



Request for Quotes (RFQ)
for
GENERAL TRAIL CONSULTANT SERVICES
for
COYOTE RIDGE TRAIL NETWORK
Project No: PROS-2026-01
Date: March 20, 2026
Submittal Deadline: April 10, 2026 at 10:00 AM

Introduction

The Town of Superior, Colorado (Town) is seeking Quotes for hourly Trail Consulting from qualified firms (Consultant) interested in providing trail inspection, evaluation, recommendations and renovation work within the Coyote Ridge Open Space in Superior, Colorado. This RFQ is designed to gather qualifications, experience, and hourly rates concerning the ability of consultants to meet the needs of the Town of Superior. The Town then intends to interview top consultants to complete the selection process.

The Town is interested in retaining the services of a qualified consultant, vendor or non-profit with experience in trail evaluation, planning and renovation. The services requested will include, but not be limited to assessment of current trail conditions, consultation with the volunteer advisory group and Town staff, recommending and prioritizing trail renovation projects, conducting approved trail renovations. In addition, the consultant will provide trail measurements and difficulty assessment recommendations.

Interested firms are invited to submit (1) electronic copy of hourly quotes for services, qualifications, and previous experience on similar projects, and references by **10:00 a.m. April 10, 2026** to:

Jordan Hayes, Project Manager
jordanh@superiorcolorado.gov

Questions or requests for additional information should be sent in writing by **10:00 a.m. on April 2, 2026**, to Jordan Hayes, Project Manager, jordanh@superiorcolorado.gov

Amendments to the Request for Quote

The Town reserves the right to amend this RFQ by an addendum at any time prior to the date set for receipt of Quote for services. Addenda or amendments will be uploaded to the Rocky Mountain E-Purchasing System (www.rockymountainbidsystem.com) and posted on the Town website (www.superiorcolorado.gov) as soon as available. It shall be the responsibility of the Consultant to include any modifications to the project from all addenda. If revisions are of such a magnitude

to warrant, in the Town's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Background

The Town of Superior is located in eastern Boulder County adjacent to U.S. Hwy 36 and about 6 miles east of the City of Boulder. The community has a population of approximately 12,500 residents. Currently, the housing mix is approximately 2,900 single-family homes and 1,900 multi-family units. There is currently extensive interest in the development of in-fill projects along with the completion of the Superior Town Center development. The Town provides a wide array of municipal services. With over 594 acres of park and open space and 27 miles of trails that connect neighborhood parks and the regional trail network, Superior provides a small-town environment with a rich history and ideal proximity to regional amenities. Superior offers convenient access to major retail, restaurants, specialty shops and services.

Coyote Ridge is a 292-acre open space area purchased by the Town in 2019. This parcel includes approximately 7 miles of natural surface trails mostly comprised of social trails created over time. The need to evaluate and document trail conditions, make recommendations for trail improvements, and conduct trail renovations is needed. Trail utilization has increased highlighting the need for improved trail conditions addressing safety, erosion, and wayfinding.

Scope of Work

The Scope of Work includes inspection and evaluation of Coyote Ridge trails, compiling a report on safety, condition, erosion, and recommended renovation methods. Consultation with Town staff and the Open Space Advisory Committee (OSAC), to prioritize needed improvements and estimated resources needed to conduct trail improvements. Recommend trail difficulty designations and trail mile measurements. Conduct trail improvements projects as approved by the Town.

Quote Submittal

The Town invites qualified Consultants to submit Quotes for services, list of qualifications, experience on similar projects, and professional references. Brevity and conciseness of the submittal is welcome. The submittal should include the following:

1. An introductory letter with a short background of the consultant's desire/interest to conduct services associated with this RFQ, and availability to conduct the scope of work in 2026.
2. A list of qualifications, relevant experience, and list of professional references.
3. Proposed process or approach to conduct the scope of work.
4. Page count max: five (5)

Selection Process

The Quote submittal will be used to identify the top qualified Consultants capable of performing the scope work and the Town intends to interview up to three (3) Consultants. The selected finalists will be notified in late April, 2026.

The Town reserves the right to reject any and all proposals. The successful Consultant will need to execute a General Services Contract with the Town.

