



**Request for Proposals for
Design and Entitlement Services for
the Town of Basalt's Public Service Building**

**Town of Basalt
101 Midland Avenue
Basalt, CO 81621
www.basalt.net**

ISSUE DATE: February 12, 2026

CLOSING DATE: April 3, 2026

REQUEST FOR PROPOSALS

The Town of Basalt is accepting proposals for professional planning and design services from highly qualified consultant teams for the following project:

Design and Entitlement Services for the Town of Basalt's Public Service Building

The Town of Basalt is requesting proposals from qualified and experienced firms to provide Design and Entitlement Services for the development of a new Public Service Building (for Public Works Department and Police Department). This project addresses an immediate and critical community need and has been formally identified and prioritized through multiple Town planning, policy, and budgetary documents.

Complete proposal packages are available to download or from www.bidnetdirect.com or via the Town of Basalt's website at www.basalt.net.

Proposals are due on April 3, 2026, at 4:00 PM Mountain Time.

For further details see the Procurement Timeline section of this RFP.

In accordance with the Town's Procurement Policy, the Town intends to award this contract to a qualified Team with the proposal determined to be in the best interest of the Town based on expertise, qualifications, cost, and the criteria set forth in this proposal.

The Town of Basalt reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the Town of Basalt's best interest. The Town of Basalt further reserves the right, in the best interests of the Town of Basalt, to waive any technical defects or irregularities in any and all Proposals submitted.

The Town may contact Proposers for the purpose of clarification on a proposal. To the extent permitted by C.R.S. § 24-72-101 et seq., any and all of the documents that are submitted to the Town are considered confidential and are not subject to examination and inspection by third parties until after the deadline for submittal. See the Section entitled "Contract/Legal/Terms and Conditions."

TABLE OF CONTENTS

Introduction and Background.....	4
Project Description	5
Scope of Work	6
Proposal Process.....	8
Proposal Process.....	9
Procurement Timeline.....	9
Questions.....	10
Proposal Submission and Format.....	10
Evaluation Criteria	10
Interviews	11
Selection Process.....	11
 Contract/Legal	 11
Confidentiality	13
Reference and Supporting Documents	14

INTRODUCTION AND BACKGROUND

The Town of Basalt is requesting proposals from qualified and experienced firms to provide Design and Entitlement Services for the development of a new Public Service Building (for Public Works Department and Police Department). This project addresses an immediate and critical community need and has been formally identified and prioritized through multiple Town planning, policy, and budgetary documents.

The need for a consolidated Public Service Building was established in the Town of Basalt 2020 Master Plan. The Public Service Building is identified in the Town's 2025 Strategic Workplan and was prioritized by Town Council for advancement in 2026. The need for the facility is driven by longstanding space and functional limitations that directly affect the Town's ability to support essential municipal operations, retain and recruit staff, and plan for future growth. The Town's Public Works and Police Departments currently operate in facilities that do not meet modern operational, safety, or staffing standards, resulting in inefficiencies and challenges to effective service delivery.

The proposed project site is located southwest of the Original Road and Highway 82 intersection in Basalt, Colorado, as depicted in **Figure 1**. The project is intended to do more than simply add space; it seeks to reorganize and consolidate departments into a secure, efficient, and purpose-built facility where space is optimized to support specific operational needs while remaining within a defined financial allowance. A phased development approach is encouraged.



Figure 1: Project Location Map

The purpose of this Request for Proposals (RFP) is to solicit qualifications and proposals for public outreach, planning, architectural, and engineering services necessary to support the Town’s development of a Public Service Building that will house both the Public Works and Police Departments.

PROJECT DESCRIPTION

The Town of Basalt Public Service Building Project is a strategic initiative to modernize essential municipal facilities that currently face significant operational and functional deficiencies. Existing facilities for both the Police Department and Public Works Department do not meet contemporary service, safety, or efficiency standards.

The Police Department operates without secure parking, dedicated detainee holding areas, or private interview rooms, and its evidence storage does not meet current best practices. Public Works operations are similarly constrained, with staff and functions dispersed across multiple separate locations. The primary office facility is a portable structure that has exceeded its useful life and lacks basic amenities, including training space, break rooms, and appropriate transitions between “dirty” work areas and clean office environments. This fragmentation results in operational inefficiencies, increased costs, and reduced staff effectiveness.

