



**Boulder County Procurement
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-143-25

Project Name: Eldorado Canyon Shuttle

Background:

Eldorado Canyon State Park (“the Park”) is one of the most popular recreation destinations in Boulder County. However, this popularity has often overwhelmed the Park’s parking capacity, leading to traffic congestion, blocked access for emergency vehicles, illegal parking outside the Park, and other undesirable impacts. In response, Colorado Parks & Wildlife (CPW) has completed a Visitor Use Management Plan for the Park which recommended several access management strategies to provide visitors a more consistent experience and ensure reliable access for park staff, emergency responders, visitors, residents and others.

One of these access management strategies is a seasonal shuttle (the “Eldo Shuttle”) between the City of Boulder and the Park. Since 2020, Boulder County has contracted for the Eldo Shuttle service in partnership with CPW and the City of Boulder. In its first five years, the Shuttle saw average daily ridership between 100 and 200 boardings per day.

With the Shuttle entering its sixth year of service, the County is soliciting bids from qualified operators to provide a turn-key shuttle service.

Contractor shall coordinate, manage, and control all necessary program activities pertaining to operation of the Shuttle, which shall include: provide and maintain all vehicles, provide vehicle operators and all project personnel, train personnel as necessary, develop administrative procedures, compile financial and non-financial records, route scheduling, develop methods to improve effectiveness and maximize service efficiency and provide all equipment and services required for operation of the Shuttle unless specifically identified to be contributed by Boulder County in this RFP. Contractor must have all applicable state and local business licenses prior to the start of service.

The County will provide access to stops, signage, and marketing and public communications for the Shuttle.

The County will enter into a Contractor with the successful proposer for an up to five year contract period, covering the 2025, 2026, 2027, 2028 and 2029 Shuttle seasons.

Instructions:

Boulder County uses a [Boulder County Bonfire portal](#) for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at [Boulder County Bonfire portal](#).

Important: Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on [Boulder County Bonfire portal](#) and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on [Boulder County Bonfire portal](#).

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

Americans with Disabilities Act (ADA): Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email ADA@bouldercounty.gov, or call 303-441-1386. [View the county's accessibility statement.](#)