



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
#F24-10-087**

East Greeley Community Subarea Plan

**COMMUNITY DEVELOPMENT DEPARTMENT and
PUBLIC WORKS DEPARTMENT**

REQUEST FOR QUALIFICATIONS (RFQ) #F24-10-087

Procurement Contact: Shantelle Griego
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9333

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED.

Email your RFQ Response to Purchasing@greeleygov.com. Only emails sent to Purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inches except for up to four (4) pages of 11 x 17 inches. Eleven- point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	10/10/2024
Virtual Pre-Qualification Conference	10/18/2024 9:00AM – 9:30AM via Microsoft Teams, link available at the bottom of page 2
Inquiry Deadline	10/21/2024 by 2:00PM via email to Purchasing@greeleygov.com
Final Addendum Issued	10/24/2024
Qualifications Due Date	11/08/2024 by 2:00PM via email to Purchasing@greeleygov.com
Interviews (tentative)	Week of 11/18/2024
Notice of Award (tentative)	Week of 11/25/2024

Microsoft Teams [Need help?](#)

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Meeting ID: 246 107 804 588

Passcode: GHpNfX

Dial in by phone

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“Public Viewing Copy: The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

Established in 1870, Greeley has a population of 112,816 and sits on 49.8 square miles. Greeley's population is projected to increase to over 135,000 residents by 2032 and is expected to grow to more than 200,000 by 2055. Greeley's average resident age is 31.5 years making it the youngest community in the State of Colorado. Nearly 40% of Greeley population is under the age of 29 and nearly 62% of its population is under the age of 39. The City of Greeley (City) is the county seat of Weld County. From 2010 to 2020, the population of Greeley Metropolitan Statistical Area (MSA) grew 30.1 percent making it the fastest-growing metro area in Colorado and the fourth fastest-growing metro area in the country. Of the population increase, 96 percent were people of color specifically residing in the City. The University of Northern Colorado and Aims Community College further add to the youthful culture in the City and have a combined enrollment of over 22,000 students.

As we look forward, the opportunity for development across East Greeley requires a comprehensive and coordinated strategy to leverage Greeley's history and character into a continuously evolving and attractive area that generates greater opportunity for residents and businesses.

Greeley's location east of I-25, with direct access to US 34 and US 85, places it in an ideal location as it is projected to become the largest City in northern Colorado. With breathtaking views of the Rocky Mountains, including Long's Peak in Rocky Mountain National Park, easy access to Denver, and key institutions including the University of Northern Colorado and Aims Community College, future growth is well poised throughout the County, including East Greeley. as a desirable place to live, work, and play.

B. Overview

The City of Greeley, Colorado is seeking an experienced and dynamic professional planning consultant team to develop an East Greeley Community Subarea Plan. The main purpose for this subarea plan is to develop a comprehensive vision with goals, policies and implementation strategies that weave together a diversity of existing conditions and future scenarios cohesively into key thematic elements. The planning effort should help to identify and develop existing community members' and stakeholders' visions for the area, incorporate existing foundational plans and policies, and provide clear, actionable steps to accomplish our near and long-term vision. The deliverables should propose recommendations for land use framework updates, Development Code and associated regulations amendments, long- and short-term capital improvements, and refined mobility opportunities in support of the Plan. Respondents are strongly encouraged to propose strategies, processes, methods, and elements in their submission that enhance and align with the overall objective and intent of this RFQ.

