



**2023 Master Plan Update
Response to Questions
6/23/2023**

- 1. The referenced RFP indicates that a separate recreation-specific master plan be created, and that the cost for that plan is separate from the Master Plan Update. Are responders requested/expected to provide a cost proposal for that recreation-specific master plan?**

No, responders do not need to estimate this cost. The UTAP program has provided its own estimate for this piece of the plan.

- 2. The Town request that the selected work with the UTAP program director on the Town's recreation-specific master plan. What is the status and progress of the recreation-specific master plan?**

The recreation master plan process has not yet begun; the Board desires the two plans to be done simultaneously to best leverage community engagement.

- a. What is the level of coordination anticipated with the UTAP program involvement? For example, is the Town expecting joint public and stakeholder outreach? Will the selected consultant work with the program director as a single point of contact or multiple student contacts?**

As stated in the RFP, *“The successful firm will need to work cooperatively with the UTAP program director and graduate students for community engagement and completion of a comprehensive recreation master plan.”* The successful consultant will use the director of the program as the primary contact, but in the working relationship, the director may designate a specific student to be a point of contact. Further stated in the RFP, *“Responding firms or individuals may suggest additional or amended tasks to best accomplish the overall goals and objectives.”* The Town anticipates the responding consultants suggest community engagement strategies that arrive at the end goal of hearing from the community their recreational needs and desires. This may or may not include joint sessions.

b. What is the Towns anticipated date for adoption? And are there time constraints applied to the funding by provided DOLA?

DOLA is not funding the recreation master plan, so there are no funder deadlines for the recreation specific plan. For the overall master plan, the Town anticipates the process to take approximately one year from consultant engagement to Board of Trustees adoption. DOLA has reporting deadlines for the grant, but there is no hard deadline for plan completion from the funder.

3. What is the estimated length of the public involvement process? How many in-person meetings are anticipated with the public?

The Town desires the consultant to manage and guide the public involvement process, which includes recommendations of quantity and format of those meetings.

a. Who are the Town's targeted stakeholders and topic-specific focus groups outside the general public, residents, and website-listed community partners?

Groups include, but are not limited to, recreation users, non-profit groups and business owners. The Town anticipates the consultant being able to suggest additional specific groups as needs are identified in the process.

b. Outside of public outreach, what is the Town's expectation for the hired consultant to present at the Town Offices? Is the Town open to in-person and virtual meetings with staff, the Board of Trustees, the Planning Commission, and targeting stakeholders?

There is no expectation for the consultant to hold office hours at Town Hall. The Town is open to both in-person and virtual meetings with all groups and stakeholders.

c. Does the Town have existing social media accounts and resources that the selected firm could utilize?

Yes. The Town has a monthly newsletter and calendar of events that is mailed or emailed to all utility customers, depending on their preference; a website; a Facebook page; and an Instagram account. Additionally, the Town manages www.CedaredgeGolf.com, along with a Golf Course Facebook page and Instagram account; and a Facebook page for the Cedaredge Police Department, all of which may be utilized if appropriate.

4. How Many intergovernmental agreements (IGAs) does the Town currently have?

As it relates to land use and growth and development, the Town has one IGA in place with Delta County.

a. Are there discussions or negotiations of new or revised IGAs?

At this time, not to the Town's knowledge. Delta County is updating its Land Use Code, so further conversations between the Town and the County could

encompass an updated IGA or updating specific provisions in the IGA, but the County has not approached the Town about this project to date.

b. Are there anticipated growth boundaries and discussions of growth boundaries with the neighboring towns or Delta County?

See above answer.

c. Have there been existing annexation plans with Delta County?

See above answer.

[Link to current IGA.](#)

5. The RFP mentions a requirement for regular reporting. What's the Town's anticipated frequency of updates?

At least twice a month, or when additional information is requested by Staff.

6. Does the Town have a branding and logo theme ready to be implemented? If not, is it the expectation that the selected firm complete the branding exercise with the Town?

The Town does not wish for branding to be part of the Master Plan process, however, as stated in the RFP, the Town recognizes further plans or areas of study may come about from the Master Plan process. If a rebrand is identified as a need, the Town can look to completing that process in the future, apart from the Master Plan Update.