyze the following:

a. Goals. Analyze existing goals, policies, data, plans, and objectives. Prepare new detailed goals, objectives and policies to guide future development proposals.

b. Existing Growth and Infrastructure. Consider the impacts of the existing and projected growth and development of Unincorporated Adams County. Evaluate the existing infrastructure for viability and maintenance.

c. Strategic Corridors. Examine and evaluate the strategic corridors identified by the County.

d. Barriers. Analyze the physical features and/or barriers which will restrict transportation or currently identified infrastructure. Identify areas which could
be utilized as alternative locations for infrastructure due to the location of physical features and/or barriers.

e. Existing Plans. Conduct a review of relevant existing plans and compile a summary as a foundation for the planning process.

f. Public Outreach. Deploy effective, innovative, and efficient public outreach strategies to gain input from stakeholders throughout the plan development process.

g. Sustainable Development. Provide guidance and policies aimed toward improving the sustainability (including but not limited to economic, environmental, and social) of the County. The Transportation Plan should direct growth in patterns of development that are sustainable. The plan should identify opportunities for smart growth, water conservation, improve air quality, improved access to healthy food, support bike and pedestrian access, improve safety and public health, and promote physical activity.

h. Corridor and Area Specific Plans. Several area specific plans have been created since the update to the Transportation Plan. The existing plans should be evaluated and included within the new Transportation Plan.

i. Coordination with Other Plans. Analyze the existing Transportation Plans for the surrounding/adjoining jurisdictions for collaboration and improvements. In addition, coordinate with the surrounding counties, where appropriate, and other entities such as DRCOG, CDOT, the Regional Transportation District (RTD), etc.

   a. Compare and evaluate the various cities’ growth projections.

   b. Consider the impacts of the existing and projected growth and development of unincorporated Adams County and its municipalities.

    c. Evaluate existing Intergovernmental Agreements regarding issues such as transportation services, infrastructure, and maintenance responsibilities. If necessary, recommend new strategies.

g. Open Space, Parks and Trails Plan – Existing Elements

Review and analyze the following:

   a. Existing masterplan elements for completion level, relevancy and whether or not they can be prioritized and executed.

   b. Provide analysis on greenways identified in the 2012 plan, what has been completed, what is yet to be done and strategies to move forward.

   c. Provide an analysis of the possibility of continued agricultural land use in the area adjacent to the Confluence of the South Platte River and Clear Creek.

   d. Review progress made with regard to open space acquisition and farm preservation within the Splendid Valley District and provide a mechanism for prioritization of open space acquisition in these areas while providing insight into the potential to continue food production.

   e. Analyze progress on Barr Lake buffer acquisition and identify the need for additional open space acquisitions in this area, if any.

   f. Provide feedback and analysis of progress made with regard to conservation and protections of Flood Control Overlay Policy areas to protect wildlife movement, control erosion and manage floodwater and identify next steps.
g. Revisit the prescribed approach to Outdoor and Nature Education to include expanding on the notion of constructing nature centers in the County, where they could be located and how they could be managed.

h. Revisit the County’s role with regard to partnerships and regional coordination.

i. Provide a framework for continued development of, and buffer acquisition adjacent to the Riverdale Regional Park.

j. Provide analysis and relevant data to support a plan for future land acquisitions for open space, trail corridors and parks in eastern Adams County.

k. As part of the Washington Street corridor and in conjunction with the Comprehensive Plan, explore a soft surface horse trail connection from the National Western Stock Show to the Riverdale Regional Park.

h. **Open Space, Parks and Trails Plan – New Concepts**
   Review and analyze the following utilizing updated guiding principles as a framework:
   a. Provide an analysis of future acquisitions and potential active and passive outdoor recreation uses of properties adjacent to the Confluence of the South Platte River and Clear Creek.
   b. Identify areas within the county where a focus on more active outdoor recreation elements can be implemented and maintained.
   c. Provide data for an analysis of existing parks within urban unincorporated areas of the county, including walking/driving distances for local residents from the parks and data to support a reasonable approach to future park development in these areas providing adequate park access for all residents.
   d. Analyze where future trail corridors can be completed to connect to regional trails and reduce the need for at-grade trail-roadway crossings and surface street trail sections throughout the county.
   e. Address Habitat Restoration and ongoing management practices needed to ensure the safety of the existing trail corridors for commuter and recreational uses as well as a healthy habitat for wildlife migration and protection.
   f. Provide an analysis of current and planned uses for Riverdale Regional Park including County Fair elements, planned buildings, recreational amenities, potential partnerships with outside organizations, potential buffer acquisitions. An update of the existing Riverdale Regional Park may or may not be included for this purpose.
   g. Address homelessness issues and provide a framework and proposed planning to enhance the county’s ability to deal with these issues. Provide examples that have been successful for other jurisdictions