Plan Themes

The following elements are described more fully in the **Scope of Services** section. Additional thematic elements may emerge as the robust public-engagement process unfolds, but the essential elements should include:

1. Land Use and Urban Design
2. Transportation and Mobility
3. Community-building and Social Connectivity
4. Economic Development
5. Housing and Unhoused
6. Recreation, Public/Civic Space, Riparian and Open Spaces Connectivity
7. Biophilic Principles, Environmental Stewardship, and Urban Landscapes
8. Community Facilities, Services, and Investments
9. Retention and Advancement of Arts, Culture, and History
10. Implementation with Transparency and Community Ownership

Guiding Principles

The City of Greeley is committed to serving its residents through transparent, effective, and efficient operational practices and long-term strategic planning. With a balanced perspective for serving residents now and planning for the community's future, Greeley City Council and leadership have created a blueprint (a strategic plan) of the most important work that will help us be a leading municipal government across the state. The seven key focus areas that honor the strength, bountiful resources, diversity, entrepreneurial and creative spirit that is Greeley now and in the future are: Business Growth, Community Vitality, High Performance Government, Housing for All, Quality of Life Amenities, Safe and Secure Communities, and Sustainable Infrastructure and Mobility. These focus areas should serve as the foundational context for planning and implementation actions.

Process and Products

We believe that the seven focus areas can be achieved by adhering to best practices in the planning process, producing high quality, innovative, and achievable recommendations and strategies, and honoring diverse perspectives while working diligently to balance or reconcile seemingly competing goals.

Practices should include:

- Innovative, robust, and continual community engagement that captures and reflects the voices of all community members, amplifying the quieter voices in a rigorous effort to develop equitable, authentic, and meaningful participation. [A mutually developed communication strategy will be developed at the start of this effort, ultimately approved by the City's Communication and Engagement department.]
- An accurate, detailed and candid summary of existing conditions.
- A thorough reporting of the subarea's potential, influences, strengths, and constraints.
- Development and analysis of transformative and creative future scenarios that align with community members' values and vision, while applying cutting edge land use and transportation trends.
- Prioritized interlacing of divergent ideas, connecting separated areas, and facilitating unexpected partnerships to broaden community ownership and individual proprietorship in the adopted plan.
- Recommend a strategic vision, measurable goals, and meaningful objectives that focus on systems thinking, relational solutions, and adaptive management.
- The successful plan should encourage creative thinking from existing and future users, inspire innovative investments, and marshal a widespread desire for unprecedented and successful implementation.

This East Greeley Community Subarea plan will be a frequently referenced document by the community and will act as an extension of the Imagine Greeley Comprehensive plan. It will serve as a policy guide by and for the community it serves, to inform further strategic and specific planning efforts, decision-making, and public investment efforts. The resulting deliverable could be a single plan, or a series of closely related plans based on the approach the selected consultant recommends. The plan(s) should be prepared for adoption by City Council. Given the breadth described in the scope of services, the ultimate deliverable should be a phased in guide for all of the activities, strategies, and themes.

Civic and NGO Partners

While the Community Development department will act as a facilitator and key point of contact, a successful process and the final deliverables will rely on equal affiliation and continual partnerships with several city departments and related organizations. The selected consultant team will work with stakeholders including, but not limited to: Culture, Parks, and Recreation Department, Public Works Department, Water and Sewer Department, Economic Development and Urban Revitalization Department, Housing Department, Homeless Solutions, Weld County, the Greeley Chamber of Commerce, and several associated Boards and Commissions. Community Development staff will work with the selected consultant team to develop the best methods for building and maintaining productive engagement and efficient communication among this group of stakeholders.

A. Subject Area Context and Overview

A boundary map is attached as Exhibit 1. The East Greeley Subarea is approximately 23.35 square miles and includes a portion of the Poudre River corridor and South Platte River, existing urban, suburban, and exurban neighborhoods, existing industrial and commercial areas, the airport influence area, and traditional rural agricultural land. This diversity of development patterns and uses is primed for the next growth area and presents a series of unique challenges and opportunities. We anticipate that as East Greeley grows, new character areas

will emerge. It is expected that the plan will influence transportation corridors and land uses beyond the study area boundary, and those influences should be effectively communicated within the plan.

