



CITY OF BOULDER, COLORADO

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RFP NO. 42-2023 Court System Plan

ISSUE DATE:
July 10, 2023

DUE DATE:
August 14, 2023 by 4:00 PM MST

Amended 7/20

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**CITY OF BOULDER, COLORADO REQUEST FOR PROPOSAL
RFP NO. 42-2023
COURT SYSTEM PLAN**

Issued: July 10, 2023

The City of Boulder is seeking a consultant to aid with the development of the 2023 Boulder Parks and Recreation (BPR) Court System Plan covering Tenns and Pickleball. The Courts System Plan will lay out a comprehensive plan for BPR courts over the next decade with informed planning analysis about tennis and pickleball court locations, the amount of courts, their use type, capital investment, management, and programming. The plan will provide a balanced approach and identify priorities for needs over the next ten years. The selected consultant will be responsible for research, needs assessment, market analysis, community engagement, and prioritized recommendations.

In accordance with the specifications of the RFP, proposals will be received until 4:00 P.M Mountain Time, July 24, 2023. Late proposals will not be considered. The City will only accept electronic submissions in response to this RFP. Electronic submissions are required to be considered for an award. Please plan for a maximum file size of 2GB.

To submit your proposal online, please visit
www.bidnetdirect.com/Colorado.

The submission deadline is August 14, 2023 by 4:00 P.M. MST. *Amended 7/20*

If you experience problems submitting your electronic response, please contact Bidnet Direct technical support team (800-835-4603) ***prior*** to the submission deadline. The **4:00 P.M.** deadline is a hard stop. You must save your submission to the site before the deadline, or you will be locked out and your submission will not be accepted.

Proposals shall be prepared at the bidder's expense and shall become a city record and therefore a public record.

The services upon which proposals are submitted shall equal or exceed the specifications outlined in this RFP. Preference is hereby given to labor, materials, supplies or provisions produced, manufactured or grown in Colorado, quality and price being equal to articles or services offered by competitors outside the State of Colorado.

The most inclusive and best proposal shall be accepted; provided, that the city, acting through its duly authorized representatives, shall have the right to reject any and all proposals and waive any informality or irregularity contained in said proposal.

**City of Boulder, Colorado A
Municipal Corporation**

By: _____
City Clerk

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Introduction and Purpose

The Court System Plan will acknowledge and explore the growing demand for both pickleball and tennis in the community. In addition, the plan will acknowledge the changing court supply in Boulder including the closure of two private tennis facilities: the Rocky Mountain Tennis Center (15 courts) and pending redevelopment of CU – South Campus Tennis Courts (12 courts). While the elimination of courts not managed by the City in Boulder is something out of BPR’s control, the community is asking BPR to address a perceived need in the community.

The representatives of each sport are advocating for additional dedicated courts and a higher level of service. The department supports multi-use amenities, yet staff recognizes other communities have been able to provide a blend of both single sport use and multi-use courts. The consultant will work with BPR staff to define how tennis and pickleball needs align with the larger context of the department needs for the wide range of sports and recreation opportunities expected by the community. The Court System Plan will need to consider interests and desires that outweigh available funding while also providing opportunities to maximize community benefit through joint-use agreements and partnerships. The outcomes will include recommendations to address and balance these community interests utilizing a 3-pronged approach that blends input from the community, planning analysis, and policy guidance.

City of Boulder and BPR’s Values

Building off the City of Boulder’s values and the Parks and Recreation Master Plan, this project will integrate the citywide vision, values, and goals to set the bar high for design excellence, climate consciousness, resilience, and diversity inclusion. Below are links to the BPR and citywide goals that guide this project and all city development.

[BPR’s Master Plan](#)

[City of Boulder’s Values](#)

[City of Boulder’s Racial Equity Plan](#)

[City of Boulder’s Climate Initiatives](#)

Scope of Services

Overview

The Courts System Plan will support planning analysis and evaluations for tennis and pickleball court locations, the amount of courts, use type, capital investment, management, and programming. The plan will provide a balanced approach and identify priorities over the next ten years. The three primary outcomes are below.

