



REQUEST FOR PROPOSALS

Town of Breckenridge: Comprehensive Plan Update

Breckenridge, CO

Solicitation Number	RFP #11122025
Deadline for Proposal	Wednesday, December 10 th , 2025. 4:00 PM MST.
Term of Agreement	TBD
Direct Inquiries to the Community Development Department	Mark Truckey, Community Development Director markt@townofbreckenridge.com (970) 453-3184
RFP Questions	Questions regarding the RFP are accepted until November 28 th , 2025; all Q&As will be posted to the Town’s website by December 3 rd , 2025.
Format of Proposals	Email proposals ONLY Subject line: Town of Breckenridge: Comprehensive Plan Update
Email Submittals To	* Please note email file size is 10MB. Sharing sites accepted. Town of Breckenridge – Community Development Mark Truckey, Community Development Director markt@townofbreckenridge.com
Clarification of Proposal	The Town of Breckenridge reserves the right to reject any and all proposals; contact respondents for additional information or clarification; to waive any informalities and irregularities in the proposal submissions process; negotiate with any respondents and accept proposals that are in the best interest of the Town of Breckenridge.
RFP Timeline	These dates are for planning purposes and represent the Town of Breckenridge’s desired timeline for this project. Any revision to the “Deadline for Proposals” will be made by addendum and posted to the Town’s website. All other dates may be adjusted without notice as needs or circumstances dictate.



I. OVERVIEW

The Town of Breckenridge (Town) is seeking proposals from qualified and experienced planning and design firms to lead public outreach efforts and develop an update to the Breckenridge Comprehensive Plan.

II. BACKGROUND AND REGION DESCRIPTION

The Town of Breckenridge is a mountain resort community located 80 miles west of Denver in the north central Rocky Mountains. The Town boundaries are surrounded primarily by the White River National Forest, including the Breckenridge Ski Resort just west of town in the Ten Mile Range. Breckenridge is in a high mountain setting, with the downtown area nestled along the Blue River valley at 9,600 feet elevation. Mountains rising above reach their maximum height of 14,272' elevation at Quandary Peak, about 10 miles south of downtown. The Town was first established as a mining community in the late 1800s but now relies on recreation and tourism as its main economic engine.

Town population is currently about 4,955 permanent residents, but area accommodations can handle over 40,000 people during peak tourist seasons. The Breckenridge Ski Resort is one of the most popular ski resorts in the United States and is estimated to attract close to 2 million skiers per year. Skiing and other winter outdoor activities, along with summer outdoor activities like hiking and biking, are the main attractions for visitors to Breckenridge.

The Town's setting and recreational attractions have made it a desirable location for residential development serving as visitor accommodations and second homes. This, coupled with permanent resident housing, has resulted in significant development and growth. The Town is currently over 90 percent built-out residentially, with very few vacant properties remaining. Redevelopment will account for most of the future development in the Town. Current policies adopted by both the Town of Breckenridge and Summit County have placed significant limitations on the ability to rezone land for higher densities. Although there are some opportunities for higher densities, it is recognized that the carrying capacity of the Town is limited and cannot sustain unbridled development. In the recent past, there has also been a community sentiment that the Town is at times over-crowded to the point of straining the Town's carrying capacity, and a general desire to avoid "over-tourism" of the community.

This residential buildout, coupled with escalating real estate values, has limited the availability and affordability of housing for the Town's workforce. Although over 1,700 housing units in the community are deed restricted for the local workforce, there remains a shortage of over 1,000 units to accommodate all employees. This supply and demand scenario has resulted in escalating rental cost for employees and most employees that are able to purchase a home must do so in deed restricted housing that has often been subsidized by the Town.

The current [Town of Breckenridge Comprehensive Plan](#) was adopted in 2008. The [Joint Upper Blue Master Plan](#), which provides regional land use guidance for the Upper Blue Basin including unincorporated Summit County and the towns of Breckenridge and Blue River, was last updated in 2011. Numerous other planning documents, such as the [Open Space and Trails Master Plan](#), [the Housing Blueprint](#), and the [SustainableBreck Plan](#) provide more detailed policy guidance on specific high priority issues in the community.



Land use decisions, including those associated with historic preservation, are under the purview of the Town's Planning Division, with many projects requiring public hearings and approvals from the Town's Planning Commission. The Town Council may at its discretion review any decision by the Planning Commission. It is expected that the Breckenridge Planning Commission will be regularly involved in the review of the Comprehensive Plan as it is developed and that the Town Council will receive updates throughout the process.

