

TOWN OF MOUNTAIN VILLAGE

REQUEST FOR PROPOSALS (RFP)

Project Planner for Town of Mountain Village Pond Plaza Improvements

RFP No. 2026-110-10

Date Issued: 1/29/2026

Proposal Deadline: 3/9/2026 5:00 PM MST

1. INTRODUCTION

The Town of Mountain Village (“Town”) is soliciting proposals from qualified firms or individuals to provide **a planning and/or project management professional or firm to lead the public engagement process surrounding the design of the Village Pond Plaza Improvements in Mountain Village. The project planner shall administer the project according to the Pond Improvements Agreement for Lot 161CRR, which outlines the scope of the project and specifies that in-kind design services shall be provided by a firm chosen by the Developer.** The intent of this Request for Proposals is to identify and select a contractor/consultant best qualified to perform the required services in accordance with the specifications outlined in this document.

2. PROJECT BACKGROUND, PROJECT PLANNER ROLE, OBJECTIVES & TIMELINE

Background

In 2019, the Town of Mountain Village initiated a process to redesign the Village Pond Area and adjacent plazas (“Village Pond Plaza”). The process included a public engagement period and resulted in several design proposals, but the Town Council ultimately declined to move forward with construction of the project.

In the summer of 2025, work began on the Four Seasons Hotel and Residences Telluride (“The Four Seasons”) led by the developers Fort Partners and Merrimac Ventures (“Developer”). As a result of the Four Seasons development, which is directly adjacent to the Village Pond Plaza, the Town of Mountain Village has re-initiated the process to redesign areas of the Village Pond Plaza. As part of the approval for the Four Seasons, the developers agreed to provide certain Community Benefits outlined in the Pond Improvement Agreement for Lot 161CR (“Agreement”) towards the Village Pond Plaza Improvements.

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The agreement requires the developer to contribute \$650,000 to the town for improvements to the Pond Plaza, with \$500,000 cash payment towards construction of the improvements and \$150,000 as in-kind design services from a design firm of the developer's choice. The developer has chosen Design Workshop, a firm that is already involved in the Four Seasons project, to provide the in-kind design services.

Project Planner Role

The agreement also allows the Town to hire a 3rd party project planner/manager ("Project Planner") to assist with the administration of the design phase of the Village Pond Plaza Improvements project. The Project Planner will facilitate public, Town staff and community leadership engagement; administer and participate in the project planning and design based on said engagement; manage all entitlement processes; ensure project completion of the design phase within the project timeline; and any other tasks delegated by the Town. The Project Planner will *not* be responsible for the delivery of design and construction documents, which will be provided by DesignWorkshop via the community benefit in-kind contribution from the Developer.

Objectives

As the gateway to the forthcoming Four Seasons Resort, the Town intends to redesign the Pond Plaza to maximize connectivity to the Four Seasons while creating a distinct, world-class public space.

Objectives include:

1. Create a seamless pedestrian connection to the Four Seasons Resort
2. Create a "destination" public space that is distinct to Mountain Village
3. Protect and enhance the pond and its wetlands
4. Stimulate economic activity and support adjacent commercial uses
5. Interface with adjacent public facilities including the Conference Center
6. Increase recreational and passive use of the Plaza
7. Accommodate flexible programming of the Plaza including a wide variety of events and recreational uses.
8. Improve Plaza functionality and safety as recommended by Town staff and adjacent property owners/tenants.

Project Scope

The project is primarily focused on the area directly adjacent to the Four Seasons, including the Village Pond, the North Village Center plaza also known as Wagner Plaza, the pedestrian paths to both Heritage Plaza and Mountain Village Blvd, and the area around the Village Pond. However, the final design will also consider the future redesign of the remaining Pond Plaza areas, including adjacent to the Conference Center, which is slated to be renovated in the medium term. Refer to Exhibit A for a map view

of the project scope.

Project Timeline

- Engagement: Spring – Summer 2026
- Planning and Design: Fall – Winter 2026
- Entitlement and Permitting: Spring 2027
- Construction: Summer 2027 – 2028
- Opening: Before or concurrent with Four Seasons opening, 2028

3. SCOPE OF SERVICES

The selected proposer shall be expected to perform the following tasks, including but not limited to:

1. Project Management

In collaboration with Town staff and the project designer (Design Workshop), the Project Planner will take ownership of all aspects of project delivery. This includes managing communications and administration between various parties involved in the project, monitoring the project timeline, engaging in a minimum of bi-monthly meetings with Town staff, and other duties required to complete the project.