- Short-term actions about how the department manages and invests in BPR's current courts
 - Assess existing courts and identify needs from a maintenance, use type and programming perspective
 - Assess community-wide supply and demand
 - Define the distribution of dedicated and shared courts across the system
 - Develop a set of policies that will guide the management and programming of the courts
- To inform long-range investment opportunities in the BPR court system
 - Identify opportunities for new courts and if so, how many, where, and what are the needs from a use type and programming perspective
 - While city funds are focusing on taking care of existing courts in the Fiscally Constrained Scenario, identifying opportunities where additional funding would allow for additional courts to support Action and Vision scenarios.
 - Provide policy guidance on how BPR will make balanced decisions about when/where/how philanthropy and partnerships can be explored and developed to best serve the community
- Define if and how BPR may play a role in a potential indoor/outdoor facility
 - Identify feasibility for a new courts facility
 - if feasible, how many, where, and what are the needs from a use type and programming perspective
 - Identify land opportunities for a new court facility including amenities such as parking, transportation access, and restrooms
 - Define Public/Private Partnership opportunities of a court facility
 - Develop policy guidance on the concept of an indoor court facility for Boulder in terms of the role BPR can potentially serve

Project Scope

The Court System Plan will address all aspects of the Boulder Parks and Recreation court facilities considering the existing 28 outdoor courts. The planning process will analyze the general condition of infrastructure including maintenance backlog and identify the Facility Condition Index (FCI) and Cost Replacement Value (CRV).

The Court System Plan will also address the operational and management needs, capacities, regulations, education and enforcement policies and procedures to ensure BPR is meeting best practices for court management and programming.

Respondents must balance the specific needs to achieve the desired results for this effort while working with BPR staff to understand and meet the budgeting constraints of the department.

Respondents are not limited to the components presented here and are encouraged to expand on the suggested elements and the approach they would take to develop a Plan incorporating an understanding of the project outcomes and past experience developing and implementing similar successful plans.

The Scope of Services is divided into the following components.

1. Project Coordination, Administration, and Meeting Facilitation
2. Planning Analysis through Data Collection and Research, and Needs Assessment
3. Planning Evaluation of Best Practices, Industry Standards, and Market Analysis
4. Develop Concept Alternatives with Cost (capital/maintenance/ROI)
5. Recommendations and Prioritization
6. Funding and Operating Alternatives and Recommendations (Fiscally Constrained/Action/Vision)
7. Draft and Final Plan Development

1. Project Coordination, Administration and Meeting Facilitation

The consultant will be expected to work closely with BPR's project manager and a variety of city staff to collaborate and evaluate findings. In addition, the consultant will be responsible for excellent communications and timely delivery of all work efforts by the project team, including regular status reports to keep the project focused and on schedule.

- A. The consultant will be required to maintain a project tracking and accounting system that accounts for hours expended by task and direct expenses related to the project.
- B. The consultant will be expected to facilitate project meetings in conjunction with the BPR staff team.

2. Planning Analysis: Data Collection, Research, and Needs Assessment

The data collection effort will consider existing physical infrastructure, programming, and operational information associated with the Court System.

When completed, this information will be formatted into a single source for staff review and future use. A Needs Assessment Report will summarize existing conditions and all data collected, including but not limited to:

- A. Inventory / Conditions Assessment of existing infrastructure, including court surface, nets, lighting, fencing, windscreens, benches, shade and other supporting amenities.
- B. Use (Demand/Supply) and market analysis, including the following.
 - a. Review of community facilities (BVSD, CU, YMCA, adjacent communities, benchmark communities)
 - i. Distribution geographically
 - ii. Distribution of single and multi-use courts and shared related amenities such as restrooms, parking, lights, and shade.
 - iii. Distribution of Indoor/Outdoor Courts
 - iv. Shared use (or joint-use)
 - b. Current and future demographics
 - c. Market segment determination and analysis
 - d. User groups and facility trends

- e. Compare to 2021 Needs Assessment Report created for 2022 BPR Master Plan
- C. Associated infrastructure opportunities and constraints
- D. Operational practices
 - a. Define optimization for community benefit
 - b. Define life cycle and optimal maintenance plan
- E. Risk Management
- F. Local and National Industry Trends in programming, maintenance, and facility design
- G. Community Outreach (co-facilitated by City staff), including engagement with key stakeholders

Deliverable: Needs Assessment Report

3. Planning Evaluation: Best Practices, Industry Standards, and Market Analysis

The consultant will develop a report that reviews best practices and summarizes at least 3 case studies in pickleball and tennis court design and operations. The consultant will highlight successful models from other communities and include policies and practices highlighting how different agencies have addressed and balanced needs and issues similar to Boulder's. This summary will also include potential partnerships with allied providers in the community.

