



REQUEST FOR PROPOSALS (RFP)

CITY OF CRAIG RAIL STATION AREA PLAN

**City of Craig
300 West 4th Street
Craig, CO 81625
www.ci.craig.co.us**

**Issue Date: May 6, 2026
Closing Date: June 16, 2026**

ADVERTISEMENT FOR REQUEST FOR PROPOSALS (RFP)
CITY OF CRAIG – RAIL STATION AREA PLAN

The City of Craig is requesting proposals for the "**City of Craig Rail Station Area Plan**". Proposals are due to the City Clerk by June 16, 2026, at 2:00 PM local time, at which time they will be opened and read aloud. Proposals received after this time will not be accepted. Proposals may be mailed or hand delivered to City Hall at 300 West Fourth Street, Craig, Colorado 81625. Electronic submissions will also be accepted and can be emailed to the City Clerk at kcarmody@cityofcraig.org. Mailed and emailed proposals shall be addressed to the City of Craig and shall include the project title "**City of Craig Rail Station Area Plan**" written thereon.

Electronic bidding documents will be available on May 6, 2026, and may be obtained on BidNet Direct at <https://www.bidnetdirect.com/colorado/cityofcraig>.

No proposal shall be withdrawn after opening the proposals without the consent of the City of Craig, for a period of 60 days following the scheduled proposal opening. The City of Craig reserves the right to reject any or all proposals and to waive any informality in the proposals. The award of the selected proposal will be considered at a to-be-determined City Council meeting.

Attest:


Katie Carmody, City Clerk


Chris Nichols, Mayor

PUBLISHED IN THE CRAIG PRESS ON: May 6, May 13, May 20 (2026)



INSTRUCTIONS FOR PROPOSERS

Proposals for the “**City of Craig Rail Station Area Plan**” project will be received by the City of Craig (Owner) via Bidnet Direct at <https://www.bidnetdirect.com/colorado/cityofcraig> or mailed, emailed, or hand delivered to City Hall at 300 West Fourth Street, Craig, Colorado 81625, until **2:00 P.M. prevailing time on June 16, 2026**. Late proposals will not be considered and will be returned to the proposer unopened.

Questions regarding the scope of work must be submitted in writing to the City Clerk at kcarmody@cityofcraig.org, no later than **5:30 P.M. on May 29, 2026**. Responses to all questions shall be issued in the form of an Addendum to be issued by the City of Craig by no later than **11:30 A.M. on June 5, 2026**.

The Owner may waive any informalities or minor defects or reject any or all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No proposer may withdraw a proposal within 60 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period the time may be extended by mutual agreement between the Owner and the proposer.

The party to whom the contract is awarded will be required to execute the agreement. The notice to proceed shall be issued within ten (10) days of the execution of the agreement by the Owner. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement between the Owner and the proposer. If the notice to proceed has not been issued within the ten (10) day period or within the period mutually agreed upon, the proposer may terminate the agreement without further liability on the part of either party.

The Owner may make such investigations as they deem necessary to determine the ability of the proposer to perform work, and the proposer shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any proposals if the evidence submitted by, or investigation of, such proposer fails to satisfy the Owner that such proposer is properly qualified to carry out the obligations of the agreement and to complete the work contemplated therein.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout.

This project is exempt from Sales Tax requirements. The party to whom the contract is awarded will be required to complete all necessary forms to document the exemption.

I. Objective:

The City of Craig is soliciting proposals from qualified consultants to prepare a Rail Station Area Plan (herein referred to as “the plan”) that will analyze two locations within the City of Craig city limits for the feasibility and economic impacts associated with creating a passenger rail depot station for future passenger rail service to the City of Craig.