i. **Planning Approach and Public Participation**
   It is important that the planning process involve cities, special districts and local and regional agencies in and around the County, as well as residents, landowners, and interest groups. The offeror must propose a public participation process that demonstrates equity and encourages community-wide participation leading to community consensus on plan recommendations.
The offeror must develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the Comprehensive, Transportation, and Open Space, Parks and Trails Plans. The offeror will be responsible for facilitating public outreach to collect data, present information to the community regarding findings to date, propose priority areas, and recommend strategies. The public meetings will be held in various geographic areas within the County. The offeror will be responsible for facilitating public input sessions and presentation of both the draft plan(s) and the final plan, for both Phase I and Phase II. The offeror will coordinate with the County Project Manager(s) on all public input sessions. The offeror will be responsible for providing information for all meetings. Presentation materials developed by the offeror will be made available to the County Project Manager(s) for review prior to meetings. All presentation materials shall be submitted to the County Project Manager(s) electronically. The offeror will be responsible for providing content for the County website, including reports, presentations and surveys, information on the plans, updates on the status of the plans, meeting times and dates, an area for public comment, and the ability for public opinion polls. This information will be provided to the County Project Manager(s) who will work, in collaboration with the offeror, with the County Communications Department who will manage the website on the County’s site.

The offeror will be responsible for data inventory and gathering, identifying land use issues, and other issues which may affect the Comprehensive, Transportation, and/or Open Space, Parks and Trails Plans, visioning and goal setting, population and land use projections and trends, creating land use and natural feature maps, analysis of data, trends, land uses, and natural features, alternative future land use plans/maps, implementation policies and strategies, preparing and revising documents including a draft Comprehensive Plan, Transportation Plan, and Open Space, Parks and Trails Master plan, including Phase I and II documentation, presentations to the public including public hearings, and training for plan implementation.

The offeror will be responsible for creating a public participation program that is equitable and accountable. The offeror shall be responsible for providing documents, public outreach materials, and handout materials in Spanish at no additional cost to the County. Interpretation services shall be provided at all public meetings. Adams County and the offeror will discuss whether draft and final plan documents need to be provided in Spanish and will determine that through the contracting process.

j. **Mapping**

The County has done extensive work developing maps that should be readily adaptable for use. The offeror will work the County Project Manager and Community & Economic Development Department to determine the relevant information to be included on project maps. The County will provide base mapping data. The County will gather and download additional publicly available layers and provide to the offeror. Information not readily available from the County will be researched and gathered by the offeror and produced for the County Project Manager and Community & Economic Development Department in the same format as the base mapping data. Any new data
produced for the project must be provided to the County in an acceptable digital format.

k. **Deliverables**

1. This process should include these specific deliverables. In order to increase public participation and feedback, it is likely that the County will release sections of the plans as they are prepared instead of waiting for one complete draft of each of the plans.
   a. Meeting minutes
   b. Website content, including surveys in advance of any public meeting or outreach event
   c. Resident surveys and results – surveys must be provided in English and Spanish
   d. Meeting announcements – must be provided in English and Spanish
   e. Comprehensive Plan: Phase I and Phase II
   f. Transportation Plan: Phase I and Phase II
   g. Open Space, Parks and Trails Plan updates
   h. Financial Impact Analysis
   i. GIS map layers for Transportation Master Plan, Future Land Use, Open Space, Parks and Trails Master Plan – a specific outline of layers and attribute tables will be provided to the selected offeror to follow prior to finalization of the contract.

