

**Request for Proposal issued by
Colorado Springs Downtown Development Authority**



REQUEST FOR PROPOSAL

Update to Plan of Development and Master Plan

NOTICE: Aug 19, 2024

DEADLINE: Sept. 30, 2024, at 5 p.m.

CONTACT: Susan Edmondson
Susan@downtowncs.com or (719) 886-0088

I. Introduction

Colorado Springs Downtown Development Authority (DDA), along with project partners, seeks a multidisciplinary consultant team to conduct a substantial update to the existing Experience Downtown Colorado Springs Plan of Development & Master Plan (“the Plan”). The amended and restated Plan is intended to guide the DDA’s work for at least 10 years; it is anticipated to be presented for adoption by Colorado Springs City Council in Q4 2025.

II. Background Information

The Experience Downtown Plan, composed of Volume 1 (Plan of Development) & Volume 2 (Master Plan) was adopted by Colorado Springs City Council in November 2016 following an 18-month process involving input from thousands of stakeholders through focus groups, interviews, charettes, market studies, site tours, online surveys and review and integration with existing city and community plans. Volume 1 serves as the Plan of Development for DDA, as required by Colorado state statute, and Volume 2 serves as the land use master plan for Downtown. The entire document served as a significant update to the Imagine Downtown Plan and was renamed “Experience” to reflect that the work to foster a vibrant city center was not just being “imagined” but actually being “experienced.”

In the less than eight years since adoption, the Plan accomplished far more in a shorter time frame than was thought possible (refer to the Plan Progress document in the Appendix C of resources). Further, Downtown Colorado Springs, along with cities across the globe, has faced the challenges of a post-pandemic world that has seen major shifts in work and social lifestyles. For these reasons, an update at this time is opportune.

The Downtown Development Authority was created in 2006 following overwhelming voter approval among property owners to create and fund a DDA. In 2007, City Council approved the Imagine Downtown Plan as the official Plan of Development for DDA, followed by approval of the Imagine Downtown Master Plan as a land use plan in 2009.

The DDA is a quasi-governmental entity with a mission to build public and private investment partnerships that promote the physical and economic growth of Downtown Colorado Springs. The DDA is governed by a board of 11 people appointed by City Council, to include a member of Council. Downtown Partnership, a nonprofit organization, serves as the contracted management company for the DDA, alongside affiliate entities Downtown Ventures (a 501c3 nonprofit) and the Greater Downtown Colorado Springs Business Improvement District. The DDA is funded by a 5 mill levy of property taxes within the district to support operations and through tax increment financing (TIF).

III. Plan area

The DDA boundary, as well as embedded business improvement districts, is shown in Attachment A. While the Plan Update should address specifically the area within the DDA boundary, keen attention should be given to the greater Legacy Loop area as well as connectivity to, and relationships with, adjacent neighborhoods. See Attachment B.

IV. Scope of work

Volume 1

It is anticipated that major updates will occur for Volume 1, the Plan of Development, with more clearly aligned Values, Goals and Action Steps, while calling out specific bold Big Ideas/Priorities to demonstrate those efforts that hold the most potential for catalytic improvements to the economic conditions, public realm and the built environment of Downtown.

This will require new Values, Goals and Strategies; specific Action Steps, designed as shorter-term tasks, may be structured through an appendix.

Volume 1 also will require significant updates to Assets, Opportunities and Challenges that more clearly reflect the workplace and lifestyle changes of a post-pandemic world.

Finally, Volume 1 will expand to include chapters or more robust sections addressing:

- Economic vitality (to include small business, office, residential, workforce, education)
- Infrastructure, energy & environment
- Arts, culture & recreation
- Management & maintenance (includes leadership, policy, safety, inclusion, and environmental sustainability)

Volume 2

Volume 2 is anticipated to require fewer but still significant updates, to be structured similar to the existing Plan as four chapters, with the current chapter addressing Gateways & Districts consolidated into Land Use:

- Land use & character
- Parks, trails & waterways
- Mobility, connectivity & parking
- Public realm & urban design

Most of the existing 14 maps within Volume 2 will require some updates – many may be minor updates, and several may require significant updates/revisions.

V. Community engagement

An authentic and productive community engagement strategy that is inclusive of a wide range of stakeholders is essential. This strategy must engage current and future patrons/stakeholders of Downtown while integrating known best practices in urban design and economic development. This is anticipated to take the form of a variety of feedback structures, such as online surveying, focus groups, open houses and/or community forums, with keen attention to future/potential users of Downtown and proactive efforts to engage and accommodate people with accessibility challenges.

