



**COLORADO**  
**Department of Local Affairs**  
Division of Local Government

## FY 2021: Cycle 21-05 EIAF Tier I Grant Application

**Status:**

**Filed On:**

**Filed By:**

**Reviewed On:**

**Reviewed By:**

**Reviewer Notes:**

---

### Application Overview

---

You are **required** to work with your Regional Field Manager prior to completing your application.

The Department of Local Affairs' (DOLA) Energy and Mineral Impact Assistance Fund (EIAF) program was created to assist political subdivisions that are socially and/or economically impacted by the development, processing, or energy conversion of minerals and mineral fuels. Funds come from the state severance tax on energy and mineral production and from a portion of the state's share of royalties paid to the federal government for mining and drilling of minerals and mineral fuels on federally-owned land. The creation of the fund is outlined in C.R.S. 34-63-102 (Federal Mineral Lease) and C.R.S. 39-29-110 (Severance). Grant dollars are to be awarded for the planning, design, construction, and maintenance of public facilities and for the provision of services by political subdivisions.

Requests in this Cycle 21-05 are for **Tier I** projects that are limited at up to \$200,000 with a 50/50 match requirement. Tier I award notifications are anticipated in mid-May. For more information and additional documentation on the EIAF program, please go to the program website at: <https://cdola.colorado.gov/energymineral-impact-assistance-fund-grant-eiaf>

---

### A. APPLICANT/CONTACT INFORMATION

---

#### 1. Select Your Organization: \*

The list is filtered to eligible organizations. If you do not see your organization listed, please contact DLG at 303-864-7720 for further assistance. In the case of a multi-jurisdictional application, please select the lead organization. Select from a dropdown menu.

Town of Erie

In the case of a multijurisdictional application, select the other participating eligible organizations:  
Select from a dropdown menu.

#### 2. Principal Representative:

(In the case of a multi-jurisdictional application, principal representative of the lead organization.)

Honorific:

First Name: \*Malcolm

Middle Name:

Last Name: \*Fleming

Suffix:

Role: \* Select from a dropdown menu. Town Administrator

Mailing Address: \*P.O. Box 750

Address 2: 745 Holbrook Street

City: \*Erie

State: \*CO

Zip Code: \*80516

Phone Number: \*303-926-2711

Email Address: \*mfleming@erieco.gov

#### 3. Responsible Administrator (will receive all mailings) for the application:

Honorific:

First Name: \*Deborah

Middle Name:

Last Name: \*Bachelder  
Role: \* Select from a dropdown menu.  
Mailing Address: \*P.O. Box 750  
Address 2: 645 Holbrook Street  
City: \*Erie  
State: \*CO  
Zip Code: \*80516  
Phone Number: \*303-926-2775 office/ 720-745-1055 cell  
Email Address: \*dbach@erieco.gov

---

## **B. CHIEF ELECTED OFFICIAL INFORMATION**

---

Please provide contact information for the chief elected official.

Name \*Jennifer Carroll  
In case of a multi-jurisdictional application, chief elected official of the "lead" political subdivision.  
Title \*Mayor  
Street Address \*P.O. Box 750 745 Holbrook Street  
City \*Erie  
State \*CO  
Please use the two letter abbreviation  
Zip \*80516  
Phone \*303-926-2777  
Email Address \*jcarroll@erieco.gov

---

## **C. PROJECT DESCRIPTION AND DEMOGRAPHIC INFORMATION**

---

### **a. Project Title \***

Begin the project name with your community name. Example: "*Town of Oak Creek Project Name*", "*Gunnison County Project Name*".

Town of Erie Comprehensive Plan

### **b. Amount of grant funds requested \***

\* The amount requested should equal "Grant Request Total" line from the project budget below.

\$200,000

### **c. Matching funds \***

\$200,000

### **d. Describe the problem, opportunity or challenge that resulted in the request. \***

(2,500 character limit)

Located in both Boulder County and Weld County, 25 minutes north of Denver and just west of I-25, the Town of Erie has seen accelerated growth since the current Comprehensive Plan was originally adopted in 2005. In 2005, the Town has a population of 10,418; the current population estimate is 29,500 which is almost triple the population from 2005. The last amendment to the Comprehensive Plan was in 2015 and since that time it has become clear that the current Comprehensive Plan is outdated in its approach to land use and does not adequately address the many issues that face the Town. Since its inception as a coal town in the late 1800's, the Town has struggled to balance the public welfare of its citizens with the existing mineral rights. The Town began as a community reliant of the coal industry and has had to learn how to transition into a community that can balance the development rights of oil and gas with the Front Range demand for growth and development and with the public welfare of our citizens.

### **e. Description of the project scope of work \***

Description of the various tasks involved in the project including specific data such as quantities, mileage, square feet, linear ft. etc., as well as specific project location within the city and/or county etc. Please be specific to the project.  
(2,500 character limit)

The major update to the Town of Erie Comprehensive Plan will involve a restructuring of the overall document and land use mapping to better portray a more detailed community vision that is sustainable and resilient. The plan shall provide specific strategies to guide future growth, assist with the protection and appropriate use of the Town's resources and to guide the sound investment in community services and facilities.

The Town will be hiring a team of qualified professionals who will be tasked with assembling an effective and creative strategy to preserve the qualities of the Town's past while addressing the issues and opportunities of the future. The consulting group shall be responsible for attending, presenting, facilitating, and recording all activities related to the Comprehensive Plan update. Current

and future trends shall be analyzed and mapped by the consultants and community to shape the appropriate future strategic plan for the update.

The Comprehensive Plan shall provide all of the statutory requirements, including a 3-mile plan, and provide guidance on all of the elements found in our current Comprehensive Plan as well as providing more in depth guidance on the pressing issues that face our community today. It is the Town's intent that there be significant and meaningful community participation in preparation of the plan and that the community outreach process includes substantial opportunities for citizen participation from the initiation of the project to the adoption of the plan.

The full detailed scope of work and required tasks associated with the Comprehensive Plan update are provided in the Request for Proposal document in the attachment.

**f. Local priority**

If more than one application from the same government (1 of 2, 2 of 2, etc.)  
Select from a dropdown menu.

(Note: This is the only DOLA grant being requested at this time from Erie so we will not need to prioritize.)

**g. State historic registry designation \***

Is the project on a State registered historic building, structure, site, or in a State Historic District?  
Select from a dropdown menu.

(Note: Not applicable for a Comprehensive Plan)

**g. 1 State historic registry number**

If the project is on the state registry, please provide the registry number. DOLA may need to seek a determination of effect from History Colorado and the State Office of Archaeology and Historic Preservation.

**h. Current population \***

Current/most recent conservation trust fund/lottery distribution estimate, State Demographer estimate, or a projection based on the communities' percentage of overall county population is acceptable.

29,500

**h. 1 Current population estimate source \***

State Demographer estimate as of July 2019 plus Town of Erie certificate of occupancies multiplied by State Demographer household size of 2.87 people per dwelling unit.

(This detail will not be put in application: Derived from: State Demographer - July 2019 27,133 + 2,368 Town of Erie CO August 2019 – December 2020 (825 CO x 2.87=2,368)

**i. 5 year population projection \***

2021 – 30,385  
2022 – 31,296  
2023 – 32,235  
2024 – 33,202  
2025 – 34,198

**i. 1 Population projection source \***

Town of Erie Comprehensive Plan – 2015 Update estimates a population growth rate of 3 percent annually beyond 2019

**j. Have you contacted your DOLA regional manager to discuss this project? \***

You are **required** to contact your DOLA regional manager prior to submitting your application. Please indicate the date and method of your contact with your regional manager.  
Select from a dropdown menu.

**j. 1 Date \***

December 29, 2020

**j. 2 Method of contact \***

Phone conversation

**k. Supporting documents**

Upload any supporting documents (studies, preliminary reports, letters of support, etc.) as a single PDF document.

Supporting documents include gas and coal mapping; and, Request for Proposal – Comprehensive Plan

---

**D. DEMONSTRATION OF NEED**

---

The statutory purpose of the Energy and Mineral Impact Assistance program is to provide financial assistance to “political subdivisions socially or economically impacted by the development, processing or energy conversion of minerals and mineral fuels.”