2. Engagement

The Project Planner will lead all aspects of engagement for the project. Engagement will at a minimum include: two public charettes; work sessions with the Design Review Board and Town Council; stakeholder interviews with adjacent property owners, tenants and others with a vested interest in the Pond Plaza; Town staff interviews including representatives from Plaza Services, Economic Development, Planning, Public Works, Police and other staff as determined by the Town.

The Project Planner may propose an alternate engagement plan that meets or exceeds the plan outlined above, however the Town reserves the right to reject or amend the alternative plan on the basis of time, cost, or other reasons as determined by the Evaluation Committee.

The engagement will gather general feedback on the current Pond Plaza, specific feedback on the 2019 proposals for the Pond Plaza, as well as conceptual proposals conceived by Town staff, leadership, the Project Planner and DesignWorkshop (and produced by DesignWorkshop).

The applicant will synthesize feedback and deliver an Engagement Report that documents the engagement and provides recommendations regarding how to incorporate the engagement into the final design.

3. Planning and Design

The Project Planner will collaborate with Town Staff and DesignWorkshop to produce the final design. The Project Planner will be responsible for ensuring the final design incorporates all project objectives listed above, as well as feedback from the engagement process. DesignWorkshop will be responsible for producing the design itself, including all specific design elements, materials, landscaping, infrastructure, etc.

4. Entitlement

The Project Planner will be responsible for obtaining all necessary entitlements necessary to bring the project to the construction phase pursuant to CDC section 17.4.15 – Alternative Review Process for Governmental Projects. Duties include assembling all relevant application materials, making presentations to the Review Authority, and any administrative tasks to obtain the necessary approvals.

The Project Planner will be responsible for any additional County, State or Federal entitlements, approvals or permits that are determined to be necessary during the planning process.

4. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include the following:

- Cover Letter (signed by an authorized representative).
- Firm/Team Qualifications & Experience, including knowledge of and past history with mountain/resort communities
- Project Approach & Methodology.
- Proposed Schedule & Timeline.
- Cost Proposal / Fee Structure.
- References (minimum of 3, preferably municipal clients).
- Proof of Insurance & Licenses (if applicable).

Proposals must be submitted electronically in PDF format to:

Daniel Alvarado, Senior Planner

Upload proposals to files.com using the following link: <https://mtnvillage.files.com/f/58915df5d80e8bb5>

Email Dalvarado@mtnvillage.org with questions or submittal issues.

5. SCHEDULE

- RFP Release: 1/29/2026
- Questions Due: 2/16/2026 5:00 PM
- Responses to Questions Posted: 2/20/2026
- Mandatory Site Walk: 2/23/2026
- Proposal Deadline: 3/9/2026 5:00 PM MST
- Evaluation Committee Convene 3/11/26
- Anticipated Award Date: 3/16/2026

The Town reserves the right to modify the schedule at its sole discretion.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
 - Understanding of project objectives and methodology
 - Cost proposal
 - Project timeline and ability to meet deadlines
 - References and past performance with municipalities
 - Work experience in western Colorado or similar resort communities
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7. GENERAL CONDITIONS

- The Town reserves the right to reject any and all proposals.
 - The Town is not responsible for costs incurred in preparation of the proposal.
 - Proposals received after the deadline will not be considered.
 - All submitted proposals become the property of the Town.
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All questions regarding this RFP must be submitted in writing via email to:
Daniel Alvarado at dalvarado@mtnvillage.org no later than 2/16/2026

Responses to all questions will be posted on the Town's website at:
<https://townofmountainvillage.com/government/bids-rfps/procurement-materials/>.

9. INSURANCE & LEGAL REQUIREMENTS

The successful proposer will be required to provide:

- Proof of general liability insurance coverage in amounts at least equal to the limitations on judgments provided by the Colorado Governmental Immunity Act ("CGIA"), C.R.S. § 24-10-114 in effect for the current year.
- Proof of comprehensive automobile liability insurance coverage with minimum combined single limits for bodily injury and property damage of not less than the single occurrence and aggregate limits under the CGIA for the current year.
- Proof of workers' compensation insurance coverage in at least the minimum amounts required by law.
- [Specific projects may warrant additional insurance requirements in the Town's determination.]
- Compliance with all applicable federal, state, and local laws.
- Bond Requirements. 5% of the total bid price and performance and payment bonds (50% of total bid price) are required on construction projects over \$50,000 or as the Town Manager deems necessary. Bonds shall not expire prior to one year following final payment. The town may waive this requirement.

10. ATTACHMENTS

All exhibits available for [download here](#).

- Exhibit A: Property Survey, Project Scope of Work
- Exhibit B: Pond Improvements Agreement for Lot 161CR
- Exhibit C: Relevant Town Plans, Studies and Guidelines
- Exhibit D: Additional background documents, including 2019 Pond Plaza proposals

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