II. Background and Purpose:

Passenger rail has become a priority for the State of Colorado to address increasing traffic congestion and a desire to see alternative transportation options for travel to connect the Northwest Colorado region to the Denver Metropolitan Area. The Colorado Department of Transportation (CDOT) has studied inter-city passenger rail using Union Pacific Railroad’s (UPRR) Moffat and Craig subdivisions through a Service Development Plan (SDP) process. UPRR's mainline in the region is currently used for transporting coal to power plants for electric generation. Due to the impending closure of several coal plants in this region and CDOT securing a recent 25-year Access Agreement lease with UPRR, provides the opportunity to repurpose the rail lines for passenger trains between Craig, Steamboat Springs and Denver.

Two rail station locations have been previously identified and studied by CDOT at a high level as part of the SDP. Those locations are near the Moffat County fairgrounds and at the southern end of Yampa Avenue (CO 13) near 4th Street (Hwy 40). The fairground location offers connectivity for rodeos, and to the future event center that is planned by Moffat County but is less walkable to the downtown core area and other transportation infrastructure. One of the noted challenges with the Yampa Avenue and 4th Street location is that there is an existing industry track that is actively being used and may need to be reconfigured if that location is chosen. The plan should consider these two locations as well as other locations that have not been studied.

The City of Craig received Multimodal Transportation and Mitigation Options Funds (MMOF) from CDOT to complete a Rail Station Area Plan study.

III. Scope of Work:

The city is seeking to hire a professional consulting firm that specializes in rail station planning and conceptual design. The city has a \$150,000 budget to complete all work described herein.

Two identified station locations will be evaluated within city limits keeping in mind various attributes, such as connectivity to activity centers (e.g., downtown commercial center), accessibility (e.g., near transit, walking, biking, driving, parking), and availability of land with economic and residential development potential. The study will analyze each of the potential sites individually to determine the feasibility to serve as the City of Craig's station for passenger rail. Additionally, as Craig serves as the terminus for the proposed Mountain Rail project, exploration of train maintenance and layover facilities will also be identified as a part of the station study process.

The Study shall evaluate potential station locations using the following considerations:

1. Land Use Planning: A vision for how the area within a minimum of ½ mile of the rail station(s) could be used to support appropriately scaled development that fits within the vision and goals of the City of Craig and how this area will assist the city in providing workforce housing and local connectivity.
2. Fiscal Preparedness: A feasible fiscal strategy for supporting both the station area(s) and the proposed land uses in the area(s). Strategies could include Tax Increment Financing (TIF) districts, special taxing districts, or grant opportunities available, including the establishment of a Neighborhood Center through DOLA, the Colorado Office of Economic Development and International Trade (OEDIT), or others.
3. Infrastructure Preparedness: The feasibility of identified development based on current and potential infrastructure, and feasibility of future layover and maintenance facilities to store and repair trains.
4. Railroad Track Useability: Consideration of existing leases and/or use agreements for other industry track that are actively being utilized and any necessary modifications to accommodate passenger trains.

IV. Work Tasks and Deliverables

1. Task 1: Project Management and Coordination

- a. Host a kick-off meeting with the City of Craig and the CDOT Division of Transit and Rail. The lead consulting firm shall be prepared to attend the meeting in person and will include visits to potential sites.
- b. Provide project team goals and objectives.
- c. Establish points of contact and communication methods and chains.
- d. Hold regular coordination meetings with the city and CDOT.
- e. Develop a project schedule that identifies key milestones, deliverables, meetings, and activities.
- f. Deliverable: Detailed project schedule.

2. Task 2: Project Initiation and Data Collection

- a. Review existing transportation plans, land use plans, and other relevant and available information.
- b. Identify key stakeholders such as residents, businesses, community groups, transit users, advocacy groups, Chamber of Commerce, etc. to review with the City and CDOT.
- c. Conduct site visits to evaluate existing conditions.
- d. Deliverable: Initial findings report.

3. Task 3: Public and Stakeholder Engagement

- a. Establish engagement goals and level of engagement.
- b. Identify team members allocated to each engagement strategy and meeting type.
- c. Develop a public engagement plan that may include surveys, focus groups, open houses, workshops, etc.
- d. Meetings may be held in person and virtually with a preference for most engagement to occur in person.
- e. Organize and attend public meetings and workshops.
- f. Develop materials for meetings and workshops in partnership with the City of Craig and CDOT.
- g. Gather feedback from community members and stakeholders.
- h. Incorporate feedback into site selection and concept designs.
- i. Deliverable: Public engagement plan and stakeholder engagement summary report.