In August of 2025, Town staff presented a comprehensive overview to Town Council outlining the multiple properties currently utilized by the Public Works Department in downtown Basalt and Willits. This presentation, included as **Attachment XX**. While the parcels located at 20522 and 20526 Highway 82 have been identified as the preferred site for the project, the selected consultant is expected to evaluate the existing multi-site operations and identify opportunities for improved efficiency and consolidation.

Prior to issuing this RFP, the Town engaged Wold Architects and Engineers to complete a detailed needs assessment for both the Police and Public Works Departments. This effort resulted in a blocking diagram, which was presented to Town Council in December of 2025 and is included as **Attachment A**. Following this presentation, Council reaffirmed the importance of the project and directed staff to proceed with next steps toward implementation

The proposed project site consists of two adjacent parcels (see **Figure 1**) located at 20522 and 20526 Highway 82 in Basalt, Colorado. The western parcel (20522 Hwy 82) is 1.17 acres and within Basalt’s town boundaries. This parcel has been occupied by the Town’s Public Works Department in recent years. The eastern parcel (20526 Hwy 82) is 0.8 acres and is currently in unincorporated Eagle County. The Town Attorney is presenting Town Council with an ordinance to annex and zone this municipally owned property, and as a result that work should not be included in the proposer’s scope; annexation is anticipated to be completed by end of Q2 2026. This parcel was previously used by Umbrella Roofing and has since been acquired and occupied by the Town.

As shown on the existing conditions surveys (**Attachment B and C**), the site is accessed via the intersection of East Valley Road and Original Road. The parcels are served by water and sewer through the Midvalley Metropolitan District, with electrical service provided by Holy Cross Energy. Most existing structures on the site are in substandard condition; however, the Town constructed a four-bay, pre-engineered steel building in 2023 that currently supports Public Works operations and will be incorporated into future planning efforts.

The project’s vision prioritizes functional efficiency, safety and security, and appropriate public access. For the Police Department, the facility should operate as a resilient, 24/7 stormproof building with secure evidence storage, appropriate detainee processing areas, and a welcoming, accessible public lobby. For Public Works, the

project seeks to consolidate operations and provide purpose-built, heated storage for weather-sensitive equipment, extending equipment life and improving long-term asset value.

The Town of Basalt has currently allocated approximately \$12 million toward the proposed Public Service Building Project. In addition, the Town is actively exploring supplemental funding sources, which may include grant funding, and/or a potential future ballot measure. If additional funding is secured, the Town anticipates a total project budget of up to \$25 million.

Proposers should be aware that available funding may be phased and should structure their approach to support cost-effective design, scalability, and potential phased implementation of the project.

The initial contract awarded through this RFP will include public outreach, planning, architectural and engineering design, and entitlement support necessary to advance the project through the pre-construction phase. Additional services—such as value engineering, construction documents, permitting, and construction administration—are anticipated to be procured under a separate contract in a future phase. The Town is currently finalizing a geotechnical engineering report for the site, which is expected to be completed prior to execution of a contract with the selected consultant team.

To assist the Town in evaluating qualifications, experience, and project approach, respondents shall prepare and submit a detailed proposal in accordance with the requirements outlined in this RFP.

SCOPE OF WORK

The Town of Basalt is seeking a qualified consultant team to provide professional services for public outreach, planning, design, and land use entitlements associated with the development of a new Public Service Building. Services are anticipated to be completed in phases, as outlined below.

Task 1 – Public Outreach and Programming (Sketch Plan Phase)

As part of the Sketch Plan phase, the consultant team shall work collaboratively with Town staff to develop and implement a public outreach strategy. The purpose of this effort is to inform project programming, design priorities, and community understanding of the Public Service Building project.

This task shall include, but is not limited to:

- Development of a public outreach plan in coordination with Town staff.
- Facilitation of community engagement activities (e.g., public meetings and stakeholder outreach, as appropriate).
- Documentation and synthesis of public input to inform project programming and conceptual design.
- Coordination with Town staff and/or a Stakeholder group to ensure alignment with adopted plans, policies, and Council direction.
- Conceptual plans that provide the optimized, efficient use of Town properties related Public Works operational needs and a new Police Department facility (considering the assessment provided in **Attachment D**)
- Reviewing previous Town efforts and make recommendations on Sketch Plan development, including the consideration of affordable housing in the proposed development.
- Present findings to Town Council for directional approval.

