



Memorandum

TO: Vail Town Council

FROM: Civic Area Plan Selection Committee

DATE: September 4, 2018

SUBJECT: Resolution No. 34 - Civic Area Plan Consultant Recommendation

I. Purpose

The purpose of this memorandum is to forward to the Vail Town Council the recommendation of the Civic Area Plan Selection Committee on the consultant team selection for the Civic Area Plan. The Selection Committee is further requesting that the Vail Town Council approves Resolution No. 34, Series of 2018 authorizing the Town Manager to execute a professional services agreement with the consultant team.

II. Recommendation

The Civic Area Plan Selection Committee recommends the Vail Town Council authorizes the Town Manager to execute a professional services agreement with the consultant team of 4240 Architecture to complete the Civic Area Plan. The Civic Area Plan Selection Committee recommends the Town enter into one agreement with 4240 Architecture, with the other consultants that are part of the Civic Area Plan, including Braun Associates, Inc./Russell + Mills Studios/Trestle Strategies Group, having separate contracts with 4240 Architecture.

The scope of services and schedule for completion shall be as outlined in the Project Milestones and Schedule section of this memo. To allow for further negotiations, the Selection Committee recommends the Town Council authorizes the Town Manager to execute the agreement for a total fee not to exceed \$350,000 with a projected completion date of October 30, 2019.

III. Background

The Civic Area Plan is identified as a priority of the Vail Town Council in the 2018-2020 Action Plan. The Civic Area Plan is necessary to guide the future development and use of Town owned properties in the Lionshead area, specifically the Lionshead Transportation Center, Charter Bus Lot, Dobson Ice Arena, Vail Public Library, Lot 10 parking area (currently used by Vail Health), and includes the nearby Vail Municipal Building site and the surrounding rights-of-way. The master planning process will help the Town Council and the community to identify a vision for the future use of these buildings and lands.

As part of the Civic Area planning process, Town staff issued a Request for Proposals (RFP). As a result of the RFP, a total of five (5) teams with specialists in planning, architecture, urban design, landscape architecture, public engagement, transportation, and economic analysis responded. An interview process was held on August 22, 2018 whereby all teams were thoroughly interviewed. After the interview process, the Selection Committee met and agreed to

recommend the team of 4240 Architecture / Braun Associates Inc. to lead the planning and design process. The team will also include Trestle Strategies Group (public engagement) and Russell + Mills Studio (landscape architecture).

This team was selected based on the following criteria:

- Knowledge and experience in managing municipal projects
- Ability to excel in the public engagement process
- Success in completing similar plans in a mountain resort environment
- Demonstrated ability to complete projects on time and on budget, with a commitment to complete the Civic Area Plan in accordance with the plan goals and objectives
- Exceptional ability to develop and maintain professional relationships
- Proven track record of successfully delivering projects in a collaborative process with multiple stakeholders
- Demonstrated ability to make progress on multiple tasks in a dynamic and ever changing process
- Professional fee that is competitive based on the scope and quality of the work to be provided and the ability to bring the project in on budget and on schedule.

IV. Contract and Schedule

The proposed contract is not to exceed \$350,000. The proposed schedule is designed to complete the planning process, including preliminary planning, public engagement, site programming, conceptual site design, character studies, and final documentation within 12 months. Two additional months have been added for the plan approval process. The 4240 Architecture / Braun Associates Inc. team have committed to having the plan completed and adopted before November 1, 2019.

This money is currently budgeted in Community Development for 2018, but will be required to be re-appropriated into 2019 due to the timing of the proposed work.

V. Project Milestones and Schedule

The Civic Area Plan will involve a significant amount of staff time, a robust civic engagement process, stakeholder interviews and many public meetings. We anticipate that the process will be completed within fourteen (14) months, with completion in October 2019.

Based upon the steps outlined above, and the proposal by 4240 Architecture/Braun Associates, Inc./Russell + Mills Studios/Trestle Strategies Group, the following schedule and project milestones for completion of the Plan are proposed:

Phase 1

- **September 2018 – October 2018** – Preliminary Planning and Fact Finding – Define goals and “Givens”; establish a Steering Committee. Background research on existing conditions, review of past studies and plans, and an assessment of existing conditions
- **October 2018 –February 2019** - Public Engagement Process – Solicit community input and hold public meetings. Identify the Community Vision and Goals, Objectives and Policies for the Civic Area. Identify a Problem or Opportunity Statement. Create guiding principles.

Phase 2

- **January 2019 - February 2019** - Detailed Programming and Planning - Determine Plan Design Options, and select a preferred alternative for facilities and lands within the study area.
- **January 2019 – May 2019** - Conceptual Site Design, Program Test Fits, Character Studies - Prepare alternative site and program layouts, present and receive direction on the preferred layout, finalize site plans and character refinements.
- **April 2019 – July 2019** – Final Documentation / Master Plan Document and Plan Implementation Strategies - Present proposed zoning and land use strategies and prepare master plan documents.
- **July 2019 – October 2019** – Formal Review Process and Plan Adoption

VI. Action Requested of Town Council

The Civic Area Plan Selection Committee is requesting that the Town Council approve the attached resolution authorizing the Town Manager to enter into a professional services agreement with 4240 Architecture.