III. PROJECT DESCRIPTION

Comprehensive Plan Elements

The list of Plan Elements is expected to be finalized in the first phases of the Comprehensive Plan Update process. At a minimum, Plan Elements expected to be addressed will include: Land Use, Housing, Recreation and Tourism, Strategic Growth, and Water Supply, but it is expected other Elements may emerge as essential to the Comprehensive Plan. [The 2008 Breckenridge Comprehensive Plan \(linked here\)](#) included ten plan elements. Please note that a separate consultant firm will be developing the Water Supply Element, so only limited work related to the Water Supply Element is expected of the selected consultant group for the overall Comprehensive Plan effort. This work will be primarily focused on integrating the Water Supply Element into the overall Plan document, as well as including the element in public outreach portions of the plan process.

The consultant team will be expected to assist the Town in identifying focus areas that will be addressed within the Plan Elements. For example, it is expected that a section of the Land Use Element will be focused on Redevelopment (see further discussion below).

Visioning Process

It is expected that the first phase of public engagement will include a visioning process to confirm public sentiment and priorities regarding over-arching policies that will help inform and guide the work of the Comprehensive Plan Update. The [2002 Vision Plan](#) and the 2019 Destination Management Plan (linked here: [Destination Management Plan | One Breckenridge](#)), both provide key goals and visions of previous Town Councils. The visioning process should utilize these documents as a starting point for discussions. It is not the Town's desire to have a long visioning process, but instead a process where the existing vision statements and goals are revisited, reaffirmed, or revised to reflect current prevailing community sentiment. The visioning process is an important part of the first phase of public outreach, but the Town desires that the process is abbreviated in length, in order to transition to more specific aspects of the Comprehensive Plan development.

Redevelopment

The Land Use Element will include a Redevelopment section that sets a policy framework for redevelopment in the Town. The public process leading to this policy development will include conceptual visual modeling of redevelopment scenarios. The redevelopment scenarios imagined should address massing and general architectural design, site planning considerations, and should examine whether additional building height, massing, and density can be accomplished while maintaining compatibility with the general character of the Town. The opportunity to integrate workforce housing into redevelopment sites should also be addressed. The redevelopment policies should include an analysis of whether additional building height, massing, and density are warranted as an incentive to



redevelopment. All proposals submitted will be judged in part on techniques and strategies the consultant team proposes to employ to help the public envision redevelopment scenarios.

Historic District

The Town of Breckenridge has a nationally designated Historic District, with over 200 contributing structures. It will be important in the Comprehensive Plan effort to highlight the significance of the Historic District—and to recognize its contributions to the Town’s overall character. However, it is expected that the Town’s existing [Handbook of Design Standards for the Historic and Conservation Districts](#), updated in 2019, will continue to guide growth and redevelopment in the District, as the Handbook is consistent with state and federal guidelines regarding historic districts. The focus of the Comprehensive Plan effort and land use policies will be on guiding growth and redevelopment outside of the District.

Public Process

It is expected that the selected consultant team will lead, with the Town’s assistance, a series of public outreach efforts during the Comprehensive Plan development process. Proposals submitted shall outline public processes proposed and in particular shall address techniques and approaches the consultant team will take to reach and engage segments of the community that are often weakly represented in public meetings. In Breckenridge, some of these groups include: Spanish speaking residents, younger adult residents (under 30 years old), and high school students.

Comprehensive Plan Formatting and Content

The Town seeks a plan that is attractive and appealing to readers. Extensive use of visuals and graphics is expected. Narrative is expected to be concise and focused, with additional necessary documentation included as appendices.

Timeline

It is expected that the consultant team will start work on the Comprehensive Plan update in January, 2026, with initial data collection and finalization of Plan Elements in the first couple months. Early 2026 should include initial public outreach events and stakeholder meetings and visioning and gathering of public input. Targeted outreach to specific groups should occur at this time. Later outreach phases should include a round of public outreach events that would concern specific Plan Element topics (such as redevelopment) and focus on specific input from the public. If necessary, focus groups could be formulated to work through specific topics. It is desired that by fall 2026 that a draft Comprehensive Plan will be completed and go through a final round of public input, prior to final review of the Plan by Planning Commission and Town Council. It is expected that the consultant will provide regular updates on the Comprehensive Plan process to the Town Council and Planning Commission.

Proposals should provide a thoughtful timeline for the full Comprehensive Plan project. In order to meet state-mandated timelines, it is expected that at a minimum the Strategic Growth Element and the Water Supply Element will be adopted by the Town Council before the end of 2026 and incorporated, if necessary, into the existing Comprehensive Plan, if it is deemed impractical to complete the entire Comprehensive Plan update process in 2026.