VI. Phasing

Phasing may alter due to external conditions, consultant recommendations, or identified needs for related studies.

- September/October 2024: Contractor selection
- Q4 2024: Orientation, framework design, review of data and existing related plans, early focus groups or stakeholder interviews
- Q1 2025: Broad stakeholder engagement
- Q2 2025: First draft of amended and restated Plan
- Q3 2025: Draft reviews with stakeholder input
- Q4 2025: Approvals

VII. Resources to inform the plan

The Plan Update will integrate information and recommendations from several completed studies by Downtown Partnership, the City of Colorado Springs, and regional agencies. At times, the Plan Update may make recommendations that differ from these existing studies. Resources to inform the plan are noted in Appendix C.

VIII. Submittal Requirements

The DDA seeks proposals from firms with significant experience in developing downtown plans, economic strategies, and land use policy; crafting authentic and inclusive stakeholder engagement and listening strategies combined with subject matter expertise; and assembling a comprehensive team that can execute each of the project components. The selected firm will review the existing Experience Downtown Plan and recommend appropriate additions, refinements and revisions. The selected firm will produce the final plan draft (both content and design) and foster the plan through an approvals process that includes DDA and affiliate boards; the Downtown Review Board; City Planning Commission; certain other City boards or committees; and City Council.

Proposals should include the information in the format outlined below and be limited to no more than 15 pages. If a partner/subcontractor is included in the proposal, requested information on both firms should be provided. Short-listed firms may be required to make an in-person or Zoom presentation to the selection committee. A page shall be defined as 8-1/2" x 11", single sided with a minimum font of 11. Submittal elements:

- General vendor information: Name, title, address, email address and telephone number of the person(s) to contact who are authorized to represent the firm and to whom correspondence should be directed.
- Length of time in business providing proposed services.
- Taxpayer identification numbers of the firm.
- An acknowledgement of C.R.S. § 8-17.5-102, prohibiting the DDA and its affiliates from approving a contract for services with a contractor who knowingly employs or contracts with illegal aliens, and expression of intent to comply with the statute.
- Introductory letter to include:

- Describe how your firm is positioned to provide the services listed above and provide a history of experience providing similar services, for both nonprofit and governmental/special district clients.
 - Name, address, telephone number and email of the office which would be providing the service as well as the location of the firm's home office.
 - Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Downtown Development Authority."
 - The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- Proposal summary. Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it, as well as the unique attributes of proposed partners/subcontractors.
 - Community engagement summary. Summarize your recommendations on authentic and productive community engagement strategies that are inclusive of a wide range of stakeholders and that integrate best practices in urban design and economic development.
 - Key personnel. Identify names of principal and key personnel who will actually provide the services. Summarize the experience and expertise of these staff. Describe the role and responsibilities that each of these individuals will have.
 - Proposed fee structure including hourly rates, travel/lodging, materials, and maximum fees for this Scope of Work as presented. Additional recommended tasks or studies may be suggested with discrete fees. The Selection Committee may or may not include any recommended tasks outside this current Scope of Work in its selection and contract.
 - Three references to whom you have provided similar services. Please provide information referencing the actual services provided, district size, and unique challenges and/or outcomes/successes of plans produced.
 - If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that.

IX. Deadline for submission of proposals

The proposal must be received by the DDA electronically to Susan@DowntownCS.com prior to 5 p.m. on September 30, 2024. Please note "Experience Downtown Plan" in the subject line.

Any questions regarding this proposal may be submitted to:
Susan Edmondson
(719) 886-0088
Susan@downtowncs.com

X. Selection committee and evaluation criteria

A selection committee will include DDA board members, City of Colorado Springs staff, Downtown Partnership staff and board members, and other Downtown stakeholders. Proposals will be ranked according to evaluation criteria.

The following criteria will be used in the evaluation of the Statement of Qualifications.

