



City Manager's Office
300 Hunt Avenue
PO Box 419
Alamosa, CO 81101
Phone (719) 587.2509
E-mail hbrooks@ci.alamosa.co.us

REQUEST FOR PROPOSAL

PURPOSE/BACKGROUND: The City of Alamosa is soliciting proposals for the potential sale of approximately 35 acres of City-owned property located in the east ½ of section 33 of T38N, R10E just east of the Disc Golf Course and north of the Cattails Golf Course (see attached map).

BRIEF SCOPE OF SERVICES: The City of Alamosa has received notice of interest from a private entity to purchase approximately 35 acres of ranch property for the development of an RV Resort. Since the Ranch property is owned by the City and is thus a public asset, City Council has determined that a fair and transparent process should be used to insure the public is aware of the request and provide an opportunity for any interested party to submit a proposal for the purchase and development of the identified property. City Council has not made a decision to sell the property, but rather is utilizing this process to solicit proposals in which to make a decision on if the property should be sold, and if so for what purpose.

SUBMITTAL REQUIREMENTS: Responses to this RFP must include the following information:

- A cover letter/statement of interest indicating the responder's interest in the project and highlighting its qualifications to perform this project.
- A brief summary of responder's experience as related to this project.
- Proposed offer for the property
- Detailed project schedule
- Detailed information on proposed project to include how the project will impact water usage compared to what was traditional ranching use, vehicular access, public dedications, additional site improvements, estimated economic impact, estimated tax impact, anticipated zoning needs, etc.
- Schematic showing the project features
- Statement of qualifications, including related experience with similar types of projects and specific qualifications.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience with similar projects
- Experience of responder
- Estimated economic impact
- Project impact on other community considerations
- How the project affects or fits into the recreational use of the surrounding area
- Consistency with the intent and spirit of the City's Comprehensive Plan

RULES GOVERNING RFP PROCESS:

- Proposals submitted become a matter of public record.
- All materials submitted become property of the City and will not be returned.
- The City reserves the right to award to another proposer if the successful proposer fails to execute and return the contract within the dates stipulated on the contract.
- The City reserves the right not to award a contract to any proposer for any reason.
- The City of Alamosa reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City of Alamosa to pay any costs incurred by respondents in the preparation and submission of their proposals.
- The City will not accept proposals submitted after the deadline or by facsimile. The City is not responsible for delays or losses caused by mail carrier or delivery system.

SUBMISSION OF PROPOSALS

Proposer must submit proposal in electronic format on a thumb drive and 10 printed copies. The City must receive proposals no later than 5:00 p.m. Mountain Standard Time (MST) February 16, 2018 at the following address:

Heather Brooks
City Manager
300 Hunt Avenue
RE: Alamosa City Ranch Proposal