IV. SCOPE OF WORK

A significant amount of staff resources will also be allocated to this effort, including Planning, Housing, and Water Division staff. Much of the technical data and analysis will be done by staff and staff will direct the work of the consultants. We will look for the consultant team to focus on the following:

- A robust public engagement process, with a focus on involving typically under-represented segments of our population.
- Design work and public workshops focused on redevelopment, with associated visual renderings of different options for redevelopment and development of infill or underutilized properties in the Town.
- Taking a lead role in public engagement meetings, leading conversations on various Plan topics.
- As part of public engagement, framing questions on different topics and issues for public input.
- Development of the Plan document, including formatting, graphics, and providing recommendations on policy content, based on public input, along with Planning Commission and Town Council feedback.
- Assisting staff in taking the Plan through the formal adoption process.

Please note the following regarding public meetings and events: Please include interpretation services in your proposal as it relates to public engagement. In addition to the public engagement and outreach efforts, it is expected that the consultant team will attend, provide updates, and solicit comments at a minimum of four Breckenridge Planning Commission meetings, four Town Council meetings, one Breckenridge Social Equity Advisory Commission meeting, and one Breckenridge Open Space Advisory Commission meeting. More frequent updates may be requested with the Planning Commission and Town Council, which can be provided via virtual meeting platforms.

Community Development staff will be guiding the work of the selected consultant team. Regular weekly meetings will be scheduled to address pertinent issues and review progress. The Town has data that it will be sharing with the consultant. Most data analysis work, such as that associated with the Strategic Growth Element and the Water Supply Element, will be performed by Town staff, which has the most intimate knowledge on the topic. It is expected that the consultant team will lead the public outreach components of the Plan, with Town staff providing support as determined appropriate. Town staff and the consultant team will develop plan policies collaboratively, based on public input and guidance from the Planning Commission and Town Council.

V. RFP TERMS AND CONDITIONS

- A. The Town of Breckenridge (Town) intends to enter into a formal agreement with a competent, experienced consultant to perform the work described in this Request for Proposal and any related attachments.
- B. Proposers should take due caution to read the entire Request for Proposal, noting all submittal requirements, including substance, format, and required submissions with the proposal. Failure to do so may be cause for rejection at the sole discretion of the Town.



TOWN OF BRECKENRIDGE
OPEN SPACE & TRAILS

- C. This invitation to bid should not be construed as a commitment of any kind on the part of the Town, nor does it commit the Town to pay for any cost incurred in the submittal of a proposer’s bid package, nor for any costs incurred prior to the execution of a formal Agreement.
- D. The proposer will certify by signing and submitting a proposal that the proposal is made without prior understanding, agreement, or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.
- E. To be considered, proposals must be received by the Town via email by 4:00 PM MST on Wednesday, December 10th, 2025, by emailing the Community Development Director, Mark Truckey, at markt@townofbreckenridge.com with the subject line “RFP #11122025 Town of Breckenridge: Comprehensive Plan Update”.
- F. Any proposal received after the specified bid closing date/time shall not be considered. The Town shall in no way be responsible for delays in the delivery of the proposal. Improperly marked proposals shall be deemed non-responsive and shall be rejected.
- G. Procedural or project-related questions should be submitted to Mark Truckey, Community Development Director, at: markt@townofbreckenridge.com.
- H. Costs and expenses incurred in the preparation of proposals shall be borne solely by the proposer. Proposers shall not include such expenses or costs as part of the price proposed for the work.
- I. The Town has established the following tentative timeline for this RFP. There is no obligation by the Town to comply with the schedule, however, the Town shall make all reasonable efforts to notify all prospective proposers and interested parties known within a reasonable timeframe after such changes are made. In no event shall any proposer have any redress to the Town, be it financial or otherwise, in the event that the Town alters this schedule in any way. Submitting the proposal before the specified date/time stated above shall remain the responsibility of the proposer.

RFP TIME SCHEDULE

The Town will endeavor to use the following timetable:

- | | |
|----------------------|--|
| Nov. 12, 2025 | Request for Proposals publicly advertised, posted on the website and/or direct solicitations mailed. |
| Nov. 28, 2025 | All questions are due in writing to markt@townofbreckenridge.com by 4:00 PM MST. Responses will be posted on the RFP website by December 3 rd . |
| Dec. 3, 2025 | Response to questions. |



- Dec. 10, 2025** PROPOSALS MUST BE RECEIVED BY 4:00 PM MST, VIA EMAIL, TO Mark Truckey, markt@townofbreckenridge.com.
- Dec 16-19, 2025** Interviews.
- Dec. 31, 2025** Contract awarded.

