



STEAMBOAT SPRINGS
CHAMBER

VITALITY IN THE VALLEY

Request for Proposals

Adaptation of the Local Tourism Sector to Climate Variability

Request Issued: January 10, 2020

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1. Project Summary

Steamboat Springs Chamber (SSC) seeks to hire a consultant to assess strategies for the local tourism sector to adapt to climate variability and the resulting environmental and economic impacts in Steamboat Springs, Colorado.

Only qualified and experienced consultants will be considered for this project.

The following outlines the critical dates and deadlines associated with the project:

1. Request for Proposal Issue Date: January 10, 2020
2. Request for Proposal Closing Date: ~~February 21, 2020~~ – February 28, 2020 (deadline extended)
3. Contract Award Date: TBD
4. Completion of Work Date: Negotiable

2. Community/Organization Information

2.1 STEAMBOAT SPRINGS PROFILE

Steamboat Springs is located in northwestern Colorado in Routt County. Routt County has a robust and diverse business community with a wide range of resources to meet the needs of employers and employees. The Steamboat Springs area has a diverse, year-round economy with a variety of strong industry sectors including tourism, mining, location-neutral businesses and employees, outdoor recreation product companies, creative industries, construction and regional health care. Steamboat Springs is the largest employment center in the county with additional economic activity generated in the incorporated towns of Oak Creek, Hayden and Yampa.

The regional economy was largely based upon agriculture and mining. However tourism, due mostly to the sport of skiing, quickly became the staple industry and key economic driver. Colorado's oldest ski area in continuous use, Howelsen Hill, opened in 1915 and is owned and operated by the City of Steamboat Springs. In 1964 came the Steamboat Ski Area, then named the Storm Mountain Ski Area. Dubbed Ski Town, USA®, Steamboat Springs became a training ground for Olympians as well as a world class resort destination for skiers in the wintertime. Over the last decade there has been an increase in non-ski season visitation as activities such as hiking, biking, fishing and others are growing in popularity. Accordingly the impacts of climate variability impact visitation year-round from river temperatures to wildfire risks to name a few examples.



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A detailed community profile for Steamboat Springs can be found online at: <http://www.steamboatchamber.com/live-work/economic-development/live-and-work/>

2.1 STEAMBOAT SPRINGS CHAMBER (SSC)

SSC is a registered not-for-profit organization which was created in 1907. The SSC Board of Directors is comprised of industry leaders, community representatives, and local government representatives. SSC's mission is to be dedicated to economic vitality within Routt County through business advocacy, destination marketing, and economic development.

SSC leads economic development efforts on behalf of the City of Steamboat Springs and Routt County, working in collaboration with state and regional economic development partners.

For more information on SSC visit: <http://www.steamboatchamber.com/live-work/chamber-membership/about-us>.

2.2 STEAMBOAT SPRINGS ECONOMIC DEVELOPMENT COUNCIL

With SSC staffing, the Steamboat Springs Economic Development Council (EDC) provides community input to economic development activities. Comprised of leaders from the business community, city and county government, and local educational institutions, the EDC acts as a catalyst for economic development by providing leadership, economic information and programs that encourage a strong business climate and culture of entrepreneurship.

The EDC supports creation of a healthy, vibrant and diverse economy, while applying sound stewardship to the human and natural resources that makes Routt County such a special place to live and work.

For further information on the EDC visit: <http://www.steamboatchamber.com/live-work/economic-development>.

3. Project Background

The City of Steamboat Springs utilizes the Sustainability Tools for Assessing & Rating Communities (STAR) System as the framework for sustainability. STAR was built by and for local governments. Local leaders use STAR to assess their sustainability, set targets for moving forward, and measure progress along the way. The intent of the rating system is to help communities identify, validate, and support implementation of best practices to improve sustainable community conditions.

In March 2016, the City of Steamboat Springs received its most recent STAR rating. The City is certified as a 4-STAR Community, scoring 446 points. For further information on the City's sustainability efforts visit: <https://steamboatsprings.net/540/Sustainability-STAR-Communities>.



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The City of Steamboat Springs reviewed the STAR sustainability data and outcome benchmarks and then developed sustainability recommendations which were adopted by city council as sustainability goals. Among the goals are business retention and development, as well as targeted industry development, focusing on key industries such as the local tourism sector.

Steamboat Springs' year-round tourism sector (hospitality, entertainment, outdoor recreation, etc.) is increasingly recognized as a climate-sensitive economic sector, with both supply (tourism related businesses and destination communities) and demand-side stakeholders (tourists) being directly impacted by climate variability and its direct and indirect influence on a wide range of both natural and manmade amenities that are critical to the tourism sector. Identification of the effects of climate variability and financial impacts on the local tourism sector, and potential adaptation strategies and their effectiveness, best practices and action steps, are evolving and remain unclear. This is problematic for Steamboat Springs considering the growth and importance of the local tourism sector.

Given the importance of the tourism sector to the economy in and around Steamboat Springs, the City is endeavoring to gain an overview of, and unique insights into, the range of adaptation strategies, best practices and specific action steps which are commonly utilized by similar mountain resort communities facing climate variability that can be implemented locally. Additionally, the city wants to understand the current state of knowledge and awareness in the community about climate variability and adaptation currently occurring in our local tourism sector and from there identify actionable pathways with specific action steps for future engagement with local businesses to better prepare the tourism sector and local economy for climate variability and future changes.