When completed, this information will be formatted into a single source for staff review and future use. A Market Analysis Report will summarize existing conditions and all data collected, including but not limited to the following.

- A. Compile Best Practices and Industry Standards that are most applicable to the Boulder community
- B. Perform and Summarize at least 3 Case Studies
 - a. Successful Models in partnerships, financing, operations, joint use agreements
- C. Define potential partners
- D. Compare to surrounding communities and benchmark communities

Deliverable: Market Analysis Report

4. Develop Concept Alternatives for Physical Courts and Programming with Cost (capital/maintenance/ROI)

The consultant will develop alternatives at a conceptual plan level for improved and/or new indoor/outdoor facilities, identifying the operating and capital costs for enhancements or new construction. From these alternatives staff will work with the consultant after community engagement to develop a phasing plan and preferred options.

- A. Design options
 - Concept plan alternatives covering location, amount of courts, new and existing sites, with single or multi use identified based upon current funding levels
 - Site Evaluation for feasibility including but not limited to floodplain, easements, existing infrastructure

- Identify annual program options with above alternatives for courts covering use during the day, for each month, annual events, working with partners on programs with community, etc.
- Preferred Concept Plan developed for prioritized BPR properties and associated programming for courts
- Cost Estimates for court development program

Deliverable: Concept Plans for physical sites with associated annual programming and cost estimates

5. Funding and Operating Alternatives / Recommendations

- A. Funding strategies/opportunities with Fiscally Constrained, Action, and Vision scenarios
- B. Phasing plan for preferred options
- C. Partnership and stakeholder opportunities for capital funding and/or operations
- D. Opportunities for Shared-Use/Joint-Use Alternatives
- E. Provide options for how BPR's role in potential indoor/outdoor court facilities

Deliverable: Summarized Alternatives

6. Draft and Final Plan Development

- A. Develop major findings in collaborating with City staff team
- B. Draft Plan including rounds revisions based on input from staff to finalize Draft accordingly
- C. Finalize supporting plans, tables, maps, graphics, program tables and narrative information for the Plan for final approval

Deliverable: Submit a final document compiling the above scope of work and methodology used in preparing the feasibility, design, program and cost recommendations

Deliverable Reference:

Below are 2 sample references of plans developed by BPR with similar outcomes in mind.

Boulder Aquatic Feasibility Plan – May 2015 is a good reference point for the outcomes desired by the department. [Link to plan](#)

South Shore Capital Investment Plan is a good reference point for the physical infrastructure actions desired by the department. [Link to plan](#)

Initial Project Timeline – Amended 7/20

Project Coordination, Administration, and Meeting Facilitation	Oct - Feb 2023
Data Collection and Research, and Needs Assessment	Oct 2023
Best Practices, Industry Standards, and Market Analysis	Oct - Nov 2023
Concept Alternatives with Cost (capital/maintenance/ROI)	Nov - Dec 2023
Recommendations and Prioritization	Dec 2023
Funding and Operating Alternatives and Recommendations	Dec 2023 - Jan 2024
Draft and Final Plan Development	Dec 2023 – Jan 2024
Final Draft	Feb 2024

Proposal Submittal Requirements – Amended 7/20

Schedule

RFP Issued	July 10, 2023
Last day for questions / clarifications due	July 27, 2023
Final responses/addendums issued by owner	Aug 3, 2023
PROPOSALS DUE	Aug 14, 2023
Announcement of Short list and Interviews	Aug 21, 2023
Interviews	Sept 6-7, 2023
Award	Sept 12, 2023

Selection Criteria

The selection committee will be paying particular attention to a team's demonstrated abilities and success with:

- Project approach and understanding of project objectives [30%]
- Cost or bid for the work to be performed [20%]
- Quality of relevant sample projects, demonstrating experience working with communities and agencies on similar projects [15%]
- References [15%]
- Management, team organization and experience of key team members [10%]
- Demonstrated ability to meet project schedules [10%]

Project Contact Information

Upon release of this RFP, all consultant communications concerning the overall RFP should be directed to the contact listed below. Unauthorized contact regarding this RFP with other city employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the city.

Name: Tina Briggs
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