**a. Demonstration of need \***

Why is the project needed at this time? (2,500 character limit)

The current Comprehensive Plan was originally adopted in 2005 and has had minor amendments over the years. In the 16 years since the original Plan was adopted the Town of Erie has experienced significant growth. In 2005 the Town's population estimate in the Comprehensive Plan was 10,418; the current population estimate is 29,500 which almost triples the population from 2005. Approximately 18,000 new residents have moved into our community along with many new businesses. It is the right time to reach out to our residents and business owners to re-evaluate how we want to continue to grow as a community and to fully discuss and provide guidance on the pressing issues that face our community such as:

- Land Use and Growth Management
  - Rate of Growth
  - Fiscal Impacts of Growth
  - Community Buffering
  - Planning Area Boundary
- Housing and Neighborhoods
  - Affordable and Diverse Housing
  - Balanced Mix of Housing Types
  - Historic Preservation
- Community Character
  - Maintaining Unique Community Heritage
  - Quality and Longevity of Development
  - Community Gateways & I-25 Development
- Natural Resources and Environment
  - Balance of Mineral Rights and Land Uses
  - Natural Hazards (mining subsidence, flood, drought, epidemics)
  - Resource and View Protection
- Sustainability and Resiliency
  - Social – Diversity; Equal Opportunities; Quality of Life; Health; Education
  - Economic – Housing/Jobs Balance; Land Use Implications for Long Term Revenues and Maintenance Responsibilities; Vitality of Historic Downtown
  - Environmental – Resource Management; Recycling/Composting; Energy Efficiencies
- Regional Coordination
  - Integration with Regional Master Plans & Transportation Plans and Intergovernmental Agreements
  - Coordination with Regional Agencies
  - Coordination with Special Districts (schools, fire, utilities)
- Public Facilities/Services
  - Future Infrastructure Facility Needs
  - Water Supply/Capacity
- Future Trends and Innovations:
  - Employment
  - Retail
  - Transportation; Regional Transportation; Unmanned Vehicles

**b. Project implementation \***

How does the implementation of this project address the need? (2,500 character limit)

Through significant public engagement and evaluation by a diverse group of outside professional consultants our community can co-create a Comprehensive Plan that includes our vision and guiding principles for our future growth along with a robust action plan for next steps for implementation of the plan.

**c. Does this project address the stated need? \***

Does this project, as identified in this application, **completely** address the stated need? If not, please describe additional work or phases and the estimated timeframe. Do you anticipate requesting Energy and Mineral Impact Assistance funds for future phases? (2,500 character limit)

A key aspect of the Comprehensive Plan is how the Action Plan is carried out after it is adopted. The Action Plan will identify priority items that the Town should implement to ensure future land use actions and decisions are aligned with the policies in the Comprehensive Plan. It is anticipated that our Unified Development Code - UDC (land use regulation) will need to be updated immediately following the Comprehensive Plan Amendment as well as Town Master Plans, Standards and other documents. The Town may apply for another grant to update the UDC based on the extent of updates that may be needed.

**d. What other implementation options have been considered? \***

(2,500 character limit)

Due to the expansive growth the Town has experienced and the issues we are facing as a community, the time has passed for the Town to consider a simpler, less in-depth amendment processes to the Comprehensive Plan. The Town is committed to pursuing a full re-evaluation of our future growth with extensive community engagement.

**e. What are the consequences if the project is not awarded funds? \***

(2,500 character limit)

The Town is at a pivotal moment in our growth where the update to the Comprehensive Plan can make a significant change in our outcome as a community in the upper Front Range. The Town is dedicated to starting this Comprehensive Plan Amendment process in 2021. In a year that has been difficult for all Colorado communities with an uncertainty that the revenues streams we depend on will remain dependable as the pandemic continues to affect us all, the Town would greatly appreciate your support for our dedication to our community and our State to pursue this community wide effort.

---

**E. FINANCIAL INFORMATION (CURRENT YEAR)**

Please download and complete an Applicant Financials Template with the lead agency information as well as any co-applicants on this application. The Applicant Financials Template is on the DOLA website under Forms and Resources tab at <https://cdola.colorado.gov/funding-programs/energy/mineral-impact-assistance-fund-grant-eiaf>. Please upload the completed Project Financials in an Excel format and name it: <Organization>Financials.xls. Example: "GunnisonCountyFinancials.xls" \*

Reference: TownofErieFinancials.xlsx

---

**F. PROJECT BUDGET**

Please download and complete the Budget Template with the lead agency information as well as any co-applicants on this application. The Budget Template is on the DOLA website under Forms and Resources tab at: <https://cdola.colorado.gov/funding-programs/energy/mineral-impact-assistance-fund-grant-eiaf>. Please upload the completed Project Budget in an Excel format and name it: <Organization>Budget.xls. Example: "GunnisonCountyBudget.xls" \*

Reference: TownofErieBudget.xlsx

---

**G. MEASURABLE OUTCOMES**

**a. Describe the expected measurable outcomes \***

How will the project enhance the livability\* of your region, county, city, town or community? Examples would include constructing a new water plant to eliminate an unsafe drinking water system and provide safe and reliable drinking water; the construction of a new community center would provide expanded community services, or projects achieving goals regarding energy conservation, community heritage, economic development/diversification, traffic congestion, etc.

**\*(Livability means increasing the value and/or benefit in the areas that are commonly linked in community development such as jobs, housing, transportation, education, emergency mitigation, health and environment)**

(2,500 character limit)

The Comprehensive Plan focus is to guide the community toward a sustainable future in which the Town maximizes the livability of the community within the region and the state. All aspects of livability are explored, analyzed, and balanced within the Comprehensive Plan.

**b. Energy efficiency \***

Will this project implement an energy efficiency/strategy that could result in a reduction of the community carbon footprint, increased conservation of energy, or does it capitalize on renewable energy technology? If yes, please describe. (2,500 character limit)

In 2018, the Town adopted a new Sustainability Advisory Board and in 2019, the Town adopted its first Sustainability Master Plan. The update to the Comprehensive Plan will integrate and if appropriate expand the Guiding Principles from the Sustainability Master Plan related to energy efficiencies. Land use and growth management issues will take into consideration energy efficiencies in the Comprehensive Plan. The Comprehensive Plan, Action Plan will identify Code changes that may be necessary to implement the Principles.

---

## **H. LOCAL EFFORT**

---

### **a. Relationship to Community Goals \***

Is the project identified in the applicant's budget or a jurisdictionally approved plan (e.g. capital improvement plan, equipment replacement plan, comprehensive plan, utility plan, road maintenance and improvement plan or other local or regional strategic management or planning document)? What is its ranking? (2,500 character limit)

The Town of Erie Board of Trustees prioritizes projects, issues and actions into an annual Work Plan that includes their expectations for the level of community engagement. The 2021 Work Plan identifies this Comprehensive Plan update as the Board of Trustees top priority. The Board of Trustees and the Planning Commission support a major update of the Comprehensive Plan with extensive public engagement. The 2021 budget includes funding for the Comprehensive Plan.

### **b. Why can't this project be funded locally? \***

(2,500 character limit)

Because the Comprehensive Plan update is the Board of Trustees top priority to begin in 2021 they have funded the cost of hiring an expert group of consultants to guide and advise the community during the update process. The Town would greatly appreciate your support for our dedication to our community and our State to pursue this community wide effort.

### **c. Has this project been deferred because of lack of local funding? If so, how long? \***

(2,500 character limit)

The Comprehensive Plan update has not been deferred.

### **d. Explain the origin and status of your local cash match. \***

(Note: Whenever possible, local government cash match on a dollar for dollar match basis is encouraged.) Are the local funds committed or pending? If there are pending funds, when will the status of those funds be determined? (2,500 character limit)

The funds are committed in the 2021 budget.

### **e. Community partners \***

What other community entities, organizations, or stakeholders recognize the value of this project and are collaborating with you to achieve increased livability of the community? Please describe how your partners are contributing to achieve the improvement to the livability of the community through this project. If funding is awarded and in-kind contributions are included in the project budget, detailed tracking will be required on all project monitoring reports. (2,500 character limit)

The Town will require a rigorous community engagement process as a part of the Comprehensive Plan update. A Project Management Team (PMT) will be created that will include the Town lead and a consultant group with a diversity of professional backgrounds to address the wide array of issues addressed in a Comprehensive Plan. The Town will create a Technical Advisory Committee (TAC) of key Town staff and Project Advisory Committee (PAC) to provide direction and guidance to the PMT throughout the process. The PAC will engage the Town's citizens that serve on our Town Board of Trustees, Planning Commission, Advisory Committees, Business and Development representatives. The PMT, TAC and PAC will be the principal advisory groups for through the Comprehensive Plan process. A list of the participants for each group is listed below.

#### **Project Management Team (PMT)**

- Town staff lead
- Consulting group

#### **Technical Advisory Committee Members (TAC)**

- Planning
- Engineering
- Building
- Public Works
- Sustainability
- Economic Development
- Parks & Recreation
- Finance
- Engagement

Project Advisory Committee (PAC)

- Board of Trustees
- Planning Commission
- Historic Preservation Advisory Board
- Open Space & Trails Advisory Board
- Sustainability Advisory Board
- Tree Board
- Airport Economic Development Advisory Board
- Diversity, Equity, and Inclusion Advisory Board
- Business Representatives
- Development Representative

In addition to collaborations between the PMT, TAC and PAC the Comprehensive Plan process will include outreach to local and regional district service providers such as: school districts, fire district, utility providers, CDOT, sanitary waste, oil & gas providers etc. to provide input on specific topics.