Some of the identified existing character areas in and adjacent to East Greeley are:

Airport Influence Area: [separate studies underway] The aim is to develop and define an airport adjacent strategy that explores scenarios for future land-based ports, commercial and renewable energy development. The aim is identification of key constraints, opportunities, and achievable development scenarios along with policy and regulatory recommendations.

Industrial/Commerce Corridors: Long-standing industrial and commercial operations dominate the East Greeley corridors. This includes manufacturing and value-added production of agricultural and ag-supporting commerce.

Existing Urban Residential: This includes neighborhoods east of the downtown core and I-85. Each of these neighborhoods has a rich history, individual character, and community that should be celebrated and enhanced. Some neighborhood-level planning has occurred or is scheduled, and gentrification is a concern as surrounding areas redevelop.

Existing Rural Residential: Primarily in the southeast portion of the study area, most of these neighborhoods are within the unincorporated county jurisdiction, are stable, have experienced minimal change over past decades, and exhibit low development pressure. Residents enjoy a rural or exurban lifestyle, and their preferences will need to be considered as part of the planning process.

Agricultural, Urban Reserve, and Transitional Areas: Primarily to the north and east of the subarea, existing farming and ranching operations as well as supportive agricultural operations are predominant. As growth pressures increase, ongoing relationships should be maintained and expanded to understand and assist with owners' individual longer-term plans including agricultural preservation, land stewardship, and/or eventual urban/suburban development.

Downtown Greeley: [separate study underway] This area is the subject of adopted plans and policies, as well as ongoing planning and capital improvement projects. The East Subarea Plan should include relationships to Downtown, e.g., gateways, corridors, and adjoining land uses. .

Poudre River Corridor: [separate study underway] The River corridor and its connection to the urban environment is also the subject of adopted plans and strategies and is currently undergoing an effort titled the Poudre River Restoration Initiative (PRRI) Master Plan. The East Subarea Plan should incorporate these past and present initiatives in a coordinated way, again aiming to integrate and reconnect the River to the larger subarea.

University of Northern Colorado Campus and influence area: The campus influence area is adjacent to East Greeley and is expected to exhibit substantial expansion pressure as UNC continues to grow. This includes the addition of a new medical campus, which is now underway. Successful continued integration of the physical campus into the urban fabric and the student population into the community's social fabric are key goals.

While each of these character areas and activity nodes warrants further planning, the expectation is that the East Subarea plan will provide a comprehensive document that weaves together a unified series of values, recommendations, and strategies to guide existing and future work.

SECTION II. STATEMENT OF WORK

Scope of Services

Several planning efforts, both completed and in process, converge within and adjacent to the study area and we expect that a considerable portion of this project would be the integration and localized application of these plans into a comprehensive, area-specific resource. Each of the Plan Themes described earlier are detailed below with a summary of city staffs' perspectives on the tasks. It is fully expected that these concepts will evolve, and staff perspectives will be integrated into the visions elicited from community members, elected and appointed officials as the project unfolds.

A. Land Use and Urban Design

Distilling a mass of information about existing conditions, key indicators, geographic context, economic forces, and community values, surmising an achievable, realistic future development scenario, and then "selling" it to the community is the norm. We seek a team that can assemble all of the baseline information, inform the community of the results in a meaningful way, and then design a process that actively guides the community members to

develop their own collective vision. From this collaboratively conceived vision, the aim is to develop a future land use plan that encapsulates the peoples' goals, values and objectives while it remains flexible enough to adapt to future conditions.

The Land Use component should provide guidance for new development and redevelopment in alignment with the foundational plans adopted in the area. Judicious, efficient, and timely use of city and/or district resources, appropriately responsive to private investment and grounded in our collective vision, inform components of a land use element that should include:

- Identify and define areas of stability, transition, growth, and opportunity;
- Expand, update, or reimagine the Growth Framework to provide recommendations on appropriate mixes of uses, densities, and urban forms that complement existing development and guide responsible growth;
- Recommendations to establish new overlay districts (such as riparian protection and/or historic districts) or update applicable overlay districts (such as the airport overlay);
- Recommendations for existing zoning districts, proposals for new Euclidian, form-based, or hybrid zoning districts to achieve the plan's objectives; recommendations for creation of zoning compatibility groups;
- Recommendations for policy and program formation or updates that guide implementation activities;
- Recommendations to address undesirable livability outcomes such as gentrification, displacement, resource degradation or depletion.

