



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 4/23/2019**

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**File #: 19-200, Version: 1**

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**SUBJECT: CONSENT AGENDA**

**A Resolution of the Board Of Trustees of the Town of Erie Approving an Agreement for Professional Services with the Lotus Engineering & Sustainability, LLC for the Sustainability Master Plan**

**DEPARTMENT:** Public Works

**PRESENTER:** Raelynn Ferrera, Project and Sustainability Manager  
Todd Fessenden, Director of Public Works

**TIME ESTIMATE:**

**FISCAL INFORMATION:**

Cost as Recommended:	\$32,597.32
Balance Available:	\$0
Fund:	General Fund
Budget Line Item Number:	100-10-110-575130
New Appropriation Required:	Yes

**STAFF RECOMMENDATION:**

Approving the Resolution to award the Sustainability Master Plan Agreement to Lotus Engineering and Sustainability, authorizing the appropriate Town officer to execute said contract, and authorizing Staff to expend budgeted funds.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:** One of the top focus points for Town staff, with the support of the Board of Trustees as part of the 2019 Work Plan, is to begin investigating sustainability initiatives and develop strategies to further Erie's sustainability environment. The Sustainability Master Plan is a vital first step.

The Master Plan will serve as a guiding document for long range planning and implementation of the Town of Erie Sustainability goals. Erie's Sustainability Advisory Board has identified areas to focus on, including Recycling, Energy, Transportation, Community Outreach and Education. For each of these areas they want to establish goals and recommend strategies prioritized for the next 1-2 years, 3-4 years, and 5 years.

To ensure the success of the Sustainability Master Plan, Town staff and the Sustainability Advisory Board decided the best way to develop the Master Plan would be to work with a consultant, who will aid in clarifying areas on which to focus and how best to foster implementation of the Master Plan.

To offset the cost of a consultant, staff applied for a Boulder County Environmental Sustainability Matching Grant, and Boulder County Commissioners approved the Town's Sustainability Master Plan proposal. The Grant is for \$15,000 conditioned on the Town expending at least \$5,000 of Town matching funds. (Resolution 19-121)

After receiving notice of the grant-funding award, staff developed and issued a Request for Proposals (RFP) for the consulting services. The Town received five proposals in response to the RFP, with scope of work and separate budget proposals. Staff and the Sustainability Advisory Board reviewed and scored the proposals based on the scope of work, then reviewed the budget proposal. The budget proposals ranged in cost from \$27,825 to \$114,984.

After identifying the top two proposals, staff checked references, and then staff and the Sustainability Advisory Board selected Lotus Engineering and Sustainability, LLC.

Lotus Engineering and Sustainability, LLC has been in business since 2012, and has delivered responsible and progressive sustainability solutions for public and private sector clients. They have supported public and private sector clients with their sustainability initiatives, energy performance contracting projects, solar gardens, greenhouse gas accounting, energy and water efficiency strategies, and market/regulatory analyses.

Lotus is a certified Women-Owned business (M/WBE), Emerging Business Enterprise (EBE), Small Business Enterprise (SBE), and Disadvantaged Business Enterprise (DBE).

Lotus Engineering and Sustainability's base proposal is for \$44,947 with an optional presentation to the Board of Trustees at an additional cost of \$2,650. Staff and the Sustainability Advisory Board believe the presentation to the Board (which the community would be able to watch on the Town's website) is an important part of communicating the elements of the Master Plan and conveying a sustainability message and information to the community. Accordingly, staff and the Sustainability Advisory Board recommend funding the \$47,597 cost by using the \$15,000 Boulder County Matching Grant, plus an additional new Town appropriation of \$32,597.

<b>Project Budget break down</b>	<b>Amount</b>
Base Proposal (New Appropriation Required)	\$ 44,947.04
Option - BOT presentation (New Appropriation Required)	\$ 2,650.28
<b>Total</b>	<b>\$ 47,597.32</b>
Boulder County Matching Grant	\$ (15,000.00)
<b>Total New Appropriation</b>	<b>\$ 32,597.32</b>

**Next Steps:**

Notice of Award	April 2019
Kick Off meeting	April 2019
Plan development	May -July 2019
Draft Sustainability Master Plan	August- September 2019
Final Town of Erie Sustainability Master Plan	November - December 2019

**ATTACHMENTS:**

- a. Resolution
- b. Agreement For Services