The Town also has various outreach events and tools for our consultants to reach out to the community at large; those include in person community events (when Covid restrictions are lifted), survey platforms, newsletters, U-Tube videos, social media, Bang the Table, Engage Erie app, charrettes, and workshops to name some of the options.

**f. Tax rate, usage charges, or fees \***

Have the applicant's tax rates, user charges or fees been reviewed recently to address funding for the proposed project?

Select from a dropdown menu.

They have not been modified for this project.

**f.1 Tax rate or usage charge modifications**

If the tax rate, user charges or fees were modified, what was the modification and when did this change occur? (2,500 character limit)

Not applicable

**g. Has the applicant contacted energy/mineral companies to discuss the project? \*** (1,000 character limit)

As an active business within the Town, the energy companies operating within the Town's planning area will be invited to participate in the community engagement activities that will occur during the Comprehensive Plan update project.

---

**I. READINESS**

---

**a. When will the project begin? \*** (Months)

Select from a dropdown menu.

As soon as the contract is signed accepting the grant.

**b. What is the time frame for completion? \***

Select from a dropdown menu.

The Town anticipates that it will take up to 18 months to complete the Comprehensive Plan.

**c. Is design or engineering a component of this project? \***

Select from a dropdown menu.

Design and engineering is not a component of the Comprehensive Plan.

**~~c.1 What additional design or engineering work remains?~~**

~~What percentage of design work is complete? If this is a design-build project, please describe project status below. (2,500 character limit)~~

**~~c.2 How were project cost estimates determined? \*~~**

~~How did the applicant develop project cost estimates? (2,500 character limit)~~

**~~c.3 Is the project supported by bids, professional estimates or other credible information? \*~~**

~~Select from a dropdown menu.~~

---

**~~c.3.i Bids~~**

~~Please attach a copy of any supporting documents (PDF Document).~~



~~c.4 Are any Local, State or Federal permits required before the project can proceed? \*~~

~~If yes, please describe and note the status of permit acquisition (2,500 character limit).~~

---

**J. ENERGY & MINERAL RELATIONSHIP**

---

**a. Community energy or mineral impact \***

Describe how the applicant is, has been, or will be impacted by the development, production, or conversion of energy and mineral resources. (2,500 character limit)

Coal Production

The physical remnants of Erie's coal mining history are still relevant to today's development of the community. The current impacts of the coal mining industry on the Town and its development today is experienced in almost every development project that is considered by the Town. Within the Town's planning area, several sink holes and street and ground subsidence events have occurred in the past 20 years. On the land areas mined for coal, the ground has typically been left in a hazardous condition where extensive technical research is required to determine if the property can be developed, what development restrictions might be necessary and what mitigation measures might be necessary to secure the hazard. Significant Town staff and development time and resources are expended to review development submittals in the coal field areas. It is fairly common for current developments to have to:

- Provide a geotechnical report,
- Remove high subsidence risk areas from development,
- Restrict building foundation lengths,
- Cap mining and air shafts,
- Construct isolation,
- Reinforce infrastructure,
- Provide a hazard removal plan,
- Purchase the coal.

Oil/Gas Production

The Town of Erie lies in the southwestern corner of the Wattenberg gas field. Oil/ gas operations are a tangible impact on residents with increased truck traffic and decreased air quality due to operations.

Oil/gas production significantly effects development in Erie. The well sites, associated pipeline distribution, collection hub, and injection wells create the following issues:

- Siting land uses adjacent to this heavy industrial use.
- Appropriate setbacks for new development located adjacent to oil and gas facilities; or, facility setbacks to existing developments.
- Conflicts with widening roads parallel to distribution pipelines.
- Well site access through residential neighborhoods.
- Noise, vibration, lighting, traffic, and air quality impacts that occur 24 hours a day during the drilling and fracking process.
- Water demand.
- Environmental hazards from releases, spills, and other accidents.

During the land use review process, it is fairly common for owners to have to negotiate with oil/gas operators/owners to:

- Co-locate/move well facilities,
- Move pipelines,
- Upgrade facility to meet screening, access and safety requirements,
- Installation of site improvements within facility operation area and easements.

\*Please reference Community Energy or Mineral Impact Maps in attachment.

**b. Use data \***

Cite actual use data that documents direct impact as it relates to the need for the project. For example: "heavy truck traffic directly related to energy development activities is impacting County Road X. A traffic count done in May 2020 showed energy related truck traffic increased from 100 trips per day to 300." (2,500 character limit)

The Colorado Oil and Gas Conservation Commission website reports that Erie currently has:

- 99 Producing wells
- 46 Shut in wells
- 178 Plugged and Abandoned wells
- 4 Drilled and Abandoned wells
- 2 Injection wells for disposal
- 1 Oil & Gas Hub



Additionally, they report that there have been 15 spills within our municipal limits over the past 4 years; and, 32 wells have been plugged and abandoned in the last 4 years.

The Town is so inundated with public requests for information regarding oil and gas operations that a separate email account was created to manage the inquiries. Since its creation, several hundred emails have passed through this account requesting information. Additionally, the Town has dedicated significant resources on public education of oil and gas operations on our website where we provide the community with information on:

- Current and proposed regulations,
- Oil and gas activity maps with a listing of current operator notices,
- List of operators and their contact information,
- COGCC contact information and links to their data, and,
- Various health reports.

As a community we have spent years monitoring State regulations and expended resources to hire outside consultants to assist us in developing our own regulations, reviewing oil and gas production proposals, drafting agreements, and researching the effects of production on our community. In December 2020, we adopted revised Oil and Gas regulations.

---

## **K. MANAGEMENT CAPACITY**

---

### **a. Fund management \***

How will you separate and track expenditures, maintain funds and reserves for the capital expenditures and improvements as described in this project? (2,500 character limit)

The Town Finance Department will use a unique project number to track both the grant revenue and related expenditures within the General Fund.

### **b. Project sustainability \***

Describe the funding plan in place to address the new operating and maintenance expenses generated from the project? (2,500 character limit)

The Comprehensive Plan will not generate new operating and maintenance expenses.

### **c. Expertise \***

Describe the technical and professional experience/expertise of the person(s) and/or professional firms responsible to manage this project. (2,000 character limit)

The Town of Erie will be issuing a national request for proposal to search for a consulting group of professionals that will best suit our list of goals for a major revision to our Comprehensive Plan. The Town's Planning & Development Department will be the project managers who will coordinate with the consulting group.

### **d. Duplication of services \***

Does the project duplicate service capacity already established? Is the service inadequate? Has consolidation of services with another provider been considered? (2,000 character limit)

The current Comprehensive Plan is inadequate to meet the Town's current growth needs and does not address all of the issues that we face as a growing community. This major update to the Comprehensive Plan is the best way to form a new updated vision for our community.

---

## **L. RESILIENCY CRITERIA**

---

The Energy and Mineral Impact Assistance Program is required to integrate resilience criteria into the program. By bringing resiliency considerations into project planning and implementation, projects should be better poised to benefit a number of sectors (economy, health, infrastructure, etc.), minimize long-term risks, and anticipate or be better prepared to respond to changing conditions faced by Colorado communities.

The 2020 Colorado Resiliency Framework provides nine [Resiliency Prioritization Criteria](#) that can serve as a guide when planning a project to enhance its long-term resilience. More information on the [Resiliency Prioritization Criteria](#) can be found at [www.coresiliency.com](http://www.coresiliency.com). Below, please select Yes/No/NA for all of the criteria that can be considered to apply to your project and describe how the project will increase the community's long-term resilience and ability to anticipate, withstand, and/or rebound from a natural or manmade hazard event. If any of the below criteria have been addressed in another part of the application, you may reference that section in responses below. Your project may not meet all of the criteria below and if the criteria does not apply to your project, please select N/A.

a.1 Adaptive capacity: Select from a dropdown menu.\*

Briefly describe how this project includes flexible and adaptable measures that consider future unknowns of changing climate, economic, or social conditions \* (450 character limit)

The Comprehensive Plan will assist in forecasting the future needs of the community with the understanding that the Plan is not a static document and that consistent updates to the document are required to address the unknown, future conditions that may face the Town.

a.2 Co-benefits: Select from a dropdown menu.\*

Briefly describe how this project will provide solutions that address problems across multiple sectors (community, economic, housing, natural resources, etc.) to the most benefit \* (450 character limit)

The Town recognizes that our Comprehensive Plan is outdated and needs a major update to address the needs of the community and to provide guidance on land use that is both economically sustainable while protecting our natural resources. The process will also include evaluation of appropriate land use relationships of development to our past coal mining activities and our current oil/gas development. The full list of major issues facing the Town can be seen in the Comprehensive Plan Request for Proposals in the attachments.