- Qualifications, to include downtown master plan experience
- Proposed project team
- References
- Fee schedule
- Community engagement approach

XI. General requirements

The successful candidate or firm shall:

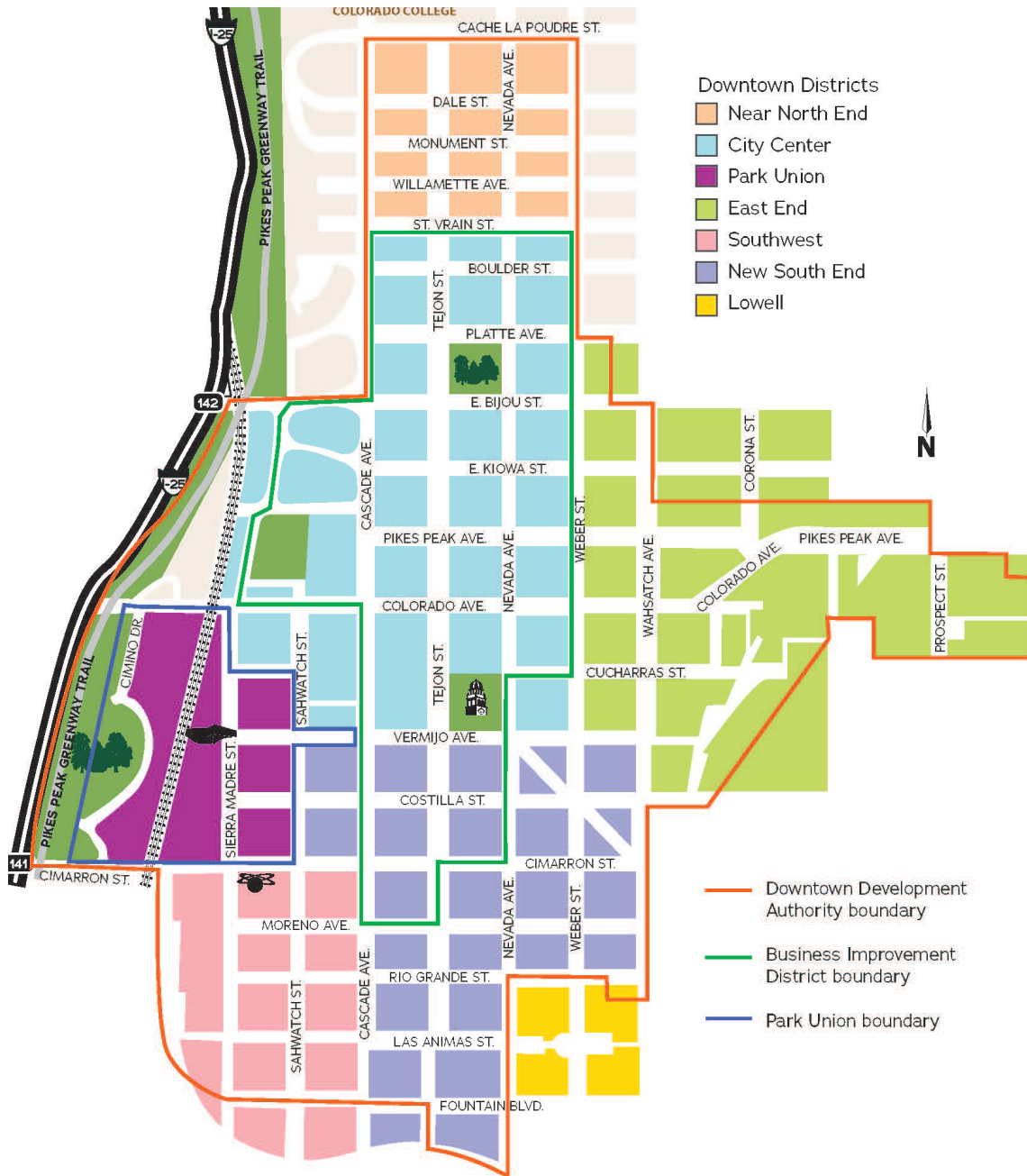
- A. Enter into contracts with the DDA;
- B. Operate as an independent contractor and will not be considered employees(s) of DDA or its affiliates.

XII. Miscellaneous

DDA and its affiliates reserve the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the DDA and affiliates' sole judgment, best meets the requirements of the project.

The RFP creates no obligation to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The Partnership and its affiliates reserve the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

