

## **Request for Proposal**

Consulting Services  
I-25 Erie Gateway – South Planned Development (PD) District  
Project Number PD-22-001



Town of Erie  
645 Holbrook Street  
P.O. Box 750  
Erie, Colorado 80516

**Issued: June 8, 2022**

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## Invitation to Propose

Electronic Proposals will be received by the Town of Erie (the "Town") until **11:59 p.m.**, Mountain Standard Time, **July 1<sup>st</sup>, 2022** for the I-25 Erie Gateway – South Planned Development #PD-22-001.

**Proposal Submittals: All bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/colorado>**

**Hardcopy submittals will not be accepted.** It is the Bidder's sole responsibility to ensure all required Proposal documents are submitted by the submission deadline.

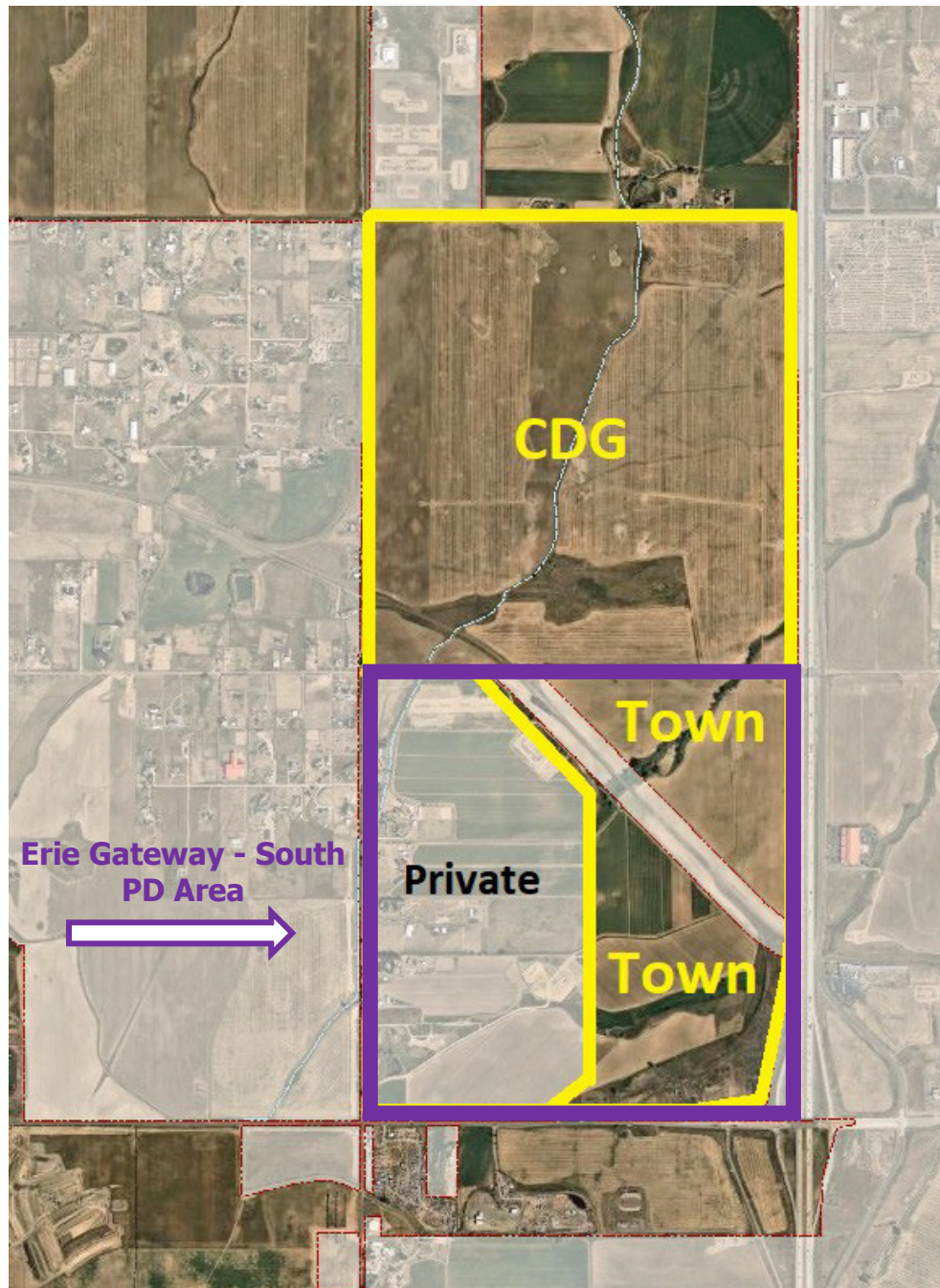
Proposals will be time-stamped by RMEPS upon receipt. After uploading proposal documents, **Bidders must click the SUBMIT button.** The Town will not accept uploads that are "saved" but not "submitted". To verify that a Proposal has been submitted successfully, Bidders may contact BidNet Support or verify, via the Bid Management tab in Bidder's account, that the documents are not in "Draft" status. The Town does not have access to or control of the vendor side of BidNet. Customer service number for BidNet is **800-835-4603**.

