

Consultant Questions on A&C Master Plan-May 20, 2024

Town Responses-May 23, 2024

1. Ref. p. 7, Item F. Consideration of Proposals; Can you specify what financial data the Town requires with the proposal submission? Private corporations not engaged in construction contracts or real estate development typically are not required to provide this type of information. Would a simple statement of financial solvency or "good standing" suffice?

After discussion, a complete financial statement will not be required for the RFP submittal. However, the selected consultant group may be required to provide additional financial documentation to ensure the Town of successful project completion. The Town's designated project managers will work with the consultant on what the additional documentation consists of.

2. Ref. p. 10, Development of Public Outreach and Participation Plan; "...formats incorporating bilingual opportunities and translation..." Can you advise if translation services in languages besides Spanish are needed? (ref. p. 11, Deliverables "The final document should be available in both English and Spanish.") If so, does the Town have a preferred provider or should respondents provide their own "in house" or subcontracted service provider?

At this time, we do not anticipate additional language services beyond Spanish. Should a need for an additional language(s) be uncovered during the process, the project managers will work with the selected consultant to determine a mutually agreeable solution to address the need. The Town does not have a recommended interpreter; however, a certified interpreter (see American Translator Association) is required.

3. Has the Town identified a budget for this work? If so, would you be able to convey the anticipated budget or range?

The Town and its partner, Breck Create, established an anticipated budget range for the project prior to the development of the scope of work with the Steering Committee. As a result, we are interested in understanding what the consultant believes the scope of work requires in terms of fee schedule and hourly rates or commissions for the individual(s) to provide the desired services. This should also identify any services to be provided by sub-contractors, and ideally, estimated out-of-pocket expenses and contract management costs. The final fee can be negotiated as a part of the contract but the fee structure is included as an element of the selection criteria. The Town will work with the selected consultant to develop an updated scope of work and will negotiate a total fee based on the fee schedule.

4. Is there an anticipated budget for the project? While we fully understand the RFP asks for a detailed budget proposal, understanding the client parameters for a project budget helps us to develop a proposal that is responsive to that. The RFP has different components requiring different expertise and we are forming a team to respond to all.

See answer to #3.

5. Is the assessment of "cost required for the Town should non-profit resident organizations not exist compared to current model" intended to produce a business plan for arts and culture in

Breckenridge that is purely commercial? Can you share more about the purpose for this assessment?

No, the intention is not to produce a business plan for arts and culture in Breckenridge that is purely commercial. Generally, the intention is to collect meaningful data to better understand the value that resident companies deliver to Breckenridge and the challenges that those organizations face in terms of financial sustainability relative to Town funding. As noted in the RFP, the research outlined in the scope of services are preliminary recommendations. The Town is open to simplified or different approaches to assessment and data collection to inform the desired outcomes.

6. Our team participated in 2014 Riverwalk Master Plan recommendations; what were the factors that have prevented that work from moving forward?

A variety of factors prevented that work from moving forward, but primarily it was not a high priority project for the Town Council at that time relative to cost. The Town views past studies as relevant information to be considered in this planning process.

7. For providing bilingual opportunities at in person meetings and outreach, does the Town have resources the consulting team can connect with locally?

The Town has a bi-lingual community engagement staff member and existing relationships with non-profit and social service organizations with deep roots in the Spanish speaking community. These organizations can assist in outreach and community contacts for historically underrepresented community members. Interpreter and translation services however, should be contracted out and included in the fee schedule. See also #2.

8. Does the Town use an online community engagement platform, like Bang the Table, that the project can take advantage of for sharing project information, updates and online engagement?

No, the Town does not have an online community engagement platform. Organizations represented on the Steering Committee have significant community reach, particularly in the summer season, and can assist in sending links to surveys, promoting community engagement events, etc.

9. Is there a budget amount the Town has estimated for this project?

See #3 above.

10. The RFP does not specifically mention public art. Does the Town foresee public art being a consideration in this plan and perhaps to what level?

Breck Create has an existing Public Art Master Plan (2017) which has been adopted by the Town. The outcomes of this Plan would inform and potentially require an update the existing Public Arts Master Plan, which is outside of this scope of work.

11. Will the Town require the consultant to use the Town's in-house graphic design services, or shall we include our own graphic design services for the project?

The Town does not have in-house graphic design services. This service should be included in the fee schedule if it the consultant's priority for public presentations and communications.

12. Are firms allowed to submit as part of multiple teams?

Yes.