

# REQUEST FOR QUALIFICATIONS TOWN OF TIMNATH, COLORADO

## Town of Timnath Comprehensive Plan/PROST Plan Update

### 1) Introduction

The Town of Timnath (Town) is seeking to retain a firm or team to assist the Town in preparing an update to the Timnath Comprehensive Plan and the Parks, Recreation, Open Space and Trails (PROST) Master Plan (Plan). The purpose of the Plan update is to review the existing Plans for their consistency with community values, conduct and analyze community input, and make recommendations based on a community outreach program with an action plan for implementation.

### 2) Background

Timnath is located about 60 miles north of Denver, and adjacent to Fort Collins, home of Colorado State University. Fort Collins and Timnath are separated by Interstate 25. With rapid growth from a very small town to a growing, thriving community, Timnath is primarily a residential community, with new attractive subdivisions and commercial/retail developments.

The current Plan was adopted in 2013. Currently, the community has a population of around 4,000 residents; however, the community has preliminarily approved plans to support a population of 12,000. Current building permit trends suggest that this population could be reached within the next 10-15 years. As such, it is imperative that the community continue to strategically plan for this expected growth. The update to the Plan shall reflect the desire of the community to maintain its small town character and to support and manage growth in a responsible manner. To address open space planning in the community, the Town completed the Parks, Recreation, Open Space and Trails (PROST) Master Plan in May 2011, which will be included Comprehensive Plan Update.

### 3) Work Plan:

Throughout the process, the consultant team will need to establish public outreach programs, conduct work sessions and presentations with Planning Commission and Town Council, re-write the goals and objectives of the Comprehensive Plan and PROST Plan, and update applicable maps.

Work with the firm or team would begin in early August of 2018. Public engagement would be throughout the project. Final product should be anticipated in early Spring of 2019.

### 4) Submittal Requirements

Interested firms shall respond to the RFQ and include the following information:

- A) Cover letter describing the interest of the project.

- B) Statement of Qualifications and staffing that describes the qualification profile of the firm and their team along with any sub-consultants, including indication of the lead consultant, and the proposed role of each consultant on the team. Also provide detailed information on each sub-consultant, including the name of the firm and contact information.
- C) Summaries of relevant projects detailing relevant experience on similar projects for the firm and sub-consultants and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.

A massive submittal is not necessary and is discouraged. The submittal should be limited to 15 pages including cover letter, project lists and contacts.

Respondents should submit one (1) digital copy of the qualifications package by June 15, 2018 to:

Matt Blakely  
 Community Development Director  
 Town of Timnath  
 4800 Goodman Street  
 Timnath, CO 80547  
 (970) 224-3211  
 mblakely@timnathgov.com

If you have any questions about this project or the RFQ, please address them in writing by email to Matt Blakely.

**5) Selection**

Qualifications will be reviewed by a selection committee comprised of representatives of Town Staff. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead.

**6) Selection Schedule**

<i>RFQ Advertisement</i>	May 29, 2018
<i>Qualification Submittal Deadline</i>	June 15, 2018 @ 5:00 PM
<i>Consultants Short-List Notification</i>	June 22, 2018
<i>Proposal Submittal Deadline</i>	July 13, 2018 @ 5:00 PM
<i>Interviews</i>	July 17-20, 2018

***All questions should be emailed to Matt Blakely, Community Development Director, at mblakely@timnathgov.com***

***Selection Committee:***

***April Getchius, Town Manager; Matt Blakely, Community Development Director;  
Kevin Koelbel, Town Planner; Brian Williamson, Town Planner***