Task 2 – PUD Sketch Plan Application

The consultant team, with limited support from Town staff, shall prepare and submit a complete Sketch Plan Planned Unit Development (PUD) land use application package and lead the land use entitlement process for the project. The application shall include all requirements of a PUD Sketch Plan application as outlined in the Town's Land Use Code. This task shall include, but is not limited to:

- Preparation of a project program and conceptual site and building design sufficient to support Sketch Plan review.
- Compilation and coordination of all required application materials and technical documentation.
- Preparation of preliminary construction cost estimates to support project feasibility and financial planning.
- Coordination with Town staff and consultants throughout the entitlement process.
- Presentation of the project to an identified Stakeholder group; the Planning and Zoning Commission and Town Council, as required.

Task 3 – Preliminary/Final PUD Plan Review Land Use Application

Following approval of the Sketch Plan by Town Council, the consultant team shall advance the project through Preliminary and Final PUD Plan Review. Project programming shall be finalized to support land use application, cost estimating, and scheduling. This task shall include, but is not limited to:

- Completion of final project programming suitable for land use approval and cost validation.
- Updated construction cost estimates and a preliminary construction schedule.
- Preliminary engineering and technical design for major site and infrastructure elements, including but not limited to:
 - Grading and retaining walls
 - Stormwater drainage and detention systems
 - Utility services and connections
 - Fire protection and access planning
 - Conceptual landscape plan
- Preparation and submittal of a combined Preliminary and Final PUD Plan application.
- Coordination and presentation to the Planning and Zoning Commission and Town Council, as required by the Town's land use code.

Approval of the Preliminary and Final PUD Plan is a critical milestone for project financing and future construction phases.

Future Optional Services

Additional services may be contracted under a separate agreement at the Town's discretion. These services may include, but are not limited to:

- Value engineering
- Construction document development
- Bid process and contractor selection support

- Construction administration
- Project closeout and warranty support

PROPOSAL PROCESS

Submitted proposals must follow the format as outlined below.

1. **Introduction, Experience, References**

Provide an introduction to the proposing firm and project team, including a clear statement of the team's understanding of the Project and willingness to perform the services described in this RFP. Identify the primary point of contact for the proposal and include complete contact information.

Include a minimum of three (3) representative projects of similar scope and complexity. Proposers are encouraged to highlight public sector projects and/or projects completed in Colorado. For each project, provide a brief description, the team's role, project status, and relevance to this Project.

Provide verifiable references for the projects listed, including client name, contact person, phone number, and email address

2. **Consultant's Approach and Scope of Services**

Describe the Consultant's overall approach to the Project and how the proposed team will successfully deliver the required services. The Proposer may reference the Scope of Services outlined in this RFP and may expand upon it to demonstrate relevant expertise, specialized skills, or innovative approaches. At a minimum, this section shall describe:

- The proposed project approach and anticipated deliverables
- How the proposed approach aligns with the Town's project goals and operational needs
- How the project will comply with applicable Town of Basalt regulations and policies, including energy conservation and sustainable building requirements.
- Coordination strategies with Town staff, review bodies, and the public.

3. **Estimated Timeline**

Provide an estimated project schedule identifying key milestones from project initiation through construction. The timeline shall include major phases such as public outreach, design, entitlement approvals, and construction.

For planning purposes, proposers shall assume a six-to-ten-month entitlement review period following submittal of the Sketch Plan land use application.

4. Cost for Completing Services

Provide a detailed fee proposal by completing the Fee Proposal Matrix included in this RFP. Fees shall clearly identify costs associated with each phase of the Project and shall align with the Scope of Services described herein.

Task No.	Task Description	Cost for Services	Reimbursable Expenses	Proposed Fee Total
Task 1	Public Outreach and Programming (Sketch Plan Phase)			
Task 2	PUD Sketch Plan Application			
Task 3	Preliminary/Final PUD Plan Review Land Use Application			
	TOTAL:	\$	\$	\$
<i>Include hourly rates of key individuals involved in the project.</i>				

Table 1: Cost of Services

PROPOSAL PROCESS

A pre-proposal conference and following site visit will be held at 2:00 PM, on February 24, 2026, in Town Council Chambers, Basalt Town Hall, 101 Midland Avenue, Basalt, CO 81621. Attendance at the pre-proposal conference is highly encouraged. This conference will be followed by a site visit.