The Urban Design component is anticipated to include:

- Recommendations and renderings for gateway features with related design components that carry across character areas,
- Recommendations and rendered concepts for localized or thematic district, neighborhood, and activity node branding and identity features,
- Recommendations for designed elements that illustrate connectivity and unique wayfinding methods throughout the area,
- Recommendations for cohesively designed infrastructure, corridors, gateways, public spaces, and landscapes that embody exceptional quality, unique character, and build community identity;
- Recommendations for any friction-inducing placemaking design that honors Greeley's authenticity and creates unparalleled identity.

Related Plans: Downtown 2032 – The Path Forward, Imagine Greeley Comprehensive Plan, East Greeley-Weld Sub Area Study, Greeley Weld County Area Study, Poudre River Trails Master Plan, Energy Action Plan, (Several) Neighborhood Plans, North Greeley Rail Plan, Entryway Master Plan, Biannual Growth and Development Report

B. Transportation and Mobility

A cohesive vision for East Greeley is an opportunity to take a closer look at the long-term mobility vision and emphasize neighborhood centers as adopted in the 2045 Transportation Master Plan. The City of Greeley's adopted transportation vision is an ample, easy, and connected transportation system providing seamless mobility to enrich lives and promote economic vitality. The East Greeley vision will position the City to take advantage of opportunities to enhance human-scale connectivity and access to neighborhoods, Downtown Greeley, UNC, the Greeley-Weld County Airport and future amenities, such as the confluence of the South Platte River and Cache la Poudre River. The vision should leverage constraints and obstacles as opportunities to innovate, reimagine our streets as valuable public spaces, and challenge existing perceptions of transportation based on the current system. Mobility is a human-scale experience - the aim is to reimagine streets that support community values, safety, economic vitality and human interaction. In so doing, this plan theme should:

- Address future growth and development in the study area, providing recommendations to deploy innovative approaches to moving people and things,
- Balance the provision of adequate city mobility services with mitigation of environmental issues that affect quality of life and health,

- Develop a multi-modal concept and strategy to further refine, complement and expand upon *Greeley on the Go* themes as applied to the subject area,
- Promote development and land-use decisions that encourage alternative transportation options, well-connected and walkable neighborhoods, safe streets, vibrant places and inviting commercial areas,
- Identify safety enhancements and components that work to achieve Greeley’s Vision Zero approach to transportation design,
- Develop strategies to remove barriers for vulnerable road users and identify preferred crossing points and enhancements for neighborhoods segmented by high-speed roadways,
- Analyze the existing parking network and curb management and make recommendations for future parking strategies that support development,
- Consider future mobility hub location(s) in East Greeley along with associated mobility options, amenities, and transit-supportive design,
- Evaluate future scenarios for connecting the airport influence area to be part of Downtown Core and greater city recommending achievable strategies to capitalize on the future of this asset.

Related Plans: Greeley-on-the-Go Transportation Master Plan, Mobility Development Plan (underway), Imagine Greeley Comprehensive Plan, Bicycle Master Plan, Airport Strategic Business Plan

C. Community-building and Social Connectivity

The scope of this theme is paramount in the goals of this Community Subarea Plan. The diversity of character areas and activity nodes interwoven within East Greeley and its periphery are trending toward contiguous networks of clustered sub-areas. Similar to our aim of developing connections between people to nature and to places, we endeavor to reconnect people to *each other* as facilitated by the built environment. This theme invites strategies and recommendations toward development of “third” and “fourth” places, linkages across social nodes to facilitate “in-betweenness,” dismantling of hostile public architecture, purging of physical barriers that fortify social silos, and enhanced opportunities at semi-public contact through effective integration of privately owned public spaces.