APPENDIX A
Downtown Development Authority Map



APPENDIX B Legacy Loop Map

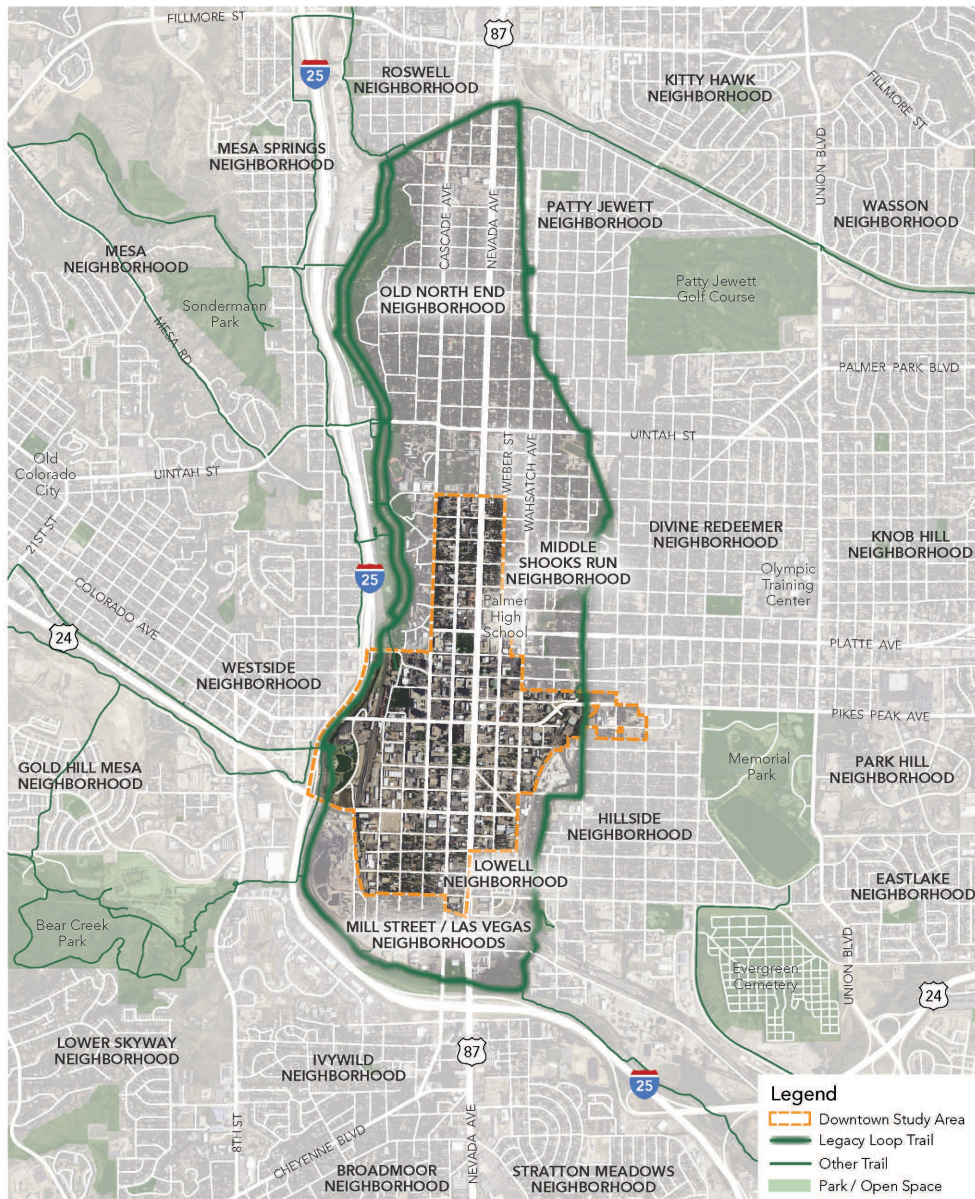


Figure 1.4 | Downtown Neighborhoods



APPENDIX C

Resources to inform the Plan Update

The following sources are linked at www.DowntownCS.com/XDT2

Downtown Colorado Springs specific:

- Experience Downtown Colorado Springs Plan of Development and Master Plan, approved by City Council November 2016
- Experience Downtown Plan: Plan Progress
- Downtown Colorado Springs Form Based Code
- Comparative Analysis of Downtown Colorado Springs, International Downtown Association Report, 2024
- State of Downtown Report, 2024
- Downtown Annual Report to the Community for 2023
- Downtown Colorado Springs Environmental Sustainability Plan (to be completed fall 2024)
- Downtown Colorado Springs Inclusion Charter and Strategic Areas of Focus

Additional:

- City plans:
 - Colorado Springs Strategic Plan, 2024-2028
 - PlanCOS
 - ConnectCOS
 - HomeCOS
 - Colorado Springs Homelessness Response Plan (to be completed fall 2024)
 - Platte Avenue Corridor Study
 - Shooks Run Corridor Study
 - Historic Downtown Parks Master Plan
 - Mill Street Neighborhood Plan
 - 2045 Transit and Specialized Transportation Plan
 - 2014 City of Colorado Springs Parks Master Plan
- Creek COS Plan
- Reimagining the Drake Power Plant: A Community Visioning Project