



Addendum 02

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

Bid Due Date: April 3, 2026, 4:00 p.m. MST (unchanged)

Addendum Date: March 24, 2026

The following changes are hereby made to the CONTRACT DOCUMENTS:

- Town of Basalt Ordinance 7, Series of 2021

Question and Answers:

The following questions and requests for clarification were asked by potential Proposers. Answers and clarifications are provided in *italics* following each question:

1. Scope Related to the Public Works Fiou Site:
 - a. Please confirm that no design scope of work is required for the proposed changes or upgrades to the Public Works Fiou Site as part of this RFP. *Correct, no design work is required at this site under the current scope. However, the potential of this site should be considered when finalizing programming of the new design.*
 - b. Can it also be assumed that the Fiou Site is not included in Task 1: Public Outreach and Programming? *Each of the Town sites identified in Attachment D to the RFP should be considered in making final holistic programming decisions. The Fiou site and other Town sites do not need to be considered as part of the public outreach scope.*
2. Definition of Architectural, Structural, Mechanical And Electrical Engineering Requirements for Tasks 2 and 3:
 - a. Could you please further define the expected Architectural, Mechanical, and Electrical Engineering (A/M/E) deliverables for Task 2 and Task 3? *The Town intends that A/M/E deliverables for Tasks 2 and 3 be limited to the level necessary to support concept development, cost estimating, and entitlement, and shall not include detailed design or construction-level documentation. Proposing teams should scope their efforts accordingly and avoid inclusion of work products beyond what is required to communicate design intent.*
 - b. Is the intent that A/M/E deliverables for Task 2 represent a full Schematic Design package and Task 3 represent a full Design Development package, as typically defined in a standard AIA Owner–Architect Agreement? *Task 2 and Task 3 are intended to generally align with Schematic Design (SD) and Design Development (DD) phases, respectively, as commonly defined in a standard AIA Owner–Architect Agreement. Task 2 deliverables should be sufficient to support initial Schematic-level PUD discussions and stakeholder engagement. Task 3 deliverables shall meet both PUD application requirements and full Design*

Development expectations, even where such detail exceeds minimum entitlement requirements

While Task 3 represents a full DD-level effort, construction documents are not included in this scope.

- c. Our goal is to ensure that all proposing teams understand and provide a consistent level of services and deliverables for Tasks 2 and 3. We note that the Town's PUD only requires "architectural intent" drawings such as floor plans, elevations, and renderings; yet does not require items such as roof plans, Structural framing, wall sections, reflected ceiling plans, interior material selections or mechanical/electrical drawings that are typically part of Design Development level deliverables? *The Town acknowledges that the Planned Unit Development (PUD) process requires "architectural intent" drawings (e.g., floor plans, elevations, and renderings). However, the Town's intent is to advance the project beyond minimum PUD submittal requirements during Task 3 in order to reduce project risk and uncertainty, support more accurate cost estimating, and improve project readiness for subsequent phases.*
3. Is the CDOT access Control Plan a platted encumbrance on the two property titles? *The 2002 CDOT Access Control Plan contemplates a future connection between Original Road and Willits Lane. Town of Basalt Ordinance 7, Series of 2021 for Site Plan approval for Lot 4 of the Mid Valley Center PUD, or the "Shelton Property," requires that such connection be preserved in the site development of the Property, so long as the Access Control Plan contemplates the Original/Widget connection. We discovered through this process that the Ordinance is not recorded but should have been. Ordinance 7, Series of 2021 is attached.*
4. Will the City, through their on-call survey services with Roaring Fork Engineering, provide the project's survey services including electronic data for boundary, underground locates, topography, encumbrances and title documents? *Yes, all this data can be shared with the selected consulting team.*
5. RFP notes that Task 1 will include " . . . consideration of affordable housing in the proposed development" on page 6. Can the Town elaborate on goals or specifics related to the desired type or quantity of affordable housing. *The Town has identified housing as a significant hurdle when recruiting and/or maintain current staff. The selected team should, along with staff consider the option to provide affordable housing unit(s) as part of the development. Town staff have not identified further details on this possibility thus far.*
6. Please confirm that the architectural deliverables for the building design align with those typically required for a land use application, including a Site Plan, Floor Plans, Exterior Elevations, 3D view, and exterior materials palette. If any additional building design deliverables are required beyond these, please advise. *See responses to question 2.*
7. Can you please clarify the division of roles between the design team and the Town for the Lot Consolidation process? The RFP states that the proposer should exclude any work associated with the lot consolidation and annexation process. However, the Addendum states that the consolidation process will be supported by the selected team. *The RFP identifies that Town Attorney is presenting Town Council with an ordinance to annex and zone this municipally owned*

property. The consolidation of the properties will occur as part of the PUD application and potential approval process, and be supported by the selected team. The creation of the required plat will be completed by the Town's on-call engineering team and can be assumed to be outside the proposer's scope of work.