Proposals are due before 4:00 PM MST, April 3, 2026, at which time the proposals will be opened and reviewed. The Town will only accept emailed proposals. Emailed proposals should be sent to gloria.kb@basalt.net. Upon receipt of Proposals, Town of Basalt Staff will review and evaluate the proposals, conduct interviews if necessary, and award the work to the Consultant who provides the most responsive and responsible proposal, subject to final approval by Basalt Town Council.

PROCUREMENT TIMELINE

The Town of Basalt estimates the following procurement timeline and reserves the right to modify it at any time.

RFP Issued	February 12, 2026
Pre-Proposal Conference and Site Visit	February 24, at 2:00 PM
RFP Questions Close	March 18, 2026
RFP Questions Reply	March 25, 2026
Proposals Due	April 3 at 4:00 PM, MST
Interview Select Respondents	TBD
Council Action	April 14 or 28 th , 2026

QUESTIONS

Questions may be submitted through BidNet at www.bidnetdirect.com otherwise questions about process should be emailed directly to Gloria Kaasch-Buerger, Town Manager, gloria.kb@basalt.net and questions about the project itself should be emailed directly to Catherine Christoff, Town Engineer, catherine.christoff@basalt.net.

Questions received, answers and other clarifications will be distributed to all Proposers via an addendum.

PROPOSAL SUBMISSION AND FORMAT

The electronic submittal must be compiled into one single pdf file and should be reduced to less than 10MB file size. The title of the email should be "Design and Entitlement Services for the Town of Basalt's Public Service Building."

Proposals must be received on or before the due date listed in the Procurement Timeline Section.

The Town cannot accept late or faxed proposals.

EVALUATION CRITERIA

The Town of Basalt reserves the right to select the proposal that, in its sole judgment, is determined to be in the best interests of the Town. Proposals will be evaluated based on the criteria outlined below. The Town may consider additional factors as it deems appropriate, and the criteria listed are not necessarily presented in order of importance beyond the assigned weighting.

Team Experience and Capabilities - 35%

- Depth, composition, and demonstrated capability of the consultant team
- Experience with projects of similar scope, complexity, and public-sector context
- Qualifications and experience of key principals and project leadership
- Qualifications, roles, and availability of proposed project team members

Project Approach - 35%

Evaluation will assess the proposer's understanding of the Project and the quality and feasibility of the proposed approach, including:

- Demonstrated understanding of the Project scope, challenges, and objectives
- Alignment of the proposed approach with the Town's goals, policies, and regulatory requirements
- Proposed methodology, schedule, and ability to meet entitlement and project milestones
- Effectiveness of coordination, communication, and public engagement strategies

Fee Proposal - 30%

Evaluation will consider the completeness, clarity, and overall value of the proposed fee, including:

- Completion and accuracy of the Fee Proposal Matrix (Table 1)
- Reasonableness of fees in relation to the proposed scope, schedule, and approach
- Overall value to the Town

INTERVIEWS

The Town of Basalt will interview top respondents to clarify proposals as deemed necessary. Notice will be provided when appropriate.

SELECTION PROCESS

Proposers will be notified if their proposal is selected as a finalist. Specific terms may be created for any engagement, depending upon the nature of the selected proposal. Upon complete vetting of the selected proposal (and any negotiated additions, deletions, modifications), and upon execution of a negotiated contract agreement and associated notice to proceed, proposer will be expected to promptly initiate work.

CONTRACT/LEGAL

1. THIS REQUEST FOR PROPOSAL ("RFP") IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the Town to select the Offeror that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget. Any deviations from the Town's Procurement Policy contemplated by this RFP are subject to approval by Town Council.
2. This RFP has been published at the Town's website at www.basalt.net. Any modifications to this RFP or addenda pertaining to this RFP will be published to the Town website, and all proposers are responsible to periodically check the Town website for relevant updates prior to the submittal of a proposal.
3. All participating proposers, by their signature, agree to comply with all of the terms, conditions, requirements, and instructions of this RFP as stated in this RFP. Should the Town omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall contact the Town and secure written instructions from the Town Engineer at least 48 hours prior to the time and date of the scheduled opening of the proposals.
4. The Town reserves the right to:
 - a. Reject any and all proposals received as a result of this RFP;
 - b. Waive or decline to waive any informalities and any irregularities in any proposal or responses received;
 - c. Adopt all or any part of the proposer's proposal;
 - d. Negotiate changes in the scope of work or services to be provided;
 - e. Withhold the award of contract.
 - f. Request additional information or clarification from proposal, or to allow correction of errors and omissions.
 - g. Select the proposer it deems to be most qualified to fulfill the needs of the Town. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.
5. All proposals must be signed by an authorized agent of the Offeror. Any Offeror submitting a signed proposal shall be deemed to have read and understood all of the terms, conditions and requirements of this RFP.

