

Roxborough Village Metropolitan District

Master Plan Request for Proposals



**Roxborough Village Metropolitan District
8390 E. CRESCENT PARKWAY, STE 300
GREENWOOD VILLAGE, CO 80111
PHONE: 303-779-5710 | FAX: 303-779-0348**



1. Introduction

The Roxborough Village Metropolitan District (“the District”) is seeking proposals from qualified consultants to assist the District in the creation of a Community Master Plan Update. The last Master Plan was prepared in 2006. Goals of the Plan include:

- New and improved recreation opportunities – both passive and active - for the entire Roxborough Community, making best use of limited assets.
- A more clearly defined relationship between the Roxborough Village, Roxborough State Park and other nearby destinations.
- Improved bike and pedestrian infrastructure and connectivity
- Recommended areas for enhanced landscaping
- Better access and use of creeks, drainages and ponds
- Open space management
- Activation and management of currently underutilized open space
- An updated, market-responsive vision that expresses creativity, opportunity, and diverse appeal for all Roxborough residents
- Strategies to phase and fund the recommended improvements

The plan will be developed with extensive community input.

The Master Plan will require focus on *implementation* – including recommended phasing, cost estimating, as well as strategies to finance improvements that are identified through the planning process.

This Request for Proposal includes the following sections:

1. Introduction
2. District Overview
3. Project Goals
4. Scope of Services
5. Selection Criteria
6. District Maps
7. 2018 Board Workshop Summary

Interested parties are asked to submit 8 bound hard copies to Anna Jones, RVMD Manager, no later than 5:00 pm on **February 4, 2019. Responses are limited to maximum 25 pages.** Questions relating to this RFP can be addressed to: Anna Jones, District Manager anna.jones@claconnect.com or Pat Shannon, Assistant District Manager Patrick.shannon@claconnect.com.



Please include the following items with your proposal:

1. Proposed scope of work
2. Estimated budget
3. Estimated project timeline
4. Brief initial impressions of Roxborough's park, open space and recreational assets as well as opportunities and challenges
5. Philosophy and approach to meaningful community outreach with examples of successful processes and outcomes
6. Firm profile and participating staff biographies
7. Credentials and contact information of the project manager
8. Hourly rates of all employees associated with the contract
9. Three project references and contact information for each

Please keep proposals as brief as possible, maximum of 20 total pages.

DRAFT



2. District Overview

Location: Roxborough Village is located in northwest Douglas County, approximately 1.5 miles south of Chatfield State Park along the eastern face of the Dakota Hogback, 1 mile east of Pike National Forest, virtually adjacent to Roxborough and Chatfield State Parks.

Date of Service Plan: July 24, 1985, amended in 2014

Size of District: 959 Acres within the 80125 zip code

Residents: 6,200

Metropolitan District Board:

Per state statutory requirements, the Board is elected by District residents and is charged with budget and policy decisions. The last election was held in May, 2018. The Board and Officers are:



Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

The District is supported by a team of staff consultants:

- CLA provides management and accounting.
- Mulhern MRE, Inc. provides all engineering services
- Folkestad, Fazekas, et. al., provides legal services
- Metco provides landscape maintenance
- Other contractors provide a variety of services to the District

The CLA management team will be the primary point of contact for the chosen consulting team.

The Board meets at 6:30 pm on the third Tuesday of each month, at West Metro Fire Station 15, 6220 N. Roxborough Park Road in Littleton. Meetings are open to the public.

The District’s website: <http://roxboroughmetrodistrict.org/> (newly redesigned), provides additional information about the District, the Board and meeting information.



Metropolitan District Responsibilities:

Per its service plan, the District is responsible for all facets of the maintenance and operation of parks, trails, open space and recreational facilities. The District levies property taxes that pay for capital improvements, maintenance and operations. The mill levy is broken down below.

2018 Total Property Tax Revenue: \$3,202,993

Debt Service Fund (34.000 mills): \$2,362,960

General Fund (12.087 mills): \$840,033

The District’s debt service mill levy is expected to be fully discharged in 2021, when the District makes the final payments on its bonds. At that time, the District will have the opportunity to go to the voters residing within the District to request authorization to increase the general fund mill levy and/or request authorization to incur new debt to pay for capital improvements. The District Board of Directors would like to closely assess the community’s interest in planning, designing and building more robust, modern and creative recreational amenities with broad appeal to residents and visitors.

Understanding what enhancements the community would like to see is a critical element of this study. Outreach that encourages broad-based community input, buy-in and participation is an essential part of a successful effort.