4. Task 4: Preliminary Site Evaluation

- a. Basic Site layouts for the two chosen sites for study shall be informed by community involvement and site constraints.
 - i. Site layouts should also include maintenance and layover facility conceptual designs.
- b. Define evaluation criteria such as multimodal accessibility, land use and zoning, operations and maintenance, constructability, environmental impacts, and impacts to surrounding areas.
- c. Conduct preliminary analysis for each site based on evaluation criteria.
- d. Integration with CDOT's Mountain Rail Service Development Plan.
- e. Deliverable: Preliminary site evaluation findings.

5. Task 5: Conceptual Station Designs

- a. Develop preliminary site layout and station design concept for two sites to approximately 10% level design to include:
 - i. Platform and access
 - ii. Maintenance and layover facilities for trains to be stored and repaired
 - iii. Passenger circulation and amenities
 - iv. Safety and security
 - v. Parking
 - vi. Integration with the Steamboat Springs Transit regional and circulator route

- vii. Integration with existing and future multimodal facilities
 - viii. Development of adjacent properties
 - ix. Incorporation of the historical Marcia Car
 - x. Evaluate reconfiguration of existing railroad's customers tracks if needed to accommodate the new station
 - xi. Other
 - b. Evaluate each site to determine what level of environmental assessment will be required to move forward with future design phases and construction (e.g. NEPA documentation is not anticipated in this scope of work).
 - c. Estimate costs for construction, operations, and maintenance.
 - d. Analyze the performance of each site based on conceptual designs and final evaluation criteria.
 - e. With input from the city and stakeholders identify a preferred alternative from the two study sites.
 - f. Deliverable: Conceptual station designs and cost estimates.
- 6. Task 6: Final Site Evaluation**
- a. Define final evaluation criteria such as site availability, potential environmental impacts, multimodal accessibility, land use and zoning, proximity to other modes of transportation and destinations, economic development opportunities, crossing impacts, funding considerations, operational feasibility, constructability, cost, and interdependency on other stations located along the same railroad tracks (e.g. Steamboat Springs and Hayden).
 - b. Refine the chosen station location and develop a site layout and design to approximately a 30% design level.
 - c. Deliverable: Final site evaluation findings and 30% design plan.
- 7. Task 7: Final Report and Recommendations**
- a. Compile findings from all study tasks.
 - b. Provide a final site recommendation and implementation plan.
 - c. Present findings to stakeholders and decision-makers.
 - d. Deliverable: Final rail station area plan study report.

V. Desired Schedule:

Milestone	Start	End
Advertise Request for Proposals (RFP)	May 2026	June 2026
Consultant Selection	June 2026	June 2026
Award Approval by City Council	July 2026	July 2026
Consultant Contracting	July 2026	July 2026

Kickoff Meeting	August 2026	August 2026
Task 1: Project Management & Coordination	8/24/2026	Completion
Task 2: Project Initiation & Data Collection	8/31/2026	10/2/2026
Task 3: Public & Stakeholder Engagement	8/24/2026	Completion
Task 4: Preliminary Site Evaluation	10/5/2026	11/20/2026
Task 5: Conceptual Station Designs	11/30/2026	1/29/2027
Task 6: Final Site Evaluation	2/1/2027	4/30/2027
Task 7: Final Report & Recommendations	5/3/2027	6/30/27
Project Wrap-Up	7/1/2027	7/31/2027

VI. General Proposal Requirements:

The submitted proposals must follow the format outlined below. Proposals that do not adhere to this structure may be considered non-responsive and grounds for rejection.