VI. RFP REQUIREMENTS

All proposers must adhere to the following elements in the preparation and submittal of their proposals to the Town of Breckenridge (Town).

A. Cover Letter –

Proposals must be submitted via email to markt@townofbreckenridge.com and contain a cover letter addressed to Mark Truckey, Community Development Director. The cover letter should serve as both an introduction of the proposer and an overview of the proposal. The letter shall contain all necessary contact information for the proposer and a statement indicating that the proposal will remain valid for 120 days from the due date of the proposal. The cover letter should be no longer than two (2) pages.

B. Respondent Qualifications –

Provide a brief overview of the proposer’s qualifications, organization structure, management philosophy, products or services, customer base number of employees, locations, and turnover. No less than two (2) reference contacts for prior customers shall be included along with name, business, phone number, email, type of project completed, budget, and dates of plans. Include any recent plans prepared for other ski-resort or tourism focused towns or cities.

C. Approach and Innovation –

Provide a brief overview of the proposer’s approach and keeping with current innovations with the industry. Describe the approach that the proposer would take in designing the plan to meet the Town’s needs. Plan approach should be concise. Public engagement and design processes and elements should be detailed in this section of the proposal along with any other creative or innovative approaches.

D. Feasibility Project Timeline –

Provide an estimated schedule that includes constraints, critical issues, meeting dates, review periods, and delivery of documents.

E. Budget –

Budget proposal shall include all labor, materials, tools, equipment, transportation, and other costs necessary to complete the project.



VII. INSURANCE REQUIREMENTS

The successful proposer shall provide at their own expense the following insurance for themselves and their employees in connection with their work under this project, and provide the Town of Breckenridge with a certificate of insurance with the following minimum coverages:

- A. Worker's Compensation: Statutory
- B. Commercial General Liability: \$1,000,000 each occurrence and \$2,000,000 aggregate
- C. Auto Liability Insurance: \$500,000 each occurrence and \$1,000,000 each aggregate

Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated, or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by the successful proposer. The successful proposer shall be solely responsible for any deductible losses under any policy. The Town shall be named as an additional insured under the successful proposer's Commercial General Liability insurance policy.

VIII. SELECTION PROCESS

All proposals will be reviewed by a selection committee and any other review as determined to be necessary. Proposers may be asked to supplement their initial proposals with additional written material. The Town of Breckenridge may arrange for in-person or teleconference interviews with the respondents for a detailed presentation. The selected proposal will be the one considered the most advantageous regarding price, quality of service, respondent's familiarity with Breckenridge, experience relative to similar projects, and any other factors the Town may consider as determined by the Town of Breckenridge in its sole discretion. The Town of Breckenridge may award a contract regardless of bid price based upon a review of the identified factors.

A. SUBMITTALS

Proposer shall submit proposals for this Service as outlined in the Request for Proposals, or an alternately developed plan as developed by the proposer in response to and in accordance with this Request for Proposals.

B. EVALUATION CRITERIA

Selection of the "short-listed" proposers to be interviewed and/or the selection of the top-ranked Proposer will be based upon the following criteria and relative importance (or as the same may be amended or supplemented by published secondary selection criteria, if any):

a. Approach to Service –

The proposer's stated approach to the plan, including the strategies to solicit and engage public involvement, approach to addressing topics such as strategic growth and



- redevelopment; the proposed project schedule; the ability to adapt as directed by staff, the Planning Commission, or Town Council; personnel assignments, including qualifications and experience of those personnel; the time estimates of personnel assigned to the Service; and other pertinent information.
- b. List of Similar Services –
The proposer’s experience working with governmental agencies and work of similar size and type.
 - c. Availability –
The proposer shall demonstrate the availability to staff and to complete the Service in a timely fashion.
 - d. Estimated Cost of Services –
The Proposer’s costs to provide a completed product, including the cost of sub-consultants, reimbursables, and miscellaneous, including hourly rates for personnel.

C. SELECTION COMMITTEE

Mark Truckey,
Director, Community Development

Chris Kulick
Assistant Director, Community Development

Julia Puester,
Assistant Town Manager

TBD Planning Commission Representative

TBD Town Council Representative

Communications between the proposer and any member of the selection committee during the selection process except when and in the manner expressly authorized by the Request for Proposals, is prohibited. Violation of this restriction is grounds for disqualification from the process.

