

TOWN OF CARBONDALE, COLORADO

REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSULTING SERVICES FOR AFFORDABLE HOUSING FAST TRACK CODE AND DEVELOPMENT INCENTIVES UPDATE

ADDENDUM #1

Questions received by May 11, 2026

1. Has the Town established an anticipated budget range for this project under the DOLA LPC grant award?

The DOLA grant award has a total project cost of \$115,000. The total project costs include the consulting services and other project costs incurred by the Town, including, but not limited to, legal review, advertisements, supplies for events, and other ancillary project costs.

2. Does the Town anticipate that the consultant's not-to-exceed fee should include all anticipated public meetings, work sessions, and hearings through adoption, or should optional/additional meetings be identified separately?

The consultant's proposal should include all fees associated with completing the project, including all public meetings, work sessions, hearings, public outreach, and all other aspects of the proposal.

3. Is there a targeted number of public engagement events, work sessions, Planning and Zoning Commission hearings, and Board of Trustees hearings the Town anticipates as part of the project scope?

The consultant should propose what they believe is a robust and complete public engagement and public review process. Per Section 3, *Scope of Services*, the consultant should include a plan that involves public outreach events throughout the project, and a minimum of one public hearing before both P&Z and the Board of Trustees. Historically, successful consultant-led projects in Carbondale have included multiple public outreach events and public meetings due to the high level of community engagement.

4. Does the Town expect the selected consultant to provide bilingual translation and interpretation services directly as part of the project budget?

Yes, the Consultant is expected to provide translation and interpretation services.

5. Are there any grant funding restrictions, reimbursable limitations, or required budget categories associated with the DOLA LPC funding that proposers should consider when preparing fee proposals?

The Grant is funded through the State of Colorado and subject to the standard terms of state agreements. There are not additional specific restrictions or limitations.

6. Does the Town anticipate any legal review support for draft code amendments being provided internally, or should proposers include external legal/code review support within their proposed scope and fee?

The Town anticipates legal review by both the Town and Consultant. The Consultant should propose only regulations that comply with Colorado State Statutes and the Town of Carbondale Home Rule Charter. The Consultant should perform their own legal review to ensure the legality of recommended code modifications. The Town's Attorney will perform a supplemental legal review of the proposed code amendment language.

7. Do we need to submit both a digital version of the proposal and 3 hard copies? If so, do you require originals?

Per Section 6, an electronic copy of the proposal is required. No hard copies of the proposal are required, but the Consultant may submit no more than 3 hard copies.