Related Plans: Neighborhood Plans

D. Economic Development

The plan should include a Market Analysis that helps to inform plan recommendations. While it will be important to look at East Greeley wholistically, the subarea, as defined, consists of varying locations with different market influences. To that end, the market analysis should include:

- Demographic and socioeconomic trends and projections impacting the City and East Greeley subarea.
- Analysis of the industrial, office, retail, residential, hospitality and entertainment markets. Beginning with existing inventory, determine East Greeley’s position within the context of the competitive market area and the ability to capture new development/uses.
- As it relates to the above bullet point, a retail gap analysis would be desirable
- Identify whether the subarea has the land/sites/buildings available to support market capacity and vice versa.

Financial and Fiscal Analysis

- Analysis of potential public infrastructure needs and preliminary cost to support development
- Identify publicly owned properties/sites that may be leveraged for development (i.e. surface parking lots that may be better suited for development).

Related Plans: Greeley Rising Newsletters, Comprehensive Economic Development Strategy

E. Housing and Unhoused

The Housing department and Homeless Solutions departments are currently developing a Housing Strategic Plan and other related efforts. The East Greeley Community Subarea Plan should incorporate applicable components and strategies into the foundational framework, focusing on relating the Housing Strategic Plan to the remaining Subarea Plan's elements. This Plan should further emphasize the link between housing affordability and transportation. Any refinement or localized application recommendations are encouraged, particularly to create connected communities and provide residents with connections and choices among housing, transportation, and amenities.

Related Plans: Housing Needs Assessment, Strategic Housing Plan, Transitional Housing Feasibility Study, Homeless and Housing Scoping and Assessment

F. Environmental Stewardship, Biophilic Principles, and Urban Landscapes

Greeley is historically rooted in the natural environment and a leader in water resource stewardship. These enduring values should be critically considered, and ubiquitous as we engage with our urban edges. This element should focus on connecting the built form and the people within it to the natural environment. Strategies to cultivate these human-structure-landscape relationships through responsible resource use, sustainable design, protection and restoration of sensitive lands, and recommendations for proven mitigation techniques to temper human- and structure- based impacts.

Related Plans: Poudre River Restoration Initiative, Culture, Parks and Recreation Master Plan, Trails Master Plan, Water Efficiency Plan, Stormwater Master Plan, Get Outdoors Greeley Plan

G. Recreation, Public/Civic Space, Riparian and Open Spaces Connectivity

Several Planning efforts are currently underway within each of these areas. The East Greeley Community Subarea Plan should assimilate and reference key policies, projects, and plan efforts within the study area.

Related Plans: Culture, Parks and Recreation Master Plan, Poudre River Restoration Initiative, Trails Master Plan, Get Outdoors Greeley Plan

H. Community Facilities, Services, and Investments

Analyze the adequacy of existing infrastructure including utilities, storm water, sanitary sewer and streets. Recommend updates to community infrastructure and facilities as they relate to the East Community Subarea Plan and recommend strategies to improve upon existing odor control policies and regulations, as they relate to industrial and agricultural uses in East Greeley.

Related Plans: Adequate Public Facilities Plan maps, North Greeley and Downtown Storm Drainage Master Plan, Greeley Water Efficiency Plan, Integrated Water Resource Plan, Water Transmission and Distribution Master Plan, Greeley Non-Potable Water Master Plan, Greeley Wastewater Utility Plan

I. Retention and Advancement of Arts, Culture, and History

The mass of Greeley's historic resources, cultural and arts facilities, public art, and semi-private and private arts establishments reside within or are adjacent to the study area. While each have individualized plans, we seek to provide unifying vision, goals, and objectives that not only encourage protection and enhancement of these resources, but strategies to foster innovative development and future action to maintain an enduring architectural legacy and vibrant creative community.