6. The Town shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, contract negotiations or for any work performed prior to the execution of a contract.
7. All proposals and other materials submitted shall become the property of the Town.
8. The successful proposer shall be required to enter into a written contract with the Town in a form approved by the Town's Attorney. In the event of any conflict between this RFP and the contract, the terms and conditions of the contract shall control.
9. The Town reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes at the sole discretion of the Town. During this discussion period, the Town will not disclose any information regarding proposal submittals. The Town reserves the right to ask for the "Best and Final Offer." Upon the execution of the contract(s), the proposals will become public record and contents may be disclosed upon request subject to the conditions in Paragraph 17 below.
10. The successful proposer shall be required to indemnify and hold the Town and its agents and employees harmless from and against all suits or actions of any kind, including workers' compensation claims, brought against them for or on account of any damages or injuries received or sustained by any parties, by or from any acts of the successful proposer or its agents or employees in fulfilling its contractual duties to the Town.
11. The successful proposer shall have their insurance company send the Finance Director a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the proposer and other insurance requirements as may be set forth in the written contract with the Town.
12. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder.
13. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer's best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
14. The Town is exempt from sales, use, and excise taxes. Certification of tax exemption will be issued to the proposer upon request. Any appropriate taxes shall be shown as a separate item in the proposal.
15. Proposers may be requested by the Town to make oral presentations as part of the evaluation process.
16. The Town reserves the right to retain all proposals submitted unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.
17. Public Inspections of Proposals. The Town is a Colorado governmental entity. Therefore, all information included in proposals and other written information submitted by the proposer to the Town is subject to the provisions of the Colorado Open Records Act, Colorado Revised Statutes Sections 24-72-201, et seq.

("CORA"). Proposers should expect that the proposal may be viewed by the general public and competitors once submitted to the Town and opened by the Town. If proposer requests any restrictions on the use or inspection of material contained within the proposal, Proposer must:

- a. Clearly identify and segregate any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data, which may not be subject to disclosure under CORA ("Confidential Information");
- b. Place a cover page on such segregated Confidential Information requesting that such Confidential Information be restricted from inspection under CORA; and
- c. State with such request, on the cover page, the statutory basis for the request under CORA.

Neither a proposal, in its entirety, nor proposal price information will be considered Confidential Information. Any information that will be included in any resulting contract cannot be considered Confidential Information. Co-mingling of Confidential Information with information that is not Confidential Information is not acceptable.

If Proposer fails to satisfy (a) through (c) set forth above, the Town may treat the entire proposal as a public record available for inspection by the public under CORA. However, if Proposer satisfies (a) through (c), the Town intends to redact or withhold such identified and segregated material in response to a CORA request to the extent it determines such proposal materials may be withheld. If the Town is subject to a legal challenge (e.g., mediation, litigation) as a result of the redaction or withholding of such Confidential Information, Proposer shall be responsible to enter into an agreement with the Town to cover all Town costs incurred, including penalties that may be imposed by a judge, to defend its CORA response, with the Town retaining full discretion on how to defend and to what extent. If Proposer fails to enter into such agreement, it shall be discretionary with the Town whether to defend the legal challenge.

18. **No Waiver of Governmental Immunity.** Nothing in this RFP or any resulting agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to the Town, its officials, employees, contractors, or agents, or any other person acting on behalf of the Town and, in particular, governmental immunity afforded or available pursuant to the Colorado Governmental Immunity Act, Title 24, Article 10 of the Colorado Revised Statutes.

19. The selected Offeror will be required to execute and perform work subject to either a Town of Basalt Professional Services Agreement, AIA Form of Agreement, or other agreement as determined by the Town Attorney.

CONFIDENTIALITY

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the Town of Basalt may be deemed public records subject to examination and inspection by third parties. The Town of Basalt reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request.

REFERENCE AND SUPPORTING DOCUMENTS

Attachment A – Wold Presentation to Basalt Town Council – December 2025

Attachment B – 20522 Hwy 82 Improvement Survey

Attachment C – 20526 Hwy 82 Improvement Survey

Attachment D – Asset Management Presentation to Basalt Town Council – August 2025