Attachments:

- I. Proposed Project Schedule
- II. Sample Town General Services Contract Template

I. Proposed Project Schedule

March 20, 2026	Post RFQ
April 2, 2026	Questions due by 10:00AM
April 10, 2025	Quote Submittals due by 10:00AM
April 15, 2026	Top consultants selected for interview
April 20-24, 2026	Interviews Conducted and Final Consultant Selected
April 27, 2026	General Services Agreement Approval
May 4-8, 2026	Kickoff Meeting

II. Town General Services Agreement

AGREEMENT FOR SERVICES (HOURLY)

THIS AGREEMENT is made and entered into this ____ day of _____, 2026 (the "Effective Date"), by and between the Town of Superior, a Colorado municipal corporation with an address of 124 East Coal Creek Drive, Superior, CO 80027 (the "Town"), and _____, an independent contractor with a principal place of business at _____, CO _____ ("Contractor") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires services; and

WHEREAS, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the work performed by Contractor under the Scope of Services, the Town shall pay Contractor as set forth in **Exhibit B**, attached hereto and incorporated herein by this reference.

IV. RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein.

B. The work performed by Contractor shall be in accordance with generally accepted level of competency presently maintained by others in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Contractor; provided that Contractor shall have no liability for any work that has been modified by the Town.

VI. INDEPENDENT CONTRACTOR

The contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.

2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

B. 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 Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

D. Contractor shall at all times comply with all applicable law, including without limitation all current and future federal, state and local statutes, regulations, ordinances and rules relating to: the emission, discharge, release or threatened release of a Hazardous Material into the air, surface water, groundwater or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a Hazardous Material; and the protection of human health, safety or the indoor or outdoor environmental, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, *et seq.* ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, *et seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, *et seq.* ("RCRA"); the Toxic Substances Control Act, 15 U.S.C. § 2601, *et seq.*; the Clean Water Act, 33 U.S.C. § 1251, *et seq.*; the Clean Air Act; the Federal Water Pollution Control Act; the Occupational Safety and Health Act; all applicable environmental statutes of the State of Colorado;

and all other federal, state or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect.

VIII. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor.

IX. MISCELLANEOUS

A. *Governing Law and Venue.* This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

B. *No Waiver.* Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. *Integration.* This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. *Third Parties.* There are no intended third-party beneficiaries to this Agreement.

E. *Notice.* Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. *Severability.* If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. *Modification.* This Agreement may only be modified upon written agreement of the Parties.

H. *Assignment.* Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. *Governmental Immunity.* The Town and its officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. *Rights and Remedies.* The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF SUPERIOR, COLORADO

Matthew G. Magley, Town Manager

ATTEST:

Shannon Dujardin, Town Clerk

CONTRACTOR

By: _____

EXHIBIT A
SCOPE OF SERVICES

Contractor's Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town:

- Contractor shall inspect and evaluate identified trails within the Coyote Ridge Open Space area (see map in Appendix C). Compile reports on safety, condition, erosion, and recommended renovation methods.
- Contractor shall work with Town staff and the Open Space Advisory Committee (OSAC), to prioritize needed improvements and estimated resources needed to conduct the recommended improvements.
- Contractor shall work with Town staff and the Open Space Advisory Committee (OSAC), to recommend trail difficulty designations.
- Contractor shall conduct trail improvements projects as approved by the Town

Contractor's Deliverables

In performance of the duties described above, Contractor shall deliver the following items to the Town during the timeframes established by the Town:

- Inspection reports on various identified trails within the Coyote Ridge Open Space area to include hazard or problematic locations, distances, and difficulty of trails.
- Recommended prioritization report of needed improvements with justification based on safety, environmental degradation, wildlife encouragement, current and projected use of the trail areas being evaluated.
- Implement approved trail improvement projects including design plans, oversight of work performed and provision of labor and materials.

EXHIBIT B
COMPENSATION

Contractor shall be paid on an hourly basis for the time spent performing the work described in **Exhibit A**, Scope of Services. Contractor shall provide itemized invoices detailing the work performed and shall bill in increments of not less than 15 minutes. Such invoices shall be submitted to the Town monthly. **The total value of this agreement is not to exceed \$20,000.**

The hourly rates for Contractor are as follows: (list position and hourly rate)

Activity	Position	Hourly Rate	Total Contract Not to Exceed
Inspection & Evaluation of Trails			
Meet with Town staff and OSAC to Prioritize & Budget for Trail Improvements			
Measure Trail Distances			
Recommend trail Difficulty Ratings			
Conduct Trail Improvements/ Renovations			

In addition to the hourly rates established above, Contractor shall be entitled to invoice the Town for the following out-of-pocket expenses, at Contractor's actual cost without markup:

- Survey or mapping/GIS work that is outside of the capabilities of the Town
- Construction or engineering documents
- Materials and Material testing

EXHIBIT C