a.3 Economic benefit-cost: Select from a dropdown menu.\*

Briefly describe how this project will make good financial investments that have the potential for economic benefit to the investor and the broader community through both direct and indirect returns.\* (450 character limit)

The Comprehensive Plan update will include an evaluation of the fiscal impacts of growth and rate of growth. The Town will focus on the land use implications for long term revenues and maintenance responsibilities; sustainability of revenues generated from existing and future land uses to meet the town's long term financial goals for sustainability; and, fiscal impact modeling opportunities. Preservation and enhancement of our Historic Old Town/Downtown economic health will also be identified in the Comprehensive Plan update.

a.4 Harmonize with existing activity: Select from a dropdown menu.\*

Briefly describe how this project will expand, enhance, or leverage work being done on other existing efforts.\* (450 character limit)

The Comprehensive Plan update will integrate existing Town Master Plans and Sub-Area Plans. Additionally, there is a large list of current pressing issues, in the Comprehensive Plan Request for Proposal, the Town is facing that will be discussed and addressed through the Plan update.

a.5 High risk and vulnerability: Select from a dropdown menu.\*

Briefly describe how this project addresses the reduction of risk to human well-being, physical infrastructure, and natural systems.\* (450 character limit)

The Comprehensive Plan update will identify areas, and create action plans to address, our high risk and vulnerability within the community such as flood, drought, coal mining subsidence, as well as preparedness of our physical infrastructure needs. The wellbeing of our citizens is always a top priorities for our community; we will evaluate and identify action plans that balance the physical, social and economic risks that face our citizens.

a.6 Innovation: Select from a dropdown menu.\*

Briefly describe how this project will advance new approaches and techniques that will encourage continual improvement of best practices and serve as a model for others in Colorado and beyond.\* (450 character limit)

The Comprehensive planning process will analyze current and future trends to shape the appropriate future strategic plan for the update.

a.7 Long-term and lasting impact: Select from a dropdown menu.\*

Briefly describe how this project creates long-term gain for the community with solution(s) that are replicable and sustainable for both present and future generations.\* (450 character limit)

Comprehensive planning is a process that determines long term goals and aspirations for a community. The comprehensive plan expresses public policies on land use/growth management, infrastructure, recreation, sustainability/resiliency, community character, natural resources and natural hazards. Those policies are then followed by action items to identify the next steps to put those policies into action through codes and standards.

a.8 Social equity: Select from a dropdown menu.\*

Briefly describe how this project provides solutions that are inclusive of populations that may be under stress (elderly, under-employed, minority, etc.) and which are often more fragile and vulnerable to sudden shocks and impacts.\* (450 character limit)

As stated in the Town's Comprehensive Plan Request for Proposal, public outreach to these groups during community engagement is a priority the Town. Data and information gathering during the planning process will inform our community of the needs upon which a policy and goals can be drafted to implement in the Plan. These policies and goals will be followed by action items to direct the Town on next steps to implement the support and solutions that may be needed in the community for these groups.

a.9 Technical soundness: Select from a dropdown menu.\*

Briefly describe how this project identifies solutions that reflect best practices that have been tested and proven to work in similar regional context.\* (450 character limit)

Implementing and updating a Comprehensive Plan is a best practice for a community. It allows the community to forecast the future needs and then put them into action.

---

## M. HIGH PERFORMANCE CERTIFICATION (HPCP) PROGRAM COMPLIANCE

---

(This section is not applicable. We are not constructing a structure.)

Colorado Revised Statutes (C.R.S. 24-30-1305.5) requires all new facilities, additions, and renovation projects that meet the following criteria to conform with the High Performance Certification Program (HPCP) policy adopted by the Office of the State Architect (OSA) if:

- The project receives 25% or more of state funds; **and**
- The new facility, addition, or renovation project contains 5,000 or more building gross square feet; **and**
- The building includes an HVAC system; **and**
- In the case of a renovation project, the cost of the renovation exceeds 25% of the current value of the property.

The HPCP requires projects that meet the criteria above to achieve third party verification with the target goal of LEED Gold or Green Globes Three Globes. Projects are strongly encouraged to meet the Office of the State Architect's (OSA) Sustainable Priorities in addition to the LEED prerequisites. Projects funded through DOLA that meet the above applicability criteria are required to complete the DOLA registration and tracking process. See DOLA's HPCP web page at <https://cdola.colorado.gov/community-development-planning/high-performance-certification-program> for more information or contact your DOLA regional manager.

In instances where achievement of LEED Gold or Green Globe Three Globes certification is not achievable, an applicant may request a modification of the HPCP policy or a waiver if certain conditions exist. DOLA staff will work with applicants to identify workable solutions to meet the program's intent to maximize building energy efficiencies.

*Note: If this application is for design services for a planned building project that meets the HPCP applicability criteria and the applicant intends to seek state funding for 25% or more of the total project cost, then the design should maximize high performance building certification standards (by completing the HPCP checklist) and build in anticipated project costs, as appropriate.*

### a. HPCP applicability

Is the applicant seeking state funding for 25% or more of the total project cost (including all phases, if applicable)? (If no, the project does not meet the HPCP requirement and the rest of this section does not need to be completed) Select from a dropdown menu.

### b. HVAC details

Does the building include an HVAC system?  
Select from a dropdown menu.

#### b.1 Type of HVAC system

Please select whether the HVAC is an upgrade or a new system from the following drop-down:

### c. Project type

Please select the type of construction project.  
Select from a dropdown menu.

#### c.1 Square footage in excess of 5,000 square feet

Is the building square footage (new construction and/or renovation) 5,000 SF or more?  
Select from a dropdown menu.

#### c.2 Building square footage

What is the building square footage, indicate whether the square footage is new, renovation, or both.  
(500 character limit)

### d. Does the cost of renovation exceed 25% of the current value of the property?

Select from the drop-down list.

#### d.1. What is the current property value?

Current property value is determined on the assessed or appraised value. What is the total project cost for the renovations? Please provide both amounts in your response. (500 character limit)

**e. Does this project meet the HPCP criteria?**

If you answered "yes" to questions a, b, c, and d, then your project meets the HPCP applicability criteria. Complete the HPCP registration form and preliminary checklist and upload below. (See DOLA's HPCP web page for registration and checklist form.)

Select from a dropdown menu.

**e.1 HPCP registration form and checklist**

If you answered yes above, please upload the HPCP registration and checklist form from

<https://cdola.colorado.gov/high-performance-certification-program> and attach to this application below.

**f. Third party verification**

Have you included any additional costs in this grant application for third party verification to comply with the High Performance Certification Program?

Select from a dropdown menu.

**f.1 Third party verification cost**

If you answered yes above, please specify the estimated cost for third participation verification/certification. (500 character limit)

**f.2 Third party verification resources**

Will you need assistance locating resources, third party consultants, or technical assistance for HPCP third party verification requirements, preparing cost estimates, or otherwise complying with the HPCP?

Select from a dropdown menu.

**f.2.i Third party verification resources required**

If you answered yes above, please describe the type of resource identification assistance you need. (1,000 character limit)

---

**N. TABOR COMPLIANCE**

**a. Voter authorization \***

Does the applicant jurisdiction have voter authorization to receive and expend state grants without regard to TABOR spending limitations?

Select from a dropdown menu.

Yes

**a.1 If yes, please explain**

(500 character limit/ calculated at 497)

In 1994, citizens approved a ballot item generally stating that Erie is authorized to collect/increase fiscal year spending, without any increase in sales and use tax rates or general property taxes, and may be expended without limitation under Articles X, Section 20 of the Colorado Constitution; and without limiting in any year the amount of other revenues that may be collected and spent, provided that there shall be no increase in the Town's present mill levy unless approved by Erie voters.

**a.2 If no, would receipt of these grant funds, if awarded, result in the local government exceeding revenue limitations, prompting a refund?**

Select from a dropdown menu

**b. Affirm Local Government Attorney has confirmed this TABOR statement \***

Select from a dropdown menu.

Yes

---

**O. ENVIRONMENTAL REVIEW**

Indicate below whether any of the proposed project activities:

**a. Will the project be undertaken in flood hazard areas? \***

Select from a dropdown menu.

The Town of Erie Comprehensive Planning Area does contain properties that lie within flood hazard areas.

**a.1 List flood plain maps/studies reviewed. Describe alternatives considered.**

(2,000 character limit)

The FEMA flood hazard areas are identified in the current Comprehensive Plan and will be updated and land uses within the hazard areas re-evaluated with the Amendment.

**b. Will affect historical, archaeological, or cultural resources or be in a geological hazard area? \***

Select from a drop down menu.