2. **Plan Documents**

Draft(s) and the final Comprehensive; Open Space, Parks and Trails; and Transportation Plan documents should include the land use plan map or maps, goals, objectives, policies, history, risk/hazard analysis conditions and trends (incorporating this work from the Hazard Mitigation Plan); discussion of the issues; incorporation of sustainability related measurements; findings from public input sessions and stakeholder meetings; a description of the process and any other items deemed appropriate by the offeror and the County. Each element of the plans should be prepared as a deliverable during the planning process. In addition, hand-outs, presentation materials, and newsletters for meetings and public information should be prepared throughout the planning process. All these materials will become the property of the County.

All written materials, graphics, and data should be provided to the County in digital format consistent with the County’s software. Some deliverables will also be required to be provided in hard copy format.

All website content and plan documents, including drafts, must be ADA compliant.

a. **Software**

All materials submitted to the County should be submitted in both Word and PDF format. The County is investigating purchase of Adobe InDesign so the offeror should address in their response the software they plan to use to create the plan documents.

b. **GIS Data Deliverables**

All GIS data deliverables should be in ESRI file geodatabase format using NAD_1983_StatePlane_Colorado_Central_FIPS_0502_Feet coordinate system. The County currently uses ArcMap 10.5.
c. **Printing**
   The offeror must submit ten (10) paper copies of all preliminary and final draft plans to the County Project Manager.

3. **Presentations**
   The offeror will be required throughout the process to present in-person presentation of the draft and final plans to each board (Planning Commission and the Board of County Commissioners) in collaboration with the County Project Manager(s). The offeror must outline the presentations necessary to complete the adoption of all deliverables listed in the scope of work.

4. **Coordination of Work**
   The offeror will be responsible for coordinating all project tasks with the County Project Manager(s). We expect there to be likely meetings every other week between the offeror and the County Project Manager(s) and other staff as appropriate through both phases of this project.

IV. **Budget:**
   The offeror must provide a scope of work and practical budget for undertaking this project. The offeror should keep in mind current economic conditions and be as efficient as possible in this process. The offeror should identify ways that the community might use local resources to help minimize the expenses associated with project tasks. A detailed breakdown of costs should be included within the proposal.

   The contract for this effort will cover a two-year period subject to the allocation of funding through the 2021 budget process.

V. **Timeframe:**
   The offeror will be required to work closely with the County Project Manager(s), the Community & Economic Development Department, the Public Works Department, and the Parks, Open Space & Cultural Arts Department. The County would like to start the Comprehensive; Open Space, Parks & Trails; and Transportation Plan Amendment process as soon as the contract is executed. Phase 1 documents for the three plans must be presented to Planning Commission at their November 12, 2020 meeting, and then brought to the Board of County Commissioners at their December 2020 meeting (either the 1st or 8th). Phase 2 of these plans should be completed in October 2021 in order to move through the Planning Commission and Board of County Commissioners approval process by the end of 2021.

VI. **Required submittals for response to this RFP**
   The submittals should not exceed 45 pages and should include the following:
   - Letter of interest
   - A statement of project understanding and the proposed approach to the project – specifically discussing the phased approach, timeline and multiple plan process.
   - Project management approach – Propose a management approach that best serves the project from both the client and consultant perspective, with an emphasis on building an efficient, highly productive, and quality partnership in a positive work environment. The approach should consider items such as:
• Organizational structure;
• Day-to-day project management duties (County and consultant project managers);
• Identification of roles for pertinent County staff (CED, Public Works, Parks, etc.);
• Reporting requirements;
• Frequency of meetings with both internal staff and external audiences; and
• Organization of the consultant team that will be doing the work.

A summary of relevant experience and similar projects that demonstrate expertise for undertaking this project along with links to the full version of each cited plan. Include more detailed information for the most directly related plan and how it demonstrates the needed experience to successfully undertake the Adams County Comprehensive Plan; Open Space, Parks & Trails Plan; and the Transportation Plan.

The roles of the prime consultant and sub consultants, including a list of all staff and their role on the project. Provide resumes of staff who will be undertaking substantive work on this project.

A table identifying all staff involved, including a breakout of estimated hours for each staff person by task, along with a detailed cost breakdown by plan and phase.

A detailed statement of experience with stakeholder and community engagement techniques during the creation of citywide/countywide planning efforts. Provide examples of the successful implementation of your approach.