## Project Summary

The Town seeks a qualified consultant (or team of consultants) to assist in refinement and entitlement of the existing planning and urban design vision for the I-25 Erie Gateway – South site in the Town of Erie. The final product of this effort will be an adopted new Planned Development (PD) District. The PD will address the southern 600-acre portion of the 1,200-acre I-25 Erie Gateway site at the northwest corner of I-25 and Erie Parkway. The I-25 Erie Gateway – South site is bounded by Weld County Road 7 (WCR-7) to the west and I-25 to the east, and Weld County Roads 10 (WCR-10) and 8 (WCR-8 or "Erie Parkway") to the north and south. Parameters for the PD document are outlined in the PD User Guide on the Town of Erie Planning & Development website, available here: <https://www.erieco.gov/111/Planning-Division>

The I-25 Erie Gateway will serve as a destination within the community and broader region, and is intended to be developed as a vibrant, sustainable, mixed-use, and transit-oriented development. This vision was established in concert with property owners and the community in 2018 and captured in the [I-25 Erie Gateway Developer Book](https://www.erieco.gov/DocumentCenter/View/11327/Erie-Gateway-Developer-Book), which can be found here: [www.erieco.gov/DocumentCenter/View/11327/Erie-Gateway-Developer-Book](https://www.erieco.gov/DocumentCenter/View/11327/Erie-Gateway-Developer-Book). Implementation of this broad vision will require a closer evaluation of scale, connectivity, mix of uses, built form and mobility. The PD will thus refine the vision in a cohesive document that addresses use, urban design, and connectivity.

Currently, approximately half of the site (255 acres) is owned by the Town of Erie, with the remainder comprising 13 privately-owned parcels (currently unincorporated Weld County) on the western portion of the site along County Road 7. The vision for the I-25 Erie Gateway development site also includes the 600-acre “North Station” site owned by the Community Development Group (CDG), which is entitled under a separate PD.



The planning process for the I-25 Erie Gateway – South site will be led by the Town of Erie and will include existing property owners both within and adjacent to the planning area as well as the Town’s development partner for the Town-owned property, selected by the Board of Trustees in February 2022. It is anticipated that the PD will be completed over a 12-month period.

The Town encourages capable and qualified groups to submit proposals for the I-25 Erie Gateway – South PD Request for Proposal (RFP). If posted, documents supplementing the information provided and linked to in this RFP will be available after **5:00pm** MST, on **June 8th, 2022**, and may be obtained from the BidNet website at <https://www.bidnetdirect.com/colorado>.