Yes

**b.1 If yes, describe alternatives considered and mitigation proposed.**

(2,000 character limit)

The Comprehensive Plan takes all of these issues into consideration as it creates policy, guidelines and action plans.

**c. Address any other public health or safety related concerns not previously identified \***

Select from the drop down menu

Yes

**c.1 If yes, please explain.**

(2,000 character limit)

Public health and safety is always a consideration when creating a Comprehensive Plan.

---

**P. OFFICIAL ACTION**

---

**a. Date of official Board, Council or Commission action \***

Enter the date that this application was approved for submission to DOLA by the Board, Council or Commission.

a.1 Enter Date

Approved by the Town of Erie, Board of Trustees on February 9, 2021

## Energy and Mineral Impact Assistance Program - EIAF Application Applicant Financials Template

Applicant:	Town of Erie
Project Name:	Comprehensive Plan

### Financial Information (Current Year)

In the column below labeled "Lead Applicant" provide the financial information for the municipality, county, school district or special district directly benefiting from the application. In the columns below labeled "Co-applicant", provide the financial information for any public entities on whose behalf the application is being submitted (if applicable).

Complete items "A" through "M" for ALL project types

	Lead Applicant	Co-Applicant:	Co-Applicant:
A. Assessed Valuation (AV) most recent year	\$ 513,261,226		
B. Total Mill Levy	\$ 14.187		
C. Property Tax revenue generated (mill levy x AV / 1,000)	\$ 7,281,637		
D. Sales Tax rate	3.5%		
E. Sales Tax Estimated annual revenue	\$ 13,100,000		
F. General Fund budgeted revenue	\$ 34,506,900		
G. General Fund budgeted expenditures	\$ 33,196,100		
H. General Fund balance December 31st of previous year	\$ 31,075,506		
I. Portion of General Fund which is Unassigned (meets definition identified in the GASB statement below)	\$ 25,203,107		
J. Total budgeted revenue (all funds)*	\$ 88,678,700		
K. Total budgeted expenditures (all funds)*	\$ 98,228,400		
L. Total fund balance (all funds)*	\$ 91,440,603		
M. Total outstanding debt (all funds)*	\$ 74,603,589		

\* Sum of General Fund and all Special or Enterprise Funds

\*\* Include total outstanding liability from all multi-year debt obligations (lease purchase agreements, certificates of participation and other debt instruments).

^^ **Unassigned fund balance** - Amounts that are available for any purpose; these amounts are reported only in the general fund and have not been committed by resolution, ordinance or contract and have not been budgeted for an intended purpose. Click on the link below for GASB Fund Balance definitions.

[https://gasb.org/cs/ContentServer?c=Document\\_C&cid=1176156714843&d=&pagename=GASB%2FDocument\\_C%2FGASBDocumentPage for GASB Fund Balance definitions](https://gasb.org/cs/ContentServer?c=Document_C&cid=1176156714843&d=&pagename=GASB%2FDocument_C%2FGASBDocumentPage%20for%20GASB%20Fund%20Balance%20definitions)

Projects Managed through Special or Enterprise Funds			
For projects to be managed through a Special Fund other than the General Fund (e.g. County Road and Bridge Fund) or managed through an Enterprise Fund (e.g. water, sewer, county airport), please complete items "N" through "R":			
Identify the relevant Special or Enterprise Fund > > >			
N. Special or Enterprise Fund budgeted revenue			
O. Special or Enterprise Fund budgeted expenditures			
P. Special or Enterprise Fund outstanding debt**			
Q. Special Fund Mill Levy (if applicable)			
R. Special or Enterprise Fund balance December 31 <sup>st</sup> of previous year			

\*\* Include the total outstanding liability from all multi-year debt obligations (lease purchase agreements, certificate of participation and any other debt instruments).

For Water and Sewer projects only, please complete items "S" through "U"		
	Water	Sewer
S. Tap Fee		
T. Average monthly user charge (Divide sum of annual (commercial and residential) revenues by 12 and then divide by the number of total taps served.) <b>NOTE:</b> <b>Commercial and Residential combined</b>		
U. Number of total taps served by lead applicant		



Applicant:	Town of Erie
Project Name:	Comprehensive Plan
Applicant Contact:	Deborah Bachelder
Date:	1-Mar-21

EIAF Application Project Budget						
Project Expenses			Project Revenues & In-kind			
Budget Line Items (Examples: architect, engineering, construction, equipment items, contingency, etc.)		Total Cost	State Funds	Other Funds	In-Kind: <i>Must be approved by DOLA prior to application.</i>	Funding: Committed (C) or Pending (P)
Consulting Group for Comprehensive Plan		\$ 400,000	\$ 200,000	\$ 200,000		C
Contingency (enter amount in column C)		0%				
If no contingency, explain:		Not a construction project				
Total/Sub-Total		\$ 400,000	\$ 200,000	\$ 200,000	\$ -	
TOTAL		\$ 400,000	\$ 400,000	NOTE: Total Project Expenses <u>must equal</u> Total Revenues & In Kind		
				NOTE: Add/delete expense rows as necessary		
		% Match State	50%	% Match Local	50%	

# Town of Erie

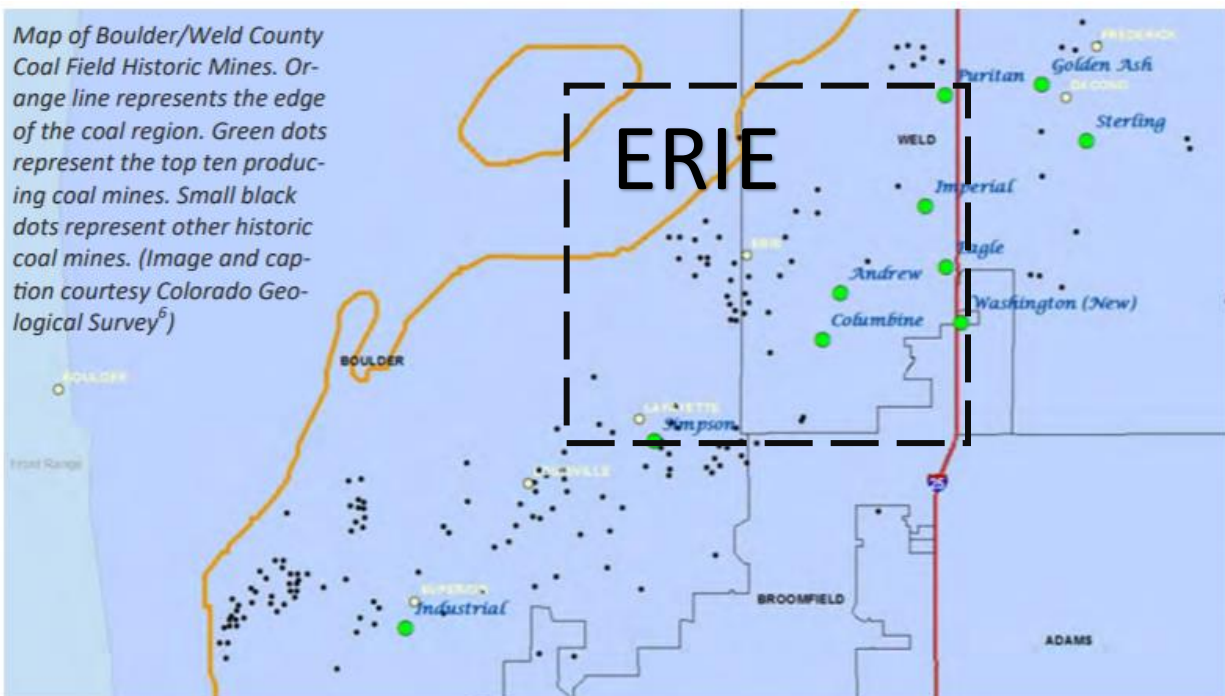
## Community Energy or Mineral Impact:

### Coal Production

The Town of Erie was incorporated in 1874 and was the geographic center of the Boulder-Weld Coal Field. The Boulder Weld Coal Field provided the largest amount of coal mined from the Front Range coal fields. Coal was the primary economic base in Erie that continued into the late 1970's. Railroads were built through the Town to haul the coal to market but also provided commuter rail to the Town from 1909 through 1925. The coal mining business resulted in several large labor conflicts that became known as the "Erie Wars." The last of large labor conflicts was the Columbine Mine conflict in 1927; six miners were shot to death and approximately 60 more were wounded. The Columbine Mine was located in the general location of the regional landfill in Erie.

The history of coal mining is now an integral part of the cultural experience in Erie. The Town celebrates its heritage during Biscuit Days, there is a miner's statue with the names of local miners located at our Town hall, the historic downtown is designed with a historic railroad theme and several of the business names harken (Old Mine, Miners Tavern) to the coal mining days, streets and parks throughout Town are named after mines and mining families.