8. Can the Town please provide any due diligence reports that were prepared for the Umbrella Roofing property? *These will be provided to the selected consulting team.*
9. At what point in the process does the Town anticipate a contractor on board to take over pricing/cost estimating? *The preparation of preliminary construction cost estimates to support project feasibility and financial planning is identified in the RFP as part of Tasks 2 and 3. Proposals should include this service.*
10. Does the Basalt Police Department have a preferred security consultant, historically or hopeful? *Teams should be experienced with the security requirements for police departments and be prepared to present designs that meet current standards.*
11. Are there specific landscape or site sustainability standards required (e.g., water conservation, electrification readiness, snow storage considerations)? *The proposed development will need to meet all standards of the Town's land use and building codes including the Town's Sustainable Building Regulations which can be found on the Building Department website.*
12. What level of detail is expected for the conceptual landscape plan at Sketch Plan vs. Preliminary/Final PUD? *See responses to question 2.*
13. Should the landscape plan include:
 - a. Planting design (species-level vs. conceptual zones)? *The design shall meet the requirements of the municipal code or propose alternatives for the PUD application.*
 - b. Irrigation concepts or just narrative? *The design shall meet the requirements of the municipal code or propose alternatives for the PUD application.*
 - c. Site furnishings and lighting concepts? *The design shall meet the requirements of the municipal code.*
14. Are renderings or 3D visualizations expected as part of entitlement submittals or outreach? *The applicant shall propose a scope that they feel will best communicate their design to the public, Town staff, and Town Council.*
15. Should site design include:
 - a. Off-site improvements (e.g., frontage along Highway 82 or Original Road)?
 - b. Improvements beyond property boundaries (ROW, shared access points)?*The project scope is limited to the improvements within the parcel boundaries; however, consideration of an emergency access connecting to Widget Lane should be contemplated during site plan design. The Town has not contemplated any Highway 82 intersection improvements as part of this project.*
16. Are there any anticipated easements or dedications required? *Existing and proposed easements shall be identified as part of the scope of work.*

17. What level of engineering is expected for:
- Sketch Plan PUD vs.
 - Preliminary/Final PUD?
- See responses to question 2.*
18. Are supporting calculations required at this stage (drainage, utility sizing), or conceptual only? *The design shall meet the requirements of the various stages of the PUD application, from Sketch Plan to Final Plan which requires a final drainage plan.*
19. Should deliverables be:
- Exhibit-level plans only, or
 - Near “preliminary engineering” (30–60%)?
- See responses to question 2.*
20. Will a drainage report be required at PUD stage? *See answer 18.*
21. Are low impact development (LID) strategies expected or required? *The proposed development will need to meet all standards of the Town’s building and land use codes including the Town’s Sustainable Building Regulations which can be found on the Building Department website.*
22. Will the Town provide:
- Existing utility mapping beyond surveys? *To the extent the Town has this information it can be provided.*
 - Capacity information from Midvalley Metro District? *This information may be provided by MVMD.*
23. Is the team expected to:
- Perform utility capacity analysis, or
 - Assume service availability?
- The consultant team should obtain letters demonstrating a commitment to serve the PUD from all utilities which will serve the PUD.*
24. Is the project expected or hoped to meet any sustainability or environmental goals or certification requirements? *The proposed development will need to meet all standards of the Town’s building and land use codes including the Town’s Sustainable Building Regulations which can be found on the Building Department website.*

**Request for Proposals for
Design and Entitlement Services for the Town of Basalt's Public Service Building
ADDENDUM 02 ACKNOWLEDGED BY:**

Name

Date

Prepared By:

Catherine Christoff, PE
Town of Basalt Engineer

List of Attachments:

Town of Basalt Ordinance 7, Series of 2021

**Town of Basalt, Colorado
Ordinance No. 07
Series of 2021**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BASALT,
COLORADO, GRANTING SITE PLAN APPROVAL, AMENDMENT TO THE
FINAL DEVELOPMENT PLAN, AND AMENDMENT TO FINAL SUBDIVISION
PLAT, FOR THE DEVELOPMENT OF A BASALT PUBLIC WORKS FACILITY
ON LOT 4 OF THE MID VALLEY CENTER PUD, BASALT, COLORADO.**

RECITALS

A. The Town of Basalt ("Town"), acting by and through its Town Council ("Town Council"), has the power to grant approvals for Site Plan Review, Amendment to the Final Planned Unit Development Plan, and Amendment to Final Subdivision Plat.

B. The Town of Basalt ("Applicant") submitted an application to the Town requesting approval of Site Plan Review, Amendment to the Final Planned Unit Development Plan, and Amendment to Final Subdivision Plat for Lot 4 of the Mid Valley Center PUD, Basalt, Colorado (the "Application"), as the property is more specifically described on **Exhibit A** hereto (the "Property").

C. The Planning and Zoning Commission considered the Application at a public hearing held on May 18, 2021. Throughout the meeting, evidence and testimony was offered by Town Staff. The Planning and Zoning Commission recommended that the Town Council approve the Application, subject to conditions.

D. At a public hearing held on June 8, 2021, the Town Council heard evidence and testimony as offered by the Town Staff, and members of the public. At the public hearing held on June 8, 2021, the Town Council considered this Ordinance on first reading and continued and set a public hearing and second reading for this Ordinance for June 22, 2021 for a meeting beginning no earlier than 6:00 pm at the Basalt Town Hall, 101 Midland Avenue, Basalt, Colorado.

E. At a public hearing and second reading on June 22, 2021, the Town Council heard evidence and testimony as offered by the Town Staff and members of the public.

G. The Town Council finds and determines it is in the best interests of the Town to approve this Ordinance. The Town Council finds and determines this Ordinance is reasonable and consistent with the Town Code. Further, the Town

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TOWN OF BASALT
101 Midland Avenue
Basalt, CO 81621

Council finds and determines this Ordinance is reasonably necessary to promote the legitimate public purposes of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASALT, COLORADO AS FOLLOWS:

A. FINDINGS. The Town Council hereby incorporates by reference and conclusively makes the findings provided herein.

1. Based on the evidence, testimony, exhibits, and comments from the public, and Town Staff, the Town Council finds and determines in accordance with Article VI, Chapter 16 of the Town Code, as follows:

- a. The Town Council finds that the Applicant's request is consistent with the applicable provisions of the Town Code, provided the Applicant adheres to the conditions identified in this Ordinance.
- b. The Application satisfies the requirements of Article VI, Chapter 16 of the Town Code, provided the Applicant adheres to the conditions herein, because the Application is in general compliance with the Town Code; the proposed use is compatible with the character of the surrounding area; the proposed use is generally desirable and needed in this area; the proposed use does not create significant potential for adverse environmental influences; the proposed use is compatible with the Town Master Plan; and the proposed use is compatible with the natural characteristics and constraints of the Property.
- c. The Town Council finds and determines pursuant to C.R.S. 29-20-301 that there is an adequate water supply for the Property.

B. APPROVAL AND CONDITIONS.

The Town's Application is hereby approved subject to the following conditions:

Representations:

1. The Applicant shall comply with all representations set forth in the Application.
2. The Applicant shall comply with all material representations made in hearings before the Planning and Zoning Commission and Town Council.

Site Plan, Permitted Uses and Other Land Use Items:

3. The Applicant shall record a final Site Plan and Amended Plat of Lot 4 within 180 days of the effective date of ordinance approval.

4. The permitted uses approved in Ordinance No. 06, Series of 1997 are hereby replaced with the following:

Lot 4 Basalt Public Works Facility

- a. Lot 4 is Zoned PUD/IN/C-3
- b. Lot 4 is comprised of 1.1666 acres
- c. The permitted uses on Lot 4 are restricted to a Public Works Facility including offices, storage barns and garages, other storage structures, and supporting uses. Any future residential use, other than sleeping accommodations for occasional overnight use, shall be subject to review by the Planning and Zoning Commission and Town Council.