A proposal interest meeting will be held virtually at **1:00pm MST, on June 21, 2022**, via Microsoft Teams. Please email Deborah Bachelder, Planning Manager and Deputy Planning and Development Director, at [dbach@erieco.gov](mailto:dbach@erieco.gov) to request an invitation for this meeting. All questions related to this bid should be asked at this meeting.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this Invitation to Propose.

The Town of Erie is an Equal Opportunity Employer.

Dated this 8<sup>th</sup> day of June, 2022.

Town of Erie, Colorado

## **Project Background and Description**

### **Town Overview**

The Town of Erie is a full-service community located in Boulder and Weld Counties just west of I-25. Erie's incorporated area is 20 square miles, with a planning area that spans 48 square miles extending from the north side of State Highway 52 south to State Highway 7, and between US 287 on the west and I-25 to the east. Erie is a growing community currently comprised of approximately 10,125 residential units and a 2020 population of more than 30,000, triple the population of 15 years prior. The Erie Town Center Master Plan Market Analysis, completed in 2019, projected that Erie's population will grow to 64,000 by 2030. The Town has experienced recent commercial growth in Historic Old Town Erie, the Erie Commons neighborhood, Vista Ridge master-planned community, Coal Creek Center, the new Erie Town Center district and the new Nine Mile Corner retail development.

To learn more about the Town's demographic information and commercial development activity, please visit:

<http://www.erieco.gov/Community-Profile>

<http://www.erieco.gov/606/Economic-Development>

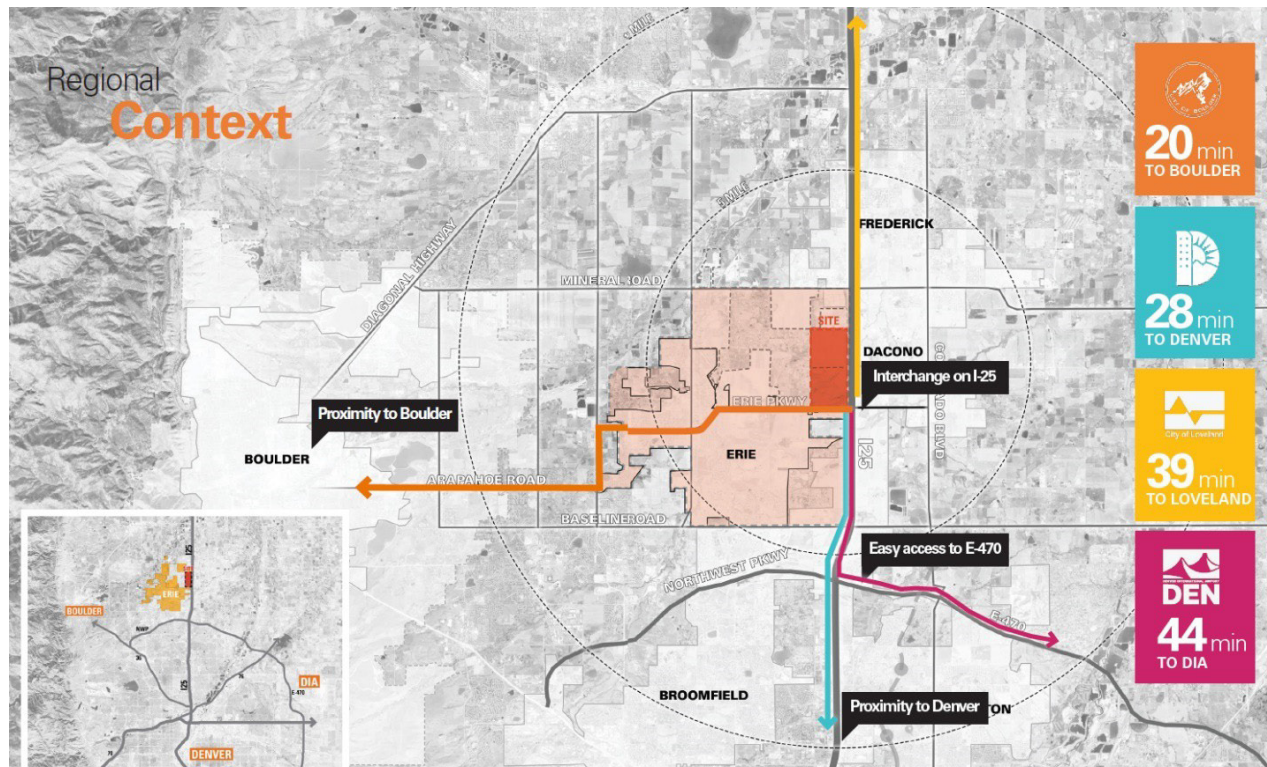
### **Site Overview and Vision**

The I-25 Erie Gateway – South site is situated directly adjacent to I-25 at Erie Parkway. The site's one mile of frontage is visible to an annual average of 137,000 vehicles/day. This interstate connects the I-25 Erie Gateway site, and the Town of Erie, to the Denver Metropolitan Area, Longmont, Loveland, Boulder, and Fort Collins. Additionally, at this elevation and location along I-25, the site provides expansive views of the Rocky Mountains.

The vision for I-25 Erie Gateway was originally developed in 2018 in concert with the community and stakeholders in the I-25 Erie Gateway Developer Book. The Developer Book described a vision for a regionally-scaled retail and employment center recognized as a true destination where businesses and people flourish. The 2018 Developer Book was commissioned by the Town of Erie but has not been codified or adopted as part of Town zoning. The intent of this RFP is to commission consulting services to refine this vision into a new PD for the I-25 Erie Gateway – South portion of the site. The PD should reflect the original vision through a refined array of uses including a mixed-use employment center comprised of retail, specialty shops, restaurants, entertainment, office campus with high/low-density employment uses, and strategically located concentrations of hotels, residential apartments, condominiums, and single-family residences.



The development typology and overall layout of land uses, amenities, and infrastructure should reflect new urbanist and form-based approaches to development, with an additional layer of curated uses, activation, and neighborhood scale. The development should further respond to potential for a future commuter rail station and be structured to accommodate mobility and transit in multiple forms.



## Transportation & Infrastructure Context

The vision for the I-25 Erie Gateway identifies a proposed new highway interchange at the intersection of I-25 and CR-10 in between Erie Parkway and CO Highway 52. The Colorado Department of Transportation (CDOT) requires a minimum distance between interchanges, and the proposed location of this new interchange does meet the requirements set forth by CDOT. A new proposed overpass is also shown at I-25 and County Road 12 (CR-12), just north of the proposed interchange at CR-10, allowing east-west traffic to cross I-25 at this location. Both improvements are shown for conceptual purposes only, and neither have been approved or funded by CDOT.

The North I-25 Environmental Impact Statement (EIS) completed by CDOT in 2011 also identified a new RTD commuter rail line, connecting Thornton to Boulder and Fort Collins, with a planned RTD stop at I-25 and Erie Parkway, in the center of the Town-owned property. In fact, RTD owns an existing 1.2-mile corridor of real property, with an unused rail bed that would be used for the new commuter rail line. This planned

RTD line and commuter rail stop helped drive the Town's purchase of this property in 2019. To date, the line extension and stop are long-range improvements for CDOT and have not yet been funded or scheduled for construction.

The final plan for the site shall be developed in conformance with the Town's Standards and Specifications for Design and Construction of Public Improvements and take into considerations the Town's Comprehensive Plan, 2018 Developer Book, Water Master Plan, Wastewater Master Plan, Transportation Master Plan, Erie Parkway Corridor Study, Outfall Systems Plan, and any other applicable criteria or studies as determined through the process.