Response to the following questions:
1. Since 2012, what cutting edge planning concepts related to the integration of land use, open space/parks and transportation do you believe should be employed or considered influential in the update of the Adams County Plans? How do you foresee incorporating these ideas into the plans?
2. What current or emerging trends and/or technologies across the topics of transportation, open space/parks/trails and land use development; environmental resilience (especially water); social equity; and economic opportunity and resilience should be considered in the plan process and how could they potentially affect the direction and contents of the Adams County plans update?
3. How would you communicate the need to address growth and development impacts at a county-wide scale to residents who have concerns on localized impacts?
4. What growth impacts are most concerning and how would you suggest addressing them in the context of Adams County?
5. What approach and technology would you recommend to achieve a robust public outreach process, particularly during Phase I?
6. Discuss your recommended handling of the Phase I updates which must be presented to the Board of County Commissioners in December 2020. Is it an amendment to the existing plan, followed by adoption of new plans in late 2021?
7. How would the consultant recommend dealing with conflicts between plans – such as the desire to preserve existing farmland as shown in the Splendid Valley plan and the need for mineral extraction?
8. What is your local representation, and how much of the work will be completed locally?
9. Discuss your familiarity with Adams County and the Denver Metropolitan Statistical area with specific focus on planning efforts completed in this area.

10. What innovative approaches would you take to providing a future land use map for an area as large and diverse as Adams County?

- Not included in the 45-page limit, provide a letter of reference from the prime consultant proposing firm’s primary bank or financial institution which indicates the bank’s opinion on the proposing firm’s financial capacity to perform their obligations under the Agreement. The letter shall be placed in a separate concealed envelope labeled with the firm name and the notation “CONFIDENTIAL FINANCIAL REFERENCE”. The sealed confidential envelope shall be placed inside the envelope or box containing the firm’s proposal.

XXVII. EVALUATION FACTORS FOR AWARD

Award will be made to the single responsive, responsible offeror who submits the most technically acceptable proposal.

A review committee consisting of members, appointed by the County, will make recommendations to the County management, and the Board of County Commissioners. The evaluation is based on the firm’s qualifications. The committee may request additional information from offerors or request personal interviews with offerors.

The evaluation criteria are listed below (in no particular order):

**CRITERIA**

1. The Firms timeframe, milestones and proposed deliverables for the project.

2. The Firms experience, key personnel and subcontractors.

3. Firms Fee Structure by discipline and other billable items.

4. Firms demonstrated understanding and proposed methodology.

5. The Firms ability to lead a robust and inclusive community engagement process.

6. Firms ability to complete project tasks without substantial County resources.

7. The Firms demonstrated ability to identify key metrics, policies, regulatory improvements and other priority initiatives that will be necessary in order to monitor and implement the plan.

8. The Firms ability to convey and analyze concepts visually using GIS, 3D modeling and other graphic tools.
APPENDIX A

ADDITIONAL RELATED RESOURCES
Below is a list of Comprehensive, Transportation, Parks, Open Space, and Recreation Plans and other related available information. The following list of plans is representative and may not comprise a complete list of related available information.

A. Completed Comprehensive Plan Related Documents
   a. 2012 Comprehensive Plan – Imagine Adams County
   b. Balanced Housing Plan/2017 Housing Needs Assessment
   c. Southwest Adams County Framework Plan
   d. Riverdale Road Corridor Plan
   e. Mineral Extraction Plan
   f. Transit Oriented Development and Rail Station Area Planning Guidelines
   g. Clear Creek Valley TOD Plan
   h. Berkeley Neighborhood Plan
   i. Strasburg Plan
   j. I-70 Corridor Economic Assessment
   k. South Platte River Corridor Heritage Plan
   l. DIA Plans (NextGen)
   m. Front Range Airport Plans
   n. Clear Creek Valley Transit Oriented Development Plan
   o. Federal Boulevard Framework Plan
   p. Welby Subarea Plan
   q. Sustainability Plan
   r. District Plan (also referenced as Historic Splendid Valley)
   s. Making Connections
   t. Quality of Life Survey