1. **Introduction, Team Experience, and References** – Introduce your consultant team and summarize your qualifications and understanding of the project. Include a minimum of three (3) examples of relevant experience with similar master plans, with emphasis on public sector plans and/or work completed in Colorado. For each example, briefly describe the scope, key outcomes, and your team's role. Identify any subcontracted services or subconsultants and describe their role, integration into the team, and relevant experience. Provide three (3) verifiable references from these or comparable master plans, including name, title, organization, phone number, and email address.
2. **Project Approach, Scope of Services, and Schedule** – Describe your team's approach to delivering this work, including an overview of how you plan to manage the scope, schedule, and coordination with staff. Clearly outline the anticipated services required for successful completion, including any specialized expertise your team will bring to the project. Include a proposed schedule that outlines major milestones and deliverables, to be aligned with the objective and scope of work in this RFP.
3. **Fee Proposal** – Provide a fee proposal detailing the proposed work tasks and proposed costs for each schedule and task outlined in the scope of work. The cost proposal should reflect a clear understanding of the required services and include labor hours, rates, and any anticipated reimbursable expenses.

VII. Evaluation Criteria:

The City of Craig reserves the right to select the proposal that, in its sole discretion, is determined to be in the best interest of the City. Proposals will be evaluated based on the following criteria, which may be weighted as indicated but are not necessarily limited to these categories:

Team Experience and Capabilities – 35%

- Relevant experience of the consultant team
- Qualifications and expertise of key personnel and project leads
- Demonstrated success on similar projects, particularly in public sector work and/or in Colorado

Project Approach – 40%

- Demonstrated understanding of the project scope and objectives
- Alignment of the proposed approach with the City's objective and priorities
- Clarity and feasibility of the proposed project schedule and methodology

Fee Proposal – 25%

- Overall cost-effectiveness of the proposal
- Clarity, completeness, and transparency of the cost breakdown as submitted
- Alignment of proposed fees with the scope of work and project requirements

This Request for Proposal (RFP) is not a competitive bid based on price only. The request for proposal allows the city to select the proposer that best meets the needs of the City of Craig, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the city's policies, programs, administrative resources, and budget. The City of Craig reserves the right to:

1. Reject any and all proposals received as a result of this RFP.
2. Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
3. Adopt all or any part of the consultant's proposal.
4. Negotiate changes in the scope of work or services to be provided.
5. Withhold the award of contract.
6. Request additional information or clarification from proposal, or to allow correction of errors and omissions.
7. Select the proposer it deems to be most qualified to fulfill the needs of the city. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since several factors other than price are important in the determination of the most acceptable proposal.

VIII. Attachments:

1. CDOT Division of Transit and Rail Memorandum date February 14, 2025
2. Depot Concept near Yampa Avenue (CO 13) and 4th Street (Highway 40) by Ayres & Associates dated February 13, 2025



COLORADO
Department of Transportation
Division of Transit & Rail

Mayor Chris Nichols
City of Craig
300 W 4th Street
Craig, CO 81625

February 14, 2025

The Colorado Department of Transportation's (CDOT) Division of Transit and Rail (DTR) has been developing a Service Development Plan (SDP) for the Mountain Passenger Rail Corridor since the beginning of 2024. Through the development of this SDP, several station markets have been identified as feasible for the purpose of an intercity passenger rail line between Denver and Craig. These stations are Craig, Hayden, Steamboat Springs Downtown, Steamboat Springs Resort, Oak Creek, Kremmling, Hot Sulphur Springs, Granby, Fraser, Winter Park Resort, Rollinsville/Gilpin County, West Metro Denver, and Denver Union Station.