### **Project Manager Information**

The Project Manager for this project is Deborah Bachelder, Planning Manager and Deputy Planning and Development Director. All questions related to this bid should be asked at the proposal interest meeting, scheduled for **1:00pm MST, on June 21, 2022**, via Microsoft Teams. Please email Deborah Bachelder, Planning Manager and Deputy Planning and Development Director, at [dbach@erieco.gov](mailto:dbach@erieco.gov) to request an invitation for this meeting. No phone calls will be accepted.

### **Scope of Work**

The awarded Contractor shall provide applicable services consisting of, but not limited to, the following (including a list of deliverables):

- Collection and review of applicable plans and documents.
- Charrette with Town and key external stakeholders.
- Conceptual framework plan that builds upon existing vision in the I-25 Erie Gateway Developer Book. This plan should illustrate site organization in terms of use, design character, and mobility.
- Draft regulating plan that more specifically designates use areas and conditions, areas of activation, and built form.
- Draft form-based design standards that reflect CNU and urban design principles for mixed-use, livable environments that foster walkability, connectivity, and a vibrant, resilient environment.
- Final Planned Development draft for Planning Commission and Board of Trustee approval.
- Consultants should anticipate attendance and presentation at both Planning Commission and Board of Trustees study sessions and/or final hearings.

### **Submittal and Evaluation Criteria**

All Bids shall be submitted via the BidNet website by the Bidder and must include the Bidder's contact name, business name, address and telephone number. Bids by partnerships must be signed with the partnership name followed by the signature and



designation of one of the partners or other authorized representative. A complete list of partners must be included with the bid. Bids by a corporation must be signed in the official corporate name, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. Corporations must designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. All Bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/colorado>.

The BidNet website offers both “free” and “paying” registration options that allow for full access of the Town’s documents and for electronic submission. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)

The Town does not guarantee accurate information obtained from sources other than BidNet.

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below, and at a minimum, contain the required information. Respondents are encouraged to include additional relevant information. Respondents must also include a signature page with company name, address, phone number, contact name, authorized signature and date. Each proposal shall be no more than a maximum of ten (10) pages, excluding any attached resumes or similar project summaries.

#### Experience

1. Understanding of the project
2. Ability to perform all aspects of the project
3. Relevant recent experience with comparable projects
4. Demonstrated experience and expertise of New Urbanist, form-based codes, land use, placemaking and activation
5. List of clients (2-5) for whom similar work has been done. Include contact name and phone number
6. Experience working with similar-sized municipalities

#### Qualifications

1. Key project staff and resumes
2. Ability to meet schedules within budget
3. Company resources

#### Fees

**The proposal shall include a fee proposal with the following information in a separate sealed envelope as noted on the website:**

1. A not-to-exceed fee for each phase of the Scope of Work
2. Staff-hour allocation and the dollar value of the time for each phase of

the Scope of Work. A subtotal of staff-hours and fees for each phase and category shall be provided

3. All anticipated expense items
4. An hourly rate fee schedule

### **Selection Process**

The Town will evaluate all proposals received based on qualifications, overall best value, and approach. Upon review, Staff will recommend the most qualified applicant to the Board of Trustees. Finalists may be asked to make a presentation and interview with the selection committee. Sealed proposals will be evaluated for those short-listed companies and negotiations (if necessary) will begin with the chosen Contractor.

### **Selection and Performance Schedule**

The following is the anticipated schedule of events for the RFP process:

Request for Proposal Available	June 8 <sup>th</sup> , 2022 by 12:00pm MST
Proposal Meeting	June 21 <sup>st</sup> , 2022 at 1:00pm MST
<i>For Microsoft Teams link, please email <a href="mailto:dbach@erieco.gov">dbach@erieco.gov</a></i>	
Final Addendum (if needed)	June 24 <sup>th</sup> , 2022 by 5:00pm MST
Proposals Due	July 1 <sup>st</sup> , 2022 by 12:00pm MST
Selections and Negotiations Complete	July 27 <sup>th</sup> , 2022 by 5:00pm MST