IX. AWARD OF CONTRACT

Upon selection of a top-ranked proposer, negotiations will commence immediately for a Contract with terms to be consistent with this Request for Proposals and the information included herewith. The Town of Breckenridge (Town) reserves the right to delay making an award as necessary to permit proper evaluation of all proposals received or to reject any or all proposals received. The Town reserves the right to negotiate matters related to the scope of work, personnel, services, or other issues not directly related to the proposal to ensure satisfactory execution of the agreement. The Town further reserves the right to cancel the negotiations, and if necessary, the entire RFP process at any time during the process if it appears that the proposals are not suitable for any reason whatsoever.



X. GENERAL INFORMATION

A. Proposals Are Public Record; Exception

All proposals and supporting documents, except such information that discloses trade secrets, privileged information, or confidential commercial or financial data, may be subject to public inspection after the proposals submitted pursuant to this RFP have been opened. Any request to inspect or copy such information after the proposals have been opened shall be subject to the applicable provisions of Part 2 of Article 72 of Title 24, C.R.S. (“the Colorado Open Records Act”) or other applicable law. Prior to the opening of the proposals, all proposals will not be subject to public disclosure under the Colorado Open Records Act.

The proposal of the Successful proposer may be considered public record notwithstanding that it contains a trade secret, privileged information, or confidential commercial or financial data.

A proposer may request non-disclosure of any trade secrets, privileged information, or confidential commercial or financial data contained in its proposal by submitting a written request to the Town of Breckenridge (Town) by separate letter prior to the opening of the proposals. The request for non-disclosure shall specify which portion of the proposal is considered by the proposer to be a trade secret, privileged information, or confidential commercial or financial data, and shall include any relevant legal authority supporting the proposer’s position. Vague and general claims will not be accepted. The Town will be the sole judge of whether a proposal contains a trade secret, privileged information, or confidential commercial or financial data.

Statements from persons listed as references will be treated as “letters of reference concerning employment” and will not be disclosed to either the public or other proposers, except pursuant to a court order requiring disclosure.

a. Inquires –

Procedural or project-related questions should be submitted to Mark Truckey, Community Development Director, at: markt@townofbreckenridge.com. All inquiries must be made by November 28, 2025. Any written question of a proposer regarding the meaning or interpretation of the RFP, scope of work, specifications, or other questions must be submitted to the town in writing by the date specified above. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the Town determines in its sole discretion that the lack of such information could reasonably be considered prejudicial towards uninformed proposers. No technical assistance shall be given by the Town to any proposer.

b. Addenda –

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the Town in the form of written addenda. Oral comments, responses, and/or representations shall not be binding on the Town.



TOWN OF BRECKENRIDGE
OPEN SPACE & TRAILS

c. Proposal Submittals –

Proposals must be submitted no later than December 10th, 2025 by 4:00 PM MST. Proposal subject line must be: RFP #11122025 Town of Breckenridge: Comprehensive Plan Update. Proposals and materials shall be emailed to:

Town of Breckenridge
Mark Truckey, Community Development Director
markt@townofbreckenridge.com



ATTACHMENT A

Acknowledgment of Receipt of RFP Packet and Addenda (if applicable) ATTACHMENT A

ACKNOWLEDGMENT OF RECEIPT OF RFP PACKET AND ADDENDA

The undersigned hereby acknowledges receipt of the Town of Breckenridge Request for Proposals (RFP) packet for the Comprehensive Plan Update, and the following addenda issued during the procurement process.

Addendum #1: _____ dated _____

Addendum #2: _____ dated _____

Addendum #3: _____ dated _____

Failure to acknowledge receipt of the proposal packet and all addenda issued may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer: _____

Signature of Proposer: _____

Date: _____



ATTACHMENT B

Submittal Cover Sheet
PROPOSAL SUBMITTAL CHECKLIST

This form must be completed and returned with the proposal submittal. Please initial by each required component as a check step.

<u>Attachment</u>	<u>Description</u>	<u>Proposer's Initials</u>	<u>Town's Initials</u>
	Signed Cover Letter		
	Organizational Information		
	References		
	Project Management and Personnel Project Approach		
	Outreach Approach		
	Estimated Schedule		
	Fee Schedule with itemized tasks		
	Financial Information		
	Statement of Insurance		
	Acknowledgment of Receipt of RFP Packet and Addenda		
	Required Certificates of Assurances		

Name of Proposer: _____

Signature of Proposer: _____