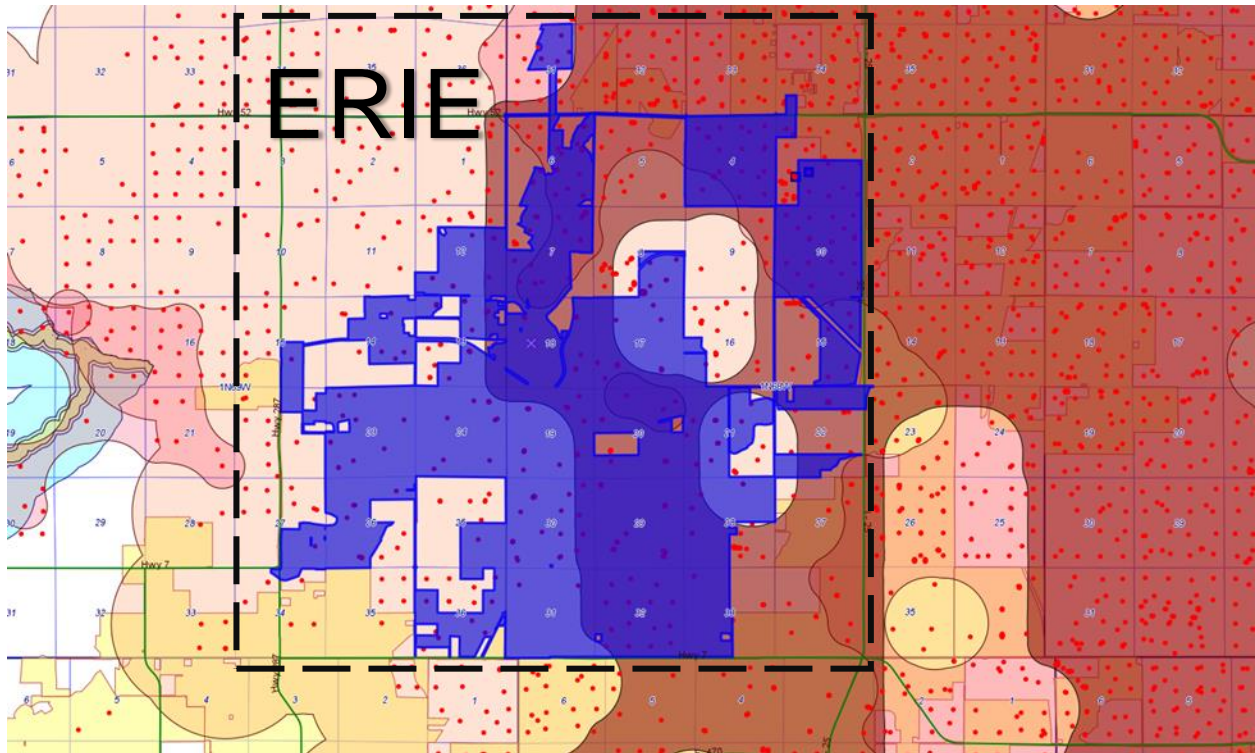
Map of Coal Mines within Erie's Planning Area



## Oil/Gas Production

The Town of Erie lies in the southwestern corner of the Wattenberg gas field; one of the most significant gas fields in the United States. Since 1992, and as bolstered by the passage of Senate Bill 19-181, the Town has provided a Local Governmental Designee (DGD) to participate in Colorado's oil and gas development regulatory process. Oil and gas production has significantly impacted the Town of Erie as a municipality and as a high growth community. The presence of oil and gas operations in Erie presents a tangible impact on our residents with increased truck traffic and decreased air quality due to operations.

COGCC Map of Wells within Erie's Planning Area



\*Dark blue areas represent Town of Erie's incorporated properties; the black dashed line represents our Comprehensive Planning Area.

# **Request for Proposal**

Comprehensive Plan

Project Number Pxx-xxx



Town of Erie  
645 Holbrook Street  
Erie, Colorado 80516

March 10, 2021

## TABLE OF CONTENTS

Invitation to Propose .....	6
Project Background and Description .....	7
Project Manager Information.....	8
Scope of Work .....	8
Submittal and Evaluation Criteria.....	16
Selection Process.....	18
Selection and Performance Schedule .....	19

## **Invitation to Propose**

Electronic Proposals will be received by the Town of Erie (the "Town") through the Rocky Mountain E-Purchasing System ("RMEPS"), until **11:00 a.m.**, local time, **April 22, 2021** for the **Town of Erie Comprehensive Plan (Project number)**.

Proposals will be time-stamped by RMEPS upon receipt.

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

The required Proposal documents must be received in the RMEPS submission portal on or before the Proposal due date and time. **Hardcopy submittals will not be accepted.** It is the Bidder's sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading Proposal documents after the Proposal due date and time has closed.

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 RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline at **800-835-4603**.

A brief summary of Work for which the Proposal is requested consists of:

The Town of Erie, Colorado requests proposals to lead the community in the preparation and adoption of an updated Comprehensive Plan. The City seeks a qualified multidisciplinary firm or group of consultants that will strategically guide the creation of a community vision, growth and development policies, and implementation strategies that are sustainable and resilient. The Comprehensive Plan update will be a major revision of the Town of Erie Comprehensive Plan – 2015 Update with extensive community



participation throughout the process. Final adoption of the Plan shall take place within 18 months of the agreed upon start date of work in the contract with the Town.

Request for Proposal documents will be available after **5:00 p.m.** on **March 10, 2021** and may be obtained from the RMEPS website at <https://www.bidnetdirect.com/colorado>. All questions related to this bid should be submitted through the RMEPS website by time **5:00 p.m.** local time, on **April 6, 2021**. All answers to questions received will be sent in a formal addendum (if needed), by **April 9, 2021**.

A virtual **pre-proposal** conference with representatives of prospective Bidders will be held at **10:00 a.m.**, local time, on **April 1, 2021** via Zoom. Information for this meeting will be sent to those listed as plan holders. Representatives of the Town will be present to discuss the Project. Prospective Bidders are invited to attend and present questions relative to this Proposal at this conference. Attendance at this meeting is not a requirement for presentation of a Proposal.

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 date.

TOWN OF ERIE, COLORADO

### **Project Background and Description**

The Town of Erie is a full service community located in Boulder and Weld Counties. Erie's incorporated area is approximately 20 square miles and our planning area spans approximately 39 square miles extending from the north side of State Highway 52 south to State Highway 7, and between US 287 on the west and Interstate 25 on the east. Erie is a robust, growing community with a 2020 population estimate of 29,500. The Town of Erie has a rich coal mining history and over the years the Town has transformed into a dynamic, award winning community that draws growing families, young professionals, outdoor enthusiasts and active adults to our panoramic location along Colorado's Front Range.

The Town of Erie, Board of Trustees top priority in their 2021 Work Plan is a major update of the Comprehensive Plan to include the highest level of community engagement. The Planning Commission also fully supports the update. The current, Comprehensive Plan was originally adopted in 2005 and most recently was updated in 2015. When the 2005 Comprehensive Plan was adopted, the population of the Town was 10,418. The current population of the Town is 29,500 which almost triples the

population from 2005. Due to the major social, economic and physical changes associated with fast paced growth, the Comprehensive Plan is due for a major update.

The update to the Comprehensive Plan will involve restructuring of the overall document to reevaluate the current assumptions and to enhance and add new topics, integrate adopted sub-area plans and master plans; and, provide land use mapping to portray a more detailed community vision. The Comprehensive Plan will also include a clear and detailed action plan that identifies the next steps the Town should take to implement the Comprehensive Plan vision, guiding principles, goals and policies in our Unified Development Code, other master plans and standards.

Both the Board of Trustees and the Planning Commission have expressed the need for extensive and innovative community engagement that empowers our citizens, advisory boards, staff, development community, business community, and service providers to be stakeholders in the update process.

### **Project Manager Information**

The Project Manager for this project is Deborah Bachelder AICP, Planning Manager/Deputy Director of Planning & Development. All questions related to this bid should be submitted through the RMEPS website by time **pm** local time, on **date**. All answers to questions received will be sent in a formal addendum (if needed), by **date**. 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):

The update to the Comprehensive Plan will involve a restructuring of the overall document and land use mapping to better portray a more detailed community vision that is sustainable and resilient. The plan shall provide specific strategies to guide future growth, assist with the protection and appropriate use of the Town's resources and to guide the sound investment in community services and facilities.

The Town is looking for qualified professionals who will assemble an effective and creative strategy to preserve the qualities of the Town's past while addressing the issues and opportunities of the future. The consulting group shall be responsible for attending, presenting, facilitating, and recording all activities related to the Comprehensive Plan update. Current and future trends shall be analyzed and mapped

by the consultants and community to shape the appropriate future strategic plan for the update.