B. Completed Transportation and Open Space/Parks Related Documents
   a. 1996 Transportation Plan
   b. Weld / Adams County Line Crossroads Alignment Study
   c. Weld County Rd 49 / Imboden Road Alignment Study
   d. Open Adams
   e. Ciruli and Associates Survey
   f. 1996 Hazard Anaysis
   g. 2010 Denver Regional Natural Hazard Mitigation Plan
   h. 2011 Rapid Assessment Maps
   i. FasTracks Plans (Gold, North Metro, Northwest)
   j. DRCOG Metro Vision
   k. 2010 Denver Regional Natural Hazard Mitigation Plan
   l. Adams County Community Development Needs Assessment
   m. I-70 OEM Plan
   n. Open Space, Parks and Trails Master Plan
   o. Clear Creek Corridor Masterplan
   p. South Platte River Heritage Corridor Plan
   q. Riverdale Regional Park Master Plan
   r. Adams County Sustainability Management Plan
C. In Process Comprehensive Plan Related Documents
   a. Square Lakes Subarea Plan
   b. Colorado Air & Space Port Subarea Plan
   c. Adams County 2020 Hazard Mitigation Plan
   d. Transfer of Development Rights Study (IGA with Brighton)

D. In Process Transportation and Open Space/Parks Related Documents
   a. Willow Bay Open Space Master Plan
   b. NexTracks Plans
   c. State Highway 7 PEL
   d. I-25 PEL
   e. State Highway 79 PEL
   f. I-270 Environmental Assessment
   g. 2020-2024 Consolidated Plan (Fair Housing Choices)
   h. Federal Boulevard Multimodal Study

E. Maps/GIS Data
GIS data will not be provided until AFTER an agreement is awarded. Offeror will
work with the County Project Manager(s) to obtain the data. GIS data will be used
for this project only and will not be disseminated or used for other purposes by the
offeror. The County GIS information is designed for general planning purposes.

Available GIS data includes:
   a. Public/private land ownership
   b. Parcels
   c. Streets
   d. Hydrology/water resources
   e. Topography
   f. Floodplain
   g. Aerials
   h. Soils
   i. Parks and Open Space
   j. Trails

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY
SUBMISSION: It is imperative you address your submittal envelope as follows:

Mailing Address:
Adams County Government Center
Purchasing Division C4000A
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:
Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Shawn Hartmann
Contract Specialist II
RFP-SPH-2020.803

ATTN: Shawn Hartmann
Contract Specialist II
RFP-SPH-2020.803

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.  

Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?  

Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.  

Requirements met and response included? Certificate of Incorporation or other formal documentation Meeting the requirement of years in business  

May any other governmental entity avail itself of this Agreement and purchase any and all items specified?  

Have all the addendums been acknowledged and enclosed?  

Original and the number of copies specified enclosed including electronic copy?  

Has a duly authorized agent of the contractor signed the Contractor’s Statement?  

Is pricing form enclosed in a separate sealed envelope?
Adams County values your input. If you are unable to participate, will you spend a few minutes to complete this form and return with your NO BID response.

Please send to: Adams County Purchasing Division
Attn: Shawn Hartmann, Contract Specialist II
RFP-SPH-2020.803
4430 South Adams County Parkway, C4000A
Brighton, CO 80601

☐ We are unable to meet specifications.
☐ Insufficient time to respond to the solicitation.
☐ Our schedule would not permit us to perform within the required time.
☐ We are unable to meet insurance and/or bonding requirements.
☐ We do not offer/supply this product or service.

Further Remarks/Comments:
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

PRINT OR TYPE YOUR INFORMATION

Contractor Name
Phone

Address: City/State Zip Code

Contact Person Title Date

Email Address
Pursuant to Colorado Revised Statute, § 8-17.5-101, et seq., as amended 5/13/08, as a prerequisite to entering into an Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et seq. in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Contractor Name

Printed or Typed Name

Signature

Title

Date

Note: Registration for the E-Verify Program can be completed at: https://www.vis-dhs.com/employerregistration. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering.
Pursuant to 2 C.F.R. Part 200 Subpart C 200.213, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and has read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all):_____________________________________________________

Contractor Name
Date

Signature
Printed Name

Title

Address

City, State, Zip Code
County

Telephone
Fax

Email
Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

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REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM

Request for Proposal # __________________________

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor’s intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

1) __________________________________________________________

2) __________________________________________________________

3) __________________________________________________________

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

_________________________________________________________
Contractor Name

_________________________________________________________
Authorized Signature

_________________________________________________________
Printed Name

_________________________________________________________
Title

_________________________________________________________
Date