SSC seeks to hire a consultant to conduct this work.

4. Scope of Work

4.1 CONSULTANT DELIVERABLES

The Consultant will provide SSC the following: (1) one PDF and one Microsoft Word version of the final report, via email; (2) a listing of all project contacts and their respective contact information (name, title, organization, email, phone number, etc.) in an Excel file format; and (3) a short summary of each contact consultation in a PDF document.

The final report developed by the consultant will contain the following information developed from a combined approach of research and community consultation:

1. The impact of climate variability on Steamboat Springs and its year-round tourism sector including its community assets and amenities;
2. Range of local tourism sector adaptation strategies, best practices and actions steps implemented by other western states mountain resort communities facing climate variability impacting tourism sector;



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3. The current state of knowledge and awareness about climate variability and adaptation currently occurring in Steamboat Spring's tourism sector; and
4. Actionable strategies and specific action steps;
5. Resiliency strategies for future engagement with local businesses in the tourism sector to better prepare our local economy for climate variability and the resulting impacts.

The scope of work for this project will include:

- Catalog current adaptation efforts underway in Steamboat Springs
- Identify gaps in adaptation efforts in Steamboat Springs
- Research of best practices (government, private, nonprofit, etc.) of similar adaptation efforts in similar communities
- Industry consultation (in-person or telephone meetings)
- Community partner organization consultation (in-person or telephone meetings)
- Project advisory committee consultation (in-person or telephone meetings), to be created by SSC
- Tourism market assessment and identified adaptation strategies in similar communities
- Research and recommend specific, viable strategies, action plans and next steps for successful engagement with local businesses

*Please note that all reports resulting from the project may be made available for public use.

5. Other Requirements

The selected Consultant must maintain during the duration of the contract, comprehensive general liability insurance of a minimum one million dollars (\$1,000,000), as well as provide documentation of such insurance.

6. Confidentiality

Information pertaining to SSC and other organizations and companies obtained by the Consultant as a result of participation in this project is confidential and must not be disclosed without written permission from the organizations.

7. SSC Level of Participation

The Consultant will be fully responsible for conducting all work including research studies and other investigations necessary to complete the project.



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SSC will provide the Consultant with any available background information, community/industry contacts and available research materials to supplement additional required research to be conducted by the Consultant. SSC will create and notify consultant of the local project committee members.

The selected consultant will work with members of the project committee. Committee members will be available to provide guidance, especially during project initiation, and answer technical or process questions as they arise. The project committee has identified some external data provider contacts. Following project initiation, the committee will help connect the selected consultant with each data-provider by sending an email requesting the required data and introducing the consultant contact. Follow-ups will be left to the consultant. The project committee anticipates relying on the selected consultant to define and assure each data need, and to assist in drafting the request/introduction email to each contact. The contractor shall use a platform for project management, such as Basecamp or comparable application for communication and exchange of information.

All questions or requests for information in relation to the project shall be made to John Bristol, Economic Development Director via email at john@steamboatchamber.com.

8. Terms of Payment and Cost Control

Project budget will not exceed \$26,000. Proposals shall be inclusive of all project costs.

Payments will be based on the conditions of the Contract between the Consultant and SSC.

Consultants will be responsible for their own source deductions and income taxes that may become payable as a result of this contract. The Consultant is responsible for their own workers compensation and insurance coverages.

SSC will not be responsible for proposal preparation costs.

9. Submission Guidelines

The Consultant shall provide one copy of its proposal electronically via email to:

John Bristol, Economic Development Director at john@steamboatchamber.com with the subject line **“PROPOSAL FOR ADAPTATION STUDY”**,

or via U.S. Postal Service in a sealed envelope, clearly addressed to:



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Marked:
“PROPOSAL FOR ADAPTATION STUDY”

Submissions will be received until 3:00 p.m. MST, February 21, 2020.

Any proposal submitted after the submission closing date of February 21, 2020 will not be evaluated and will be returned to the Consultant.

Inquiries may be directed to John Bristol, Economic Development Director, via email at john@steamboat chamber.com.

SSC reserves the right, at its sole discretion, to waive any defect or irregularity in a proposal and to negotiate with any Consultant. Notwithstanding any other provision in the Proposal Documents or any practice or custom in the industry, SSC at its sole discretion shall have the unfettered right to accept any proposal, reject any proposal, reject all proposals, accept a proposal which is not the lowest-priced proposal, reject a proposal even if it is the only proposal received, and negotiate contract terms with any Consultant.

SSC reserves the right to make such investigations, as it deems necessary, to determine the ability of any Consultant to perform the work or services to be provided. The Consultant shall provide all information that SSC deems necessary to evaluate the proposal. SSC will retain ownership of all data and reports produced.

10. Proposal Format

The Consultant shall provide one electronic copy of its proposal to SSC. The Consultant shall clearly outline in the proposal the following which includes, but is not limited to:

1. The Consultant’s understanding of the project;
2. A detailed work plan and timeline for carrying out the project;
3. The Consultant’s corporate structure and history;
4. Brief overview of previous project experience;



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5. The personnel on the project team and their project roles;
6. Itemized budget including a breakdown of per hour rate and;
7. Value-added components associated with the proposal that will be provided by the Consultant over and above the Scope of Work requirements;
8. References to be contacted by SSC. The Consultant is to provide project description, contact names and telephone numbers of a minimum of three (3) references.

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