Related Plans: Historic Preservation Strategic Plan, Culture, Parks and Recreation Master Plan, Public Art Master Plan

J. Implementation with Transparency and Community Ownership

Identify specific action items and timing for all recommendations; and include in a matrix or reference chart for ease of use. Provide recommendations for plan summaries, formats, media, and outreach exercises that enable community access, engagement and ongoing ownership. Work with the City's GIS Department and Community Development Department to incorporate the appropriate land use plan elements into the City's existing downtown 3-D model (ArcGIS Urban). Provide master plan files, in a variety of formats, for public distribution and awareness of plan (i.e. GIS layers, PDF, internet-formatted plan, video and media products, summary brochures, etc.). Materials produced as part of the strategic master plan project shall be the property of the City of Greeley.

Related Plans: Greeley Master Plan Procedures and Preparation Guide

Provide a list of priorities for implementation of the Plan; 1 year, 2-5 years, 6-10 years, 11-20 years

K. Period of Award

The completion date of providing the required qualifications and services shall be on or before **August 31, 2026**.

If the City desires to extend the contract to no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

L. Minimum Mandatory Qualifications of Offeror

The consultant team proposing these qualifications shall meet the following minimum qualifications for their submittals to be considered for evaluation. Any firm (including any sub-consultant firms) NOT meeting a minimum qualification will be disqualified and the qualifications will not be considered.

- a) A clean record on SAM.gov or provide evidence of a clean record within 30 days of notice of selection and,
- b) Required licenses and permits necessary to provide the services in State of Colorado.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification documents, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be an opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: Inquiries RFQ #F24-10-087

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

Awarded offeror must present the City with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible offerors. The City reserves the right to assess the offeror's responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein.

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications

shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **A qualification in its entirety will not be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time.

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the City of Greeley's Department of Communications and Engagement.

T. Certification of Independent Price Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, the selected consultant will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

- a. Neglect of duty.
- b. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- c. Theft, vandalism, immoral conduct or any other criminal action.
- d. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of contractors or consultants working in City facilities shall present a clean and neat appearance.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

- a. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
- b. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to Purchasing@greeleygov.com. Only emails sent to Purchasing@greeleygov.com will be considered as responsive to the request for qualifications. DO NOT submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inches except for up to four (4) pages of 11 x 17 inches. Eleven-

point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late qualifications will not be accepted. It is the responsibility of the offeror to ensure that the qualifications are received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications. This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Include an itemized description of how your team meets each of the minimum mandatory qualifications outlined in Section II, C. Failure to meet or exceed these requirements will disqualify your response.

D. Company Information

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

E. Evaluation Criterion #1 - Team and Personnel Qualifications (25 Points)

1. Name of the Project Manager and her/his qualifications to lead this effort. The Project Manager will be a required key person with commitment over the duration of the project. The Project Manager shall not be changed without prior notification and approval of the City.
2. Describe your customer service philosophy.
3. Provide information from at least three accounts of similar scope. Include, at a minimum, the following information:

1) company name, 2) contact name, 3) phone number, 4) fax number, 5) email address, 6) brief description of project scope and value, 7) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

4. List the number of people that you can commit to working on this project and the amount of time each is

- expected to spend on the project.
5. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager.
 6. List the names of the sub-consultants you expect to use, the services to be provided by the sub-consultants and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key sub-consultant personnel who will be working on the project.
 7. Provide a specific timeline or schedule for the work. Show milestones and completion dates on the schedule.
 8. Describe the methods and timeline of communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

Evaluation Criterion #2 – Demonstrated Understanding of the Requested Services (20 Points)

1. Describe how any partnerships, specialists, or demonstrated approaches unique to your firm that align with the desired project outcomes.
2. Describe your understanding and approach to the more conceptual or ambiguous goals of this plan proposal.