The Comprehensive Plan shall provide all of the statutory requirements, including a 3-mile plan, and provide guidance on all of the elements found in our current Comprehensive Plan as well as providing more in depth guidance on the pressing issues that face our community today.

#### Current Issues:

- Land Use and Growth Management
  - Integrate existing Town Master Plans and Sub-Area Plan elements. Master Plans are available on the Town of Erie website Planning Division page <https://www.erieco.gov/111/Planning-Division>
  - The Town has several large land areas within Town that have not yet developed in which the Comprehensive Plan shall provide a more detailed plan into appropriate land uses and revenue opportunities for these areas. Land use areas of specific focus include:
    - I-25 corridor
    - Erie Airport and undeveloped land to the north and west
  - Evaluate the historic Old Town/ County Line Road area to provide direction on appropriate redevelopment activities, historic preservation and design standard opportunities.
  - The Town recently expanded our industrial zone districts from one district to three districts in the Unified Development Code. The Comprehensive Plan Amendment shall provide direction on appropriate land uses for these 3 zoning categories and appropriate locations for these land use types.
  - Evaluate the Fiscal Impacts of Growth and Rate of Growth
- Housing and Neighborhoods
  - Emphasis should be given to evaluating the purpose and function of the various land use categories and the opportunities there may be for innovation in approach to support more diversification in neighborhoods.
  - Affordable and Diverse Housing
  - Balanced Mix of Housing Types
- Community Character
  - Maintaining Unique Community Heritage
  - Quality and Longevity of Development
  - Opportunities for art in public places.
  - Historic Preservation opportunities
- Public Facilities/Services
  - Water Supply/Capacity/Sustainability. Integrate water efficiency into the land use plan as provided by the Northwest Colorado Council of Governments (NCCOG).

- Future Infrastructure Facility Needs. Provide outreach to service providers to identify major facility location/ expansion needs for facilities such as:
  - Public Works Facilities
  - Water Treatment Plant
  - Wastewater Treatment Plant
  - Waste; recycling; composting
  - Composting Facility
  - Utility Substations
  - Schools
  - Fire/Emergency Response Stations
- Natural Resources and Environment
  - Balance of Mineral Rights (oil/gas extraction; coal mining) and Land Uses. Evaluation of appropriate setbacks of development to oil/gas facilities.
  - Natural Hazards (mining subsidence, flood, drought, epidemics) provide mapping for those elements with a defined area.
  - Resource and View Protection
  - Protection of archaeological and cultural resources
- Sustainability and Resiliency
  - Social
    - Housing Affordability
    - Demographic changes;
    - Social/Racial Equalities;
    - Diversity;
    - Quality of Life;
    - Health;
    - Education.
  - Economic
    - Land Use Implications for Long Term Revenues and Maintenance Responsibilities; Sustainability of revenues generated from existing and future land uses to meet the Town's long term financial goals for sustainability. Fiscal impact modeling opportunities;
    - Housing/Jobs Balance;
    - Vitality of Historic Old Town/Downtown.
  - Environmental
    - Resource Management;
    - Recycling/Composting;
    - Energy Efficiencies;
    - Local Landfills and appropriate adjacent uses and setbacks.
- Regional Coordination, Growth, Trends and Commitments
  - Integrate current Intergovernmental Agreements and other jurisdictional agreements into the Comprehensive Plan.
  - Evaluate impacts of adjacent municipal and county plans.
  - Integration and coordination with Regional Master Plans
  - Integrate Regional Transportation Plans. The Town will provide contact

information for the leads for the regional projects. Some of the plans include;

- Highway 287 Bus Rapid Transit (BRT)
- Highway 7 Bus Rapid Transit (BRT)
- Highway 52 CDOT PEL
- North Area Transportation Alliance
- County Line Master Plan – Boulder County
- DRCOG Master Plan
- Coordination with Regional Agencies
- Coordination with Special Districts (schools, fire, utilities)
- Evaluate the Town's regional development potential for a sustainable economic future.
- Future Trends and Innovations:
  - Employment;
  - Commercial;
  - Transportation;
  - Regional Public Transportation;
  - Unmanned Vehicles, Electric Vehicle needs
  - Technological improvements related to Sustainability.

## **Required Tasks:**

Responding consultants are requested to prepare a detailed scope of proposed work for consideration by the Town. Consultants are encouraged to make creative recommendations concerning how to conduct these work activities. The scope of work will include, but will not be limited to, the following tasks:

1. Project Reconnaissance:
  - a. Meet with Town staff to review the scope of work and existing information available.
  - b. Conduct community visits and inventory physical conditions.
  - c. Review previously completed master plan and planning documents.
  - d. Meet with Community Engagement Partners to review project expectations.
2. Project Management by Consultant:
  - a. A single Project Manager, from the consulting group, will serve as the primary point of contact for the duration of the project.
  - b. The Project Manager shall prepare and submit progress reports and billing invoices.
  - c. The Project Manager shall maintain the project schedule with key milestones. They shall organize and coordinate meetings for review and provide status updates of various elements of the overall project.
  - d. The consulting group shall be responsible for presenting and facilitating at all meetings and outreach events, to provide all draft materials related to

the Comprehensive Plan, and to provide attendance and meeting summaries.

- e. Consultants will be responsible for capturing the process, outcomes and lessons learned; and, be the lead group facilitator to keep meeting agendas, summaries and progress reports that are shared with the community and Community Engagement Partners.

3. Project Initiation:

- a. Participate in work sessions with Community Engagement Partners to identify and discuss key issues.
- b. Community engagement must be a part of the project initiation. The Consultants shall survey and engage the community to identify and target key issues.
- c. Refine prospective goals and objectives for both technical analysis and public involvement components.

4. Community Engagement:

- a. Refine a robust public engagement process that outlines methods to engage the public, encourage active participation, and foster an environment for idea-sharing. It is imperative that the consultant develop a public engagement process that can engage all segments of the community.
- b. The consultant shall coordinate with Town Engagement staff to provide a community involvement/engagement and marketing strategy. The campaign shall include an extensive interactive visioning session to obtain input from all sectors of the community. A social media component must be included.
- c. The consulting groups shall provide the project marketing timeline and shall schedule the meetings, dates and times. The consultants shall also provide the content to be relayed to the stakeholders. The consultants will be responsible for facilitating and providing record of who engaged in the process and a summary of all outreach efforts to the Town so there is a record of all efforts.
- d. The consultant shall prepare for and present for all community engagement activities, Community Engagement Partner meeting, Planning Commission and Board of Trustee study sessions and meetings.

5. Data Development and Analysis:

- a. The consultant shall prepare population, land use and economic studies of the community and prepare estimates, projections, and forecasts for five-, ten-, and twenty-year planning horizons.

6. Implementation and Strategies:

- a. The consultant shall prepare priorities, goals, and objectives and make recommendations for policies and strategies for plan implementation. The consultant should provide an analysis of potential funding mechanisms that can be utilized toward the investment of public and economic improvements, sustainability and resiliency.

- b. Action Plan: For the Comprehensive Plan to be a successful strategic plan it shall provide actionable and measurable outcomes in the Action Items chapter of the Plan. It provides guidance on what Codes, Standards, Plans, and other documents may be necessary to implement the Comprehensive Plan. The Action Items shall include detailed direction on what elements within these documents need to be revised, updated or created.
- 7. Comprehensive Plan Documents:
  - a. The consultant shall prepare drafts and a final document for the Comprehensive Plan complete with results, analyses, conclusions, and an action plan for approval by the Town. Preparation, presentation and publication of the documents shall be presented to the Planning Commission and the Board of Trustees for review and adoption.
  - b. The Comprehensive Plan shall provide all of the statutory requirements, including the 3-mile plan, and provide guidance on all of the elements found in our current Comprehensive Plan; as well as, providing more in depth guidance on the pressing issues that face our community today as identified below.
  - c. Document Format: The Comprehensive Plan will be comprised of both text and maps that will fit into an 8 ½" by 11" three ring binder format that lends itself to accommodate amendments. Maps shall be produced in a format of 24" by 36", with the capability of being legibly reduced to 11" by 17" for inclusion into the binder. The consultant should deliver the drafts and final documents in electronic formats that allow easy reproduction and direct web readiness. The documents shall be provided to the Town in a PDF and a Word document format. The maps shall be provided to the Town in a PDF and Shapefile or File Geodatabase with the data used to create the map.

### **Budget:**

The Town is searching for a competitive and cost efficient proposal from qualified teams, interested in carrying out a Comprehensive Plan for the Town of Erie, Colorado. The Comprehensive Plan has a maximum budget of \$400,000.00 all inclusive.

