
Arvada Indoor Equestrian Center –



Community Equestrian

Proposed Timeline: Lease → RFP → Transition Plan

Current State (2024–Lease Expiration)

Status: Active Lease with Current Operator

- City-owned facility under private operation
- Limited public access + community concern
- Growing demand for indoor riding and programming
- City maintaining contractual obligations

Opportunity Now:

- Begin **early planning and stakeholder engagement**
 - Define **future vision and success metrics**
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Phase 1: Pre-RFP Strategy (6–12 Months Before Lease End)

Led by: City of Arvada + Community Equestrian (Advisory)

Key Actions:

- Establish **facility goals**
 - Public access requirements
 - Program diversity (lessons, therapy, youth, events)
- Conduct **stakeholder engagement**
 - Equestrian community, residents, nonprofits
- Evaluate **facility and market conditions**
 - Boarding demand, regional gaps, financial feasibility
- Define **operator model options**
 - Nonprofit, for-profit, hybrid

Deliverables:

- Vision + guiding principles
- Draft RFP framework
- Community-informed priorities



Phase 2: RFP Development & Release (3–6 Months Before Lease End)

Led by: City (with SME support)

Key Actions:

- Finalize:
 - Scope of services
 - Operator qualifications
 - Evaluation criteria
- Define:
 - Lease terms (length, responsibilities, improvements)
 - Public access and performance requirements

Deliverables:

- Published RFP
- Pre-bid conference / site walkthrough
- Q&A process for bidders



Phase 3: Proposal Evaluation & Selection (2–3 Months)

Led by: City + Advisory Support

Key Actions:

- Review proposals using:
 - Financial viability
 - Operational experience
 - Community impact alignment
- Conduct:
 - Interviews / presentations
 - Reference checks

Deliverables:

- Scored evaluation matrix
- Recommended operator
- Council approval



Phase 4: Transition & Mobilization (2–6 Months Post-Selection)

Led by: Selected Operator + City Oversight

Key Actions:

- Transition operations from current operator
- Implement:
 - Staffing and programming plans
 - Facility improvements (if applicable)
- Launch:
 - Community access programs
 - Communications and outreach

Deliverables:

- Operational launch plan
 - Public reopening / relaunch strategy
 - Initial performance benchmarks
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 **Phase 5: Ongoing Operations & Accountability**

Led by: Operator + City Oversight

Key Actions:

- Track:
 - Public access metrics
 - Program participation
 - Financial performance
- Maintain:
 - Community engagement
 - Transparent reporting

Deliverables:

- Annual reporting
 - Performance reviews tied to lease terms
 - Continuous improvement plan
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 **Why This Timeline Works for Arvada**

- Respects **existing lease obligations**
- Allows **proactive—not reactive—planning**
- Ensures **community voice is built in early**
- Attracts **higher-quality operators through clarity**
- Reduces **transition risk and service disruption**