Evaluation Criterion #3 – Project Approach (30 Points)

1. Describe any project approaches or ideas that you would apply to this project and that you feel would enhance the quality of your services and project outcomes.
2. Describe how the team will handle multiple stakeholders, create partnerships, and align multiple parties to achieve the goals of the project. Provide specific examples of successful projects that key personnel have worked on.

Evaluation Criterion #4 – Public Engagement and Outreach (25 Points)

1. This project will require extensive public outreach and involvement. Describe your approach to public outreach and involvement in projects with diverse population and stakeholders. Describe tools and techniques you propose and/or have used in past projects that have been successful in increasing public outreach and involvement.

F. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a selection committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria that will be used. Criteria will be assigned a points value.

List Evaluation Criteria here:

1.	Team and Personnel Qualifications:	25 Points
2.	Demonstrated Understanding of Requested Services:	20 Points
3.	Project Approach:	30 Points
4.	Public Engagement and Outreach:	25 Points

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Billing Rates and Direct Expenses

The offeror shall submit an estimated total project cost for completion of the work as proposed, inclusive of reimbursable expenses, travel, and cost of deliverables. The offeror shall submit a billing rate schedule listing the professional classifications of staff and their hourly billing rates. This includes any sub-consultants being proposed as part of the offerors' team. Any other pricing information will not be considered. Billing rates shall be valid through at least **December 31, 2025**. A cost escalation not to exceed 4% or actual, whichever is less will be allowed for subsequent years. Direct expenses, whether by prime or sub-consultant will be direct pass through to the City and no markup will be allowed on subconsultant fees and direct expenses.

C. Determination of Responsibility of the Offeror

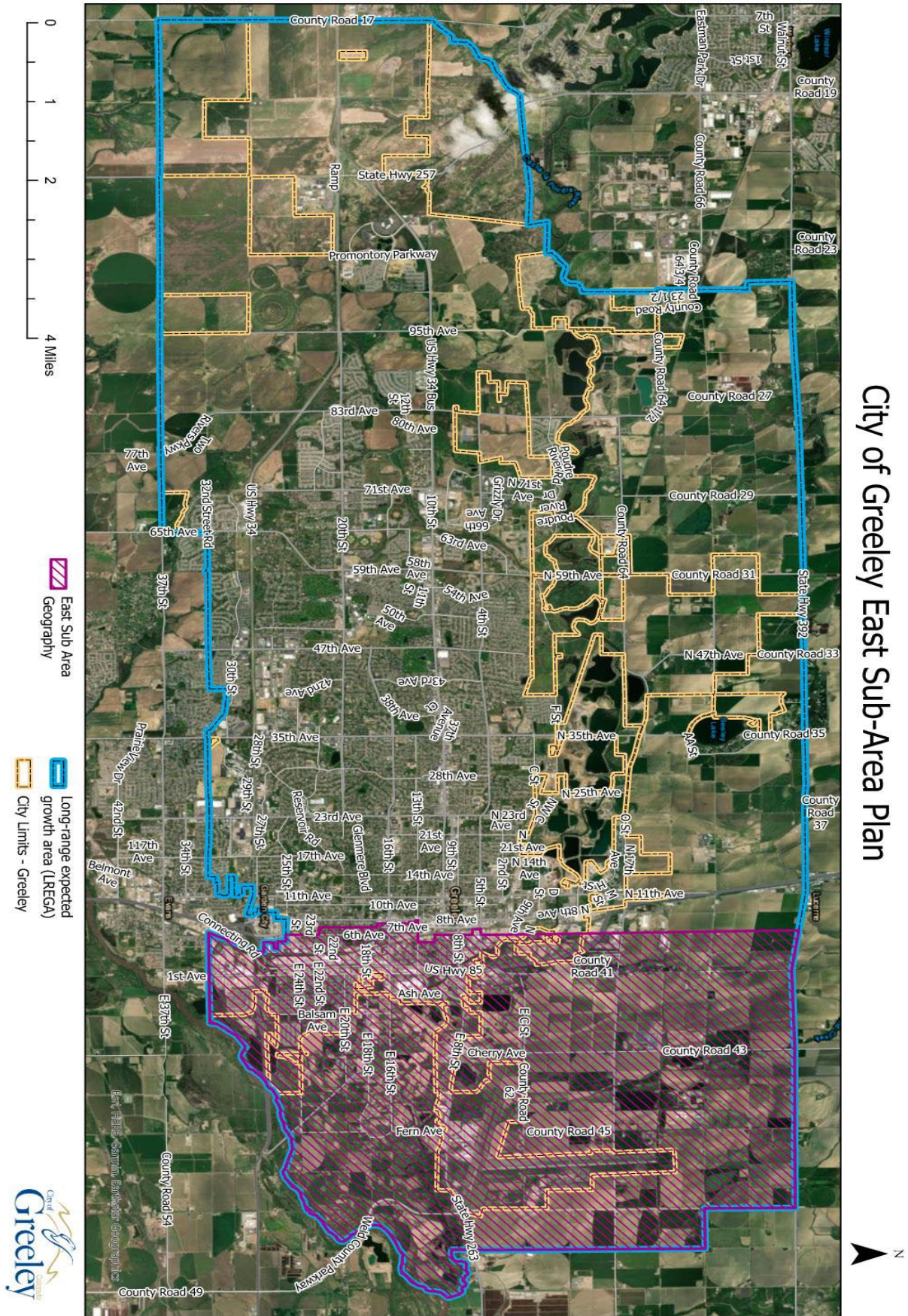
The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