To create a successful service, DTR believes that purposeful station area planning will be needed after the completion of the SDP. DTR has envisioned this process as a partnership between the local governments along the route and themselves. As an initial step towards this partnership, DTR would like to officially request that the City of Craig obtain an official resolution from City Council indicating the following intentions:

1. A statement indicating that the City of Craig supports the placement of a Mountain Passenger Rail station in their jurisdiction.
2. A statement indicating that the City of Craig supports the location of said Mountain Passenger Rail station in the location recommended in the SDP.
3. A statement indicating that the City of Craig intends to complete, in coordination with DTR, a Rail Station Area Plan that will study, at a minimum, the following:
 - a. Land Use Planning: A vision for how the area within a minimum of ½ mile of the Mountain Passenger Rail station could be used to support appropriately scaled development that fits within the vision and goals of the City of Craig and how this area will assist the City of Craig in providing workforce housing and local connectivity. Items that should be addressed in the study include:
 - i. The feasibility for designation as a Neighborhood Center, as created by SB 24-174.
 - ii. The feasibility of developing a Transit-Oriented Development (TOD), which is generally characterized by the presence of transit, bicycle and pedestrian amenities, a variety of housing options, and a mix of retail, office, open space and public uses.
 - iii. The feasibility of creating a Mobility Hub.
 - iv. Alignment of the station area with the Moffat County/City of Craig Master Plan.
 - v. Demonstration of how the station area helps to meet the Strategic Growth Element (If applicable).
 - b. Fiscal Preparedness: Identifies a feasible fiscal strategy for supporting both the station area and the proposed land uses in the area.
 - i. Strategies could include TIF districts, special taxing districts, grant opportunities available, including the establishment of a Neighborhood Center through DOLA, or others.





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- c. Infrastructure Preparedness: Identifies the feasibility of identified development based on current and potential infrastructure, including:
 - i. Water, traffic, utilities, and other relevant needs

To support the City of Craig in this task, [a joint webinar](#) with the Colorado Department of Transportation, Department of Local Affairs, Office of Economic Development and International Trade, and the Governor's Office will be held on Tuesday, March 11th from 12pm-1pm MST. This [webinar](#) will cover State funding sources that may be leveraged for station area planning to induce economic development around the proposed station areas. Please forward this invitation to your local transit, housing, and economic development staff members. The registration link is [HERE](#).

The next two pages include a resolution template for placement on official City of Craig letterhead and a map of the recommended location for the Craig Station from the Mountain Passenger Rail SDP.





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Recommended Location for the Craig Station





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TITLE: A RESOLUTION IN SUPPORT OF A MOUNTAIN PASSENGER RAIL STATION IN THE CITY OF CRAIG

WHEREAS, the Colorado Department of Transportation's (CDOT) Division of Transit and Rail (DTR) is developing a Service Development Plan (SDP) for the Mountain Passenger Rail Corridor; and

WHEREAS, the City of Craig, in the Mountain Passenger Rail Corridor SDP, is one (1) of the markets that have been identified as feasible for the purpose of an intercity passenger rail line between Denver and Craig; and

WHEREAS, the creation of a successful passenger rail service depends on purposeful station area planning after the completion of the SDP.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL THAT THE CITY OF CRAIG:

1. Supports the placement of a Mountain Passenger Rail station within the City of Craig; and
2. Supports the location of said Mountain Passenger Rail station in the location recommended in the SDP; and
3. Intends to complete, in coordination with DTR, a Rail Station Area Plan that will study, at a minimum, the following:
 - a. Land Use Planning: A vision for how the area within a minimum of ½ mile of the Mountain Passenger Rail station could be used to support appropriately scaled development that fits within the vision and goals of the City of Craig and how this area will assist the City of Craig in providing housing local connectivity. Items that should be addressed in the study include:
 - i. The feasibility for designation as a Neighborhood Center, for developing the surrounding area as a Transit-Oriented Development (TOD), of constructing a Mobility Hub, and any other relevant development type that may fit the goals of the City of Craig.
 - ii. Alignment of the station area with the Moffat County/City of Craig Master Plan and demonstration of how the station area helps to meet the Strategic Growth Element.
 - b. Fiscal Preparedness: Identifies a feasible fiscal strategy for supporting both the station area and the proposed land uses in the area.
 - c. Infrastructure Preparedness: Identifies the feasibility of identified development based on current and potential infrastructure needs.

DONE AND RESOLVED