5. The setbacks for Lot 4 are 16 feet on the lot line shared with Lot 3 of the Mid Valley Center and 20 feet on all other sides.

Transportation:

6. The Applicant shall preserve the ability to make the Widget Street connection to Original Road (from Widget Street's existing terminus at the north lot line of the Willits Bend PUD through Lot 4 and the easterly adjacent parcel to Original Road north of Lot 4) and dedicate such right-of-way at such time as it is required by the SH 82 Access Control Plan. This condition shall be null and void if the SH 82 Access Control Plan is amended to eliminate the Widget Street Connection and adopted by the Town.
7. The Applicant shall comply with Highway Access Permit No. 321048 issued by CDOT on April 22, 2021.

Lighting and Landscaping:

8. All lighting shall meet the requirements established by the Town's Lighting Ordinance.
9. The Applicant shall design and plant low-water-use vegetation in the landscaping island between lots 2, 3 and 4 as shown on the Site Plan.

Community Housing:

10. No additional affordable housing is required for the development because the Town recently acquired affordable housing to be used by Town Employees that fulfills this requirement.

Technical Considerations:

11. The Applicant shall comply with all requirements of the Line Extension Agreement for water and sewer services for the property with Mid-Valley Metropolitan District.
12. Before building permit for Phase 1, the Applicant shall demonstrate compliance with comments submitted by Mid-Valley Metropolitan District dated May 14, 2021.
13. Before building permit for each Phase, the Applicant shall demonstrate compliance with comments submitted by the Roaring Fork Fire Authority dated May 4, 2021.
14. Any building that is over 5,000 square feet shall contain an automatic fire sprinkler system.
15. Concurrent with the installation of the security fence, the Applicant shall install a Knox pad lock on the access gate for emergency response during after-hours.

Vested Rights:

16. Vested property rights shall be granted as approved herein for a period of three (3) years from the effective date of the ordinance approving these land use requests. The Applicant may request an extension of vested rights pursuant to the process for extending vested rights as established in the Town Code. The Applicant shall install the necessary infrastructure and obtain a building permit on the 1st structure to be built in the development within three (3) years of the effective date on the Final PUD approval or the Final PUD approval will be null and void.

Insubstantial Amendments:

17. The Town Planner may review and approve minor amendments to this approval to effectuate the intent of the final development approvals. The Applicant shall have the ability to appeal a Town Planner's decision on a minor amendment to the Town Council pursuant to the appeals process established in Town Code Section 16-11, Procedures for Code Interpretations and Appeals.

C. MISCELLANEOUS.

1. The approvals and conditions contained herein shall be binding on and inure to the benefit of the heirs, successors and assigns of the Applicant and the owner of the Property.

2. This Ordinance, after fully executed, shall be recorded in the office of the Clerk and Recorder of Eagle County.

3. If any part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance and the Town Council hereby declares it would have passed this Ordinance and each part, section, subsection, sentence, clause or phrase thereof regardless of the fact that any one or more parts, sections, subsections, sentences, clauses or phrases be declared invalid.

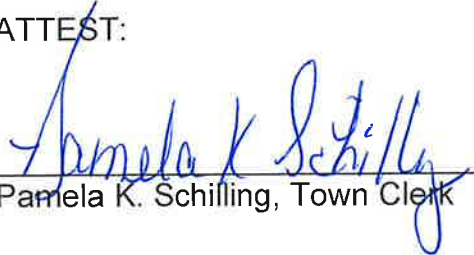
READ ON FIRST READING, ORDERED PUBLISHED AND SET FOR PUBLIC HEARING TO BE HELD ON June 22, 2021, by a vote of 5 to 0, with 1 abstention, on June 8, 2021.

READ ON SECOND READING AND ADOPTED, by a vote of 5 to 0, with 1 abstention, on June 22, 2021.

TOWN OF BASALT, COLORADO

By: 
William G. Kane, Mayor

ATTEST:


Pamela K. Schilling, Town Clerk



First Publication:	Thursday, June 17, 2021
Final Publication:	Thursday, July 1, 2021
Effective Date:	Thursday, July 15, 2021

Exhibit "A"

Legal Description

Lot 4, MID VALLEY CENTER P.U.D., Town of Basalt, according to the Final Plat recorded August 13, 1997 in Book 734 at Page 544 as Reception No. 630500, in the records of the Clerk and Recorder of Eagle County, Colorado.