Existing District Recreation Facilities:

- 6 Playgrounds
- Softball Field
- Tennis Court
- Basketball Court
- Soccer Field
- Skate Park
- Volleyball Area
- Extensive Trail System



3. Project Goals

The District has been fairly isolated for the majority of its existence, but that will soon change with the build-out of the adjacent Sterling Ranch development. With an influx of new homes and facilities coming to the area in the near future, the District would like to put in place a plan to modernize its assets and improve the facilities available to District residents, and increase the overall market appeal of the community.

The consultant selected for this project will be expected to:



1. Develop a plan to update the District's assets and improve the facilities available to District residents, including:
 - a. Enhanced trails, bike and pedestrian amenities that create a better sense of connectivity and mobility throughout the district, connecting schools and other destinations as appropriate
 - b. Areas for passive recreation and associated improvements such as shade structures, informal gathering, picnicking and sitting areas
 - c. Active recreational enhancements such as frisbee golf, workout stations, splash pads and others as identified via community engagement
 - d. Recommendations regarding landscape design and enhancements that will build upon the natural beauty of the area
 - e. Infrastructure upgrades necessary to support improvements
 - f. Irrigation infrastructure needs assessment
 - g. Enhancements to existing amenities, if appropriate
 - h. Water features
 - i. Other ideas as appropriate

Amenities and improvements should be planned in order to appeal to all ages and physical abilities

2. Identify community priorities through a comprehensive and creative outreach process designed to engage all age groups
3. Develop cost and phasing estimates for designing and building improvements
4. Funding strategies to pay for improvements. Identify "quick wins" that can be built, or created quickly at the conclusion of the planning effort
5. Develop a comprehensive implementation plan document that identifies cost, timing, additional resources (if needed) and rationale that outlines a clear plan for the Board and consulting staff to execute



4. Scope of Services

The scope items outlined below are suggestions. The final scope will be developed in collaboration with the selected consultant team. Teams should develop proposals to meet the general intent outlined in the draft scope. Teams may propose adjustments, changes and enhancements to the scope that are necessary to meet their proposed approach.

1. Inventory and Assessment Analysis:

- a. Identify district assets
- b. Determine condition of individual assets and/or recommendations to improve assets
- c. Provide general summary of condition of all District assets
- d. Review prior planning documents:
 - 2006 Parks and Open Space Renovation Master Plan
 - 2010 Community Park Master Plan
 - 2010 Irrigation Master Plan
 - 2018 Board Priorities Summary (See Section 6)

2. Community Outreach

- a. Hold initial Board workshop to finalize scope and project timeline
- b. Develop a public engagement plan for review and input from the Board
- c. Develop a series of creative and engaging visual reference tools for use with community outreach in a variety of formats and mediums including maps, existing conditions, aspirational images, etc.,
- d. Hold community workshops/outreach events
 - i. Implement creative, non-traditional engagement methods to have input opportunities at varying times of day, or weekends to maximize involvement.
- e. Develop and distribute community surveys (if determined to be an effective outreach tool)
- f. Analyze data from workshops and surveys
- g. Provide a summary of findings for the report
- h. Hold final board workshop to present community outreach findings

3. Develop Community Master Plan

- a. Create a draft community plan based on existing conditions, community aspirations, best practices and practical considerations
- b. Outline specific project recommendations with estimated project costs
- c. Develop a detailed implementation timeline
- d. Provide an executive summary, highlighting the project methods, major findings and general recommendations
- e. Develop a high-level financing strategy that contemplates asking the community for more operating revenue through increased mill levy, loans, grants, utilizing the current funding structure, or other strategies, as realistic and appropriate to finance recommended improvements.



5. Selection Criteria

Proposals will be reviewed by the Board and staff based on the following criteria:

1. The team's experience working with similar communities
2. The team's ability to demonstrate knowledge of the community
3. The team's approach to move the project from initial scoping of ideas through the development of draft and final master plans
4. The team's approach and experience meaningfully engaging stakeholders through effective and innovative methods
5. Suggested funding strategies
6. The team's proposed fee for services





6. District Maps





7. 2018 Visioning Summary

On June 14th, 2018 the Roxborough Village Metropolitan District Board of Directors and consultants partook in a workshop to delineate priorities for the District. Board members in attendance were: Calvin Brown, Debbie Prysby, Ron Bendall, Steve Sherman and Ed Wagner.

The Board generated a list of characteristics they would like to see in the community five years from now.

The results of this activity were (in order of priority):

- Quiet Atmosphere (+)
- Greater Access to Parks, Open Space and Nature (+)
- Geographic Isolation (+/-)
- Community & Quality Of Life (+)
- Minimal Amenities (-)
- Need Additional Activities For Teens (-)
- No High School(-)
- High Taxes (note: this will change in 2021 when the debt service mil levy is discharged)

The exercise helped confirm common goals for the Board and provided a framework for near-term investments and improvements.