EXHIBIT 1: BOUNDARY AREA MAPS.



**EXHIBIT 2
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

**EXHIBIT 3
SAMPLE CONTRACT**

(Incorporated by Reference)

Please click the link below to access the sample contract.

[COG Sample Professional Services Contract.pdf](#)

EXHIBIT 5
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

EXHIBIT 6
LINKS TO OTHER PLANS & REPORTS

- [Imagine Greeley](#)
- [Get Outdoors Greeley](#),
- [Greeley Parks, Trails and Open Lands Master Plan \(2016\)](#)
- [Greeley-on-the-Go Transportation Master Plan \(2023\)](#)
- [Greeley Non-Potable Water Master Plan](#)
- [Downtown 2032—The Path Forward](#)
- [East Greeley-Weld Sub Area Study](#)
- [\(Several\) Neighborhood Plans](#),
- [Energy Action Plan](#)
- [North Greeley Rail Plan](#),
- [Entryway Master Plan](#),
- [Biannual Growth and Development Report](#)
- *Mobility Development Plan (underway)*
- [Bicycle Master Plan](#),
- *Airport Strategic Business Plan (underway)*
- [Greeley Rising Newsletters](#)
- [Comprehensive Economic Development Strategy](#)
- [Housing Needs Assessment](#)
- [Strategic Housing Plan \(underway\)](#)
- *Transitional Housing Feasibility Study (underway)*
- [Homeless and Housing Scoping and Assessment](#)

- [Culture, Parks and Recreation Master Plan \(2024\) \(underway\)](#)
- [Poudre River Restoration Initiative \(underway\)](#)
- [Trails Master Plan \(underway\)](#)
- [Adequate Public Facilities Plan maps](#)
- [North Greeley and Downtown Storm Drainage Master Plan](#)
- [Greeley Water Efficiency Plan](#)
- [Integrated Water Resource Plan](#)
- [Water Transmission and Distribution Master Plan](#)
- [Greeley Non-Potable Water Master Plan](#)
- [Greeley Wastewater Utility Plan](#)
- *Historic Preservation Strategic Plan (underway)*
- [Public Art Master Plan](#)
- [Greeley Master Plan Procedures and Preparation Guide](#)