### **Consulting Group:**

For the approved budget, the expectation is high that the proposal will include a diverse team of professionals that can deftly address the Town issues. There must be clear leadership within the group of professionals so that the Town can be assured that there is one primary point of contact from the consulting group that will coordinating sub-consultants, community outreach, draft documents and correspondence with the Town. The Town has limited staff resources and will depend on the consulting group chosen to



take the lead throughout the process. Key Town staff members will be available to collaborate with the consultants for coordination of meetings and community outreach.

## **Community Engagement**

The consultants shall implement the process for updating the Town's Comprehensive Plan and community outreach including, but not limited to, the following elements:

### Community Outreach:

Erie's current Comprehensive Plan has become outdated in dealing with current issues related to a growing community. It is the Town's desire that there be significant and meaningful community participation in preparation of the plan and that the community outreach process includes substantial opportunities for citizen participation from the initiation of the project to the adoption of the plan.

The backbone of the Comprehensive Plan update must be effective community outreach that is adventurous and bold. The Town now has a much more diverse population of citizens, business owners and developers and the consulting group must provide effective and unique ways in which to engage the community in the creation of the Comprehensive Plan. The engagement plan shall be included in the proposed project schedule.

A well thought-out community involvement process, facilitated by the consultants, is an essential part of this project, and it needs to include opportunities to identify issues, concerns and opportunities as well as discussion and consensus building around the proposed land use alternatives and issues. The consultant needs to propose an effective process and be willing to accept input from the community regarding this process before locking into a specific approach. Flexibility needs to be built into the process and the ability to adapt to various unforeseen issues and circumstances that may arise during the course of the project. Additionally, this will be a long process, up to 18 months, and it is critical that the consultants provide ways to keep the interest and enthusiasm of the community and working groups.

The Town has a population of citizens that do participate in engagement efforts that the Town has pursued previously; however, people have diverse ways in which they prefer to engage so the request for proposal should also address this diversity of preferences so that the Comprehensive Plan outreach process can be most inclusive. In the proposal, explain how will you reach out to the overall community as well as the subgroups in our community such as; people of color; low income residents; seniors;

youth, teens, 20 somethings, business owners, the development community, the oil and gas industry, landfill representatives, service providers, etc.

The Town Engagement staff will collaborate with the consultants on marketing strategies. The Town's Engagement Department has many platforms that the consulting group can utilize for communication with the community that include:

- Town Website
- Erie Government Television
- Monthly newsletter distributed with utility bill
- Engage Erie – Bang the Table
- Erie Submit app- Accela
- Notify Me - voluntary email notification system
- Social Media pages: Facebook; Instagram; LinkedIn; Nextdoor; Twitter; YouTube
- On line surveys - Polco

The Town has traditionally used engagement tools such as in person meetings, charrettes, workshops, and special events that are not currently allowed during the pandemic. The proposal shall include creative ideas for reaching out to the public during the pandemic. Flexibility will be a key element for outreach to allow for the transition out of the pandemic to in person engagement as permitted.

The proposal should identify the platforms and tools, and the timelines the consulting group proposes to use for community engagement. Community engagement shall be required in the early stages of the project to identify the community's priority of issues to address. The Town will be looking to the consultant to propose the appropriate number of meetings and the schedule associated with them for community engagement and on-going work with the Community Engagement Partners listed below.

#### Community Engagement Partners

A Project Management Team (PMT) shall be created that will include the Town's project manager and the consulting group selected. This group is responsible for overseeing the Comprehensive Plan amendment process and taking the final draft through the hearing process to adoption.

The Town will create a Technical Advisory Committee (TAC) composed of Town staff from key Departments to be active participants in reviewing the Comprehensive Plan and providing professional advice to the PMT. The proposed timeline should provide proposed meeting dates that the TAC would have involvement in the process.

The Town will also create a Project Advisory Committee (PAC) to provide direction and guidance to the PMT throughout the Comprehensive Plan process. The PAC will be

composed of Town citizens that serve on our Town Board of Trustees, Planning Commission, Advisory Committees, as well as Business and Development representatives. The proposed timeline should provide proposed meeting dates that the TAC would have involvement in the process. Below is a list of the PAC membership:

- Board of Trustees (2)
- Planning Commission (2)
- Historic Preservation Advisory Board
- Open Space & Trails Advisory Board
- Sustainability Advisory Board
- Tree Board
- Airport Economic Development Advisory Board
- Diversity, Equity, and Inclusion Advisory Board
- Business Representatives
- Development Representative
- County Citizen

During the Comprehensive Plan update process, the consulting group shall hold a minimum of 2 study sessions with the entire Planning Commission (7 members) and Board of Trustees (7 members) to review interim drafts of the Comprehensive Plan. Additionally, the consultant will present the final draft of the Comprehensive Plan at public hearings for adoption of the Plan and provide updates if required in the hearing. The timeline should include the dates proposed to hold these study sessions and hearings.

Small sub-group meetings/activities may also be warranted to coordinate with the business community, development representatives, local service providers, regional partners, etc.

### **Submittal and Evaluation Criteria**

All Bids shall be submitted via the RMEPS 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>.

Please Note: Addenda may be issued for this ITB and will be posted online at <https://www.bidnetdirect.com/colorado>. Bidders shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Bid Documents. Failure to submit such responses may result in disqualification of the respective Bid.

The RMPES 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 RMEPS.

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.

#### Work Plan and Project Approach

1. Approach demonstrates an understanding the unique elements of the project.
2. Rational and organized approach to analyzing and solving key issues.
3. Proposed work plan provides detailed description of the specific tasks.
4. Consultant team members and community engagement partners assigned to lead and participate in specific tasks clearly defined.
5. Recommended tasks not identified in the RFP are clearly explained and considered necessary.
6. Flexibility in approach does not affect timeline or budget.
7. Adequate quality of control for: document accuracy, staying on schedule, staying on budget, and fulfilling tasks is provided.

#### Community Engagement

1. Community engagement process is clearly defined.
2. Scheduling of community engagement is effective.
3. Community engagement partner’s roles are clearly defined in the work tasks and scheduling.
4. Appropriate approaches are proposed to engage a broad spectrum of the community.
5. Appropriate approaches are proposed to engage specific sub-groups.
6. Creativity and variety of community outreach approaches are provided.

#### Schedule

1. Project schedule identifies task target start date and duration.
2. Project schedule meets Town timeline for adoption of the plan.

### Relevant Experience

1. Similar projects successfully completed by lead consultant and the sub-consultants that had direct experience. Include the referenced project Name, a brief description, if the project was completed on time and a reference name and contact information.
2. Experience of team members that have worked together on previous projects. Projects detailed and relevant.
3. List of clients (2-5) for whom similar work has been done. Include contact name and phone number

### Qualifications

1. Complete list of project team and qualifications is provided.
2. Individual team member assignments are clearly defined.
3. Lead firm and project manager identified.
4. Organizational chart is provided showing the relationship of each team member to the lead firm; included are contact name, phone number, email address, and mailing address.
5. An estimate of the time each team member will devote to the project is provided.
6. Team members qualified to perform all aspects of the project. Team members are identified that have specific areas of expertise needed to prepare the comprehensive plan such as: land use planning, population and employment projections, regional and local market analysis, fiscal impact analysis, sustainability and resiliency, infrastructure, transportation, natural resources, natural hazards, housing affordability/diversity, oil/gas industry, and community facilitation.
7. Company resources to complete the project and adequate support staff and production capabilities are available.

### 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. Man-hour allocation and the dollar value of the time for each phase of the Scope of Work. A subtotal of man-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's selection committee will evaluate all proposals received based on qualifications and approach. Upon review, the committee will prepare a short-list of companies. Sealed proposals will be evaluated for those short-listed companies and negotiations (if necessary) will begin with the chosen Contractor.

**The attached sample Professional Services Agreement will be used by the Town as the contract document for the work. By submitting a Proposal, you accept the terms of this Agreement as stated. Any deviations from this Agreement must be requested in your submitted Proposal.**

### **Selection and Performance Schedule**

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

Request For Proposal Available	March 10, 2021
Preproposal Meeting	April 1, 2021
Last Day For Questions	April 6, 2021
Final Addendum (if needed)	April 9, 2021
Proposals Due	April 22, 2021
Selection for Interviews	May 3, 2021
Interviews with Planning Commission and Board of Trustees	May 18, 2021
Selections and Negotiations Complete	May 24, 2021
Anticipated Approval of Contract	June 22, 2021
Anticipated Completion Date	18 months from date of contract

Please note that the Town of Erie has submitted an application for a DOLA Grant. If the Town is awarded the grant, DOLA stipulates that work cannot commence on the project until the grant contract is executed by the Town and DOLA. Notice of award of the grant is announced in May with final contracts typically executed mid-summer. If the Town is awarded the DOLA Grant, the Agreement for Professionals Services with the consulting group selected by the Town will include the start date requirement.