



REQUEST FOR PROPOSALS TOWN OF WELLINGTON

June 11, 2025

TRANSPORTATION AND MOBILITY MASTER PLAN, IMPACT FEE NEXUS STUDY, AND STREET DESIGN GUIDELINES AND STANDARDS

The Town of Wellington (Town) is requesting proposals from interested and qualified consultants for the development of a Transportation and Mobility Master Plan, an impact fee nexus study, and street design guidelines and standards. Proposals must be submitted to the Town via BidNet Direct by 2:00 PM local time on Wednesday, July 16, 2025 (closing time and date). Other key dates and times are indicated below. Proposals received after the closing date and time will not be considered.

Request for Proposal Announcement	Wednesday, June 11, 2025
Pre-Proposal Meeting	None
Questions/Inquiries Closed	Wednesday, July 9, 2025, 10:00 AM
Last Addenda Issued	Thursday, July 10, 2025, 5:00 PM
Proposal Deadline	Wednesday, July 16, 2025, 2:00 PM
Interviews (if needed)	July 28-31, 2025
Anticipated Contract Negotiations	August 2025
Anticipated Notice to Proceed.....	Wednesday, August 27, 2025

Introduction

The Town seeks to retain professional and technical assistance in preparing a Transportation and Mobility Master Plan (Plan) and impact fee nexus study, and updating the Town's street design guidelines and standards. The Plan would be intended to serve as a supplemental document to the Comprehensive Plan and would guide the Town's transportation and mobility goals and policies, will aim to right-size infrastructure for the community's needs and desires, and will incorporate multimodal transportation standards. The update to the street design guidelines and standards will replace the streets section of the Wellington Standards Design Criteria and Standard Construction Requirements. The Town is seeking qualified service providers for an interdisciplinary team to facilitate a meaningful public engagement process, define a Plan mission statement and vision based on outreach, review existing conditions and regulatory framework, do a comprehensive update to the street design guidelines and standards, and to prepare the Master Plan and impact fee nexus study for acceptance by the Town.

The selected consultant is to provide all the necessary labor, equipment and supplies required for satisfactory completion of the work.

The Town anticipates issuing a Notice to Proceed in August 2025 with project completion anticipated before February 2027.

Background

The Town of Wellington is a growing community located along the Interstate 25 corridor in northern Colorado. The Town has experienced recent growth and is currently estimated to have approximately 12,000 residents. The Town updated its Comprehensive Plan in 2021, along with corresponding updates to the Town's Land Use Code, adopted in 2022. The development of a Transportation and Mobility Master Plan is one of the strategies identified to meet the Town's goal of creating an efficient and safe transportation system for all modes of transportation within and beyond town boundaries.

The Town is also undergoing an update to the 2015 Parks and Trails Masterplan, which is being led by the Parks and Recreation Department. On April 8, 2025, the Board of Trustees passed Resolution No. 13-2025 approving a consultant agreement with Berry, Dunn, McNeil & Parker LLC for a Parks, Recreation, Open Space and Trails (PROST) Master Plan and Community Center Feasibility Study. It is likely that there will be opportunities for coordination with public engagement and in the general development of these plans. Because these master plans will be going on simultaneously, flexibility will be needed to accommodate changing needs.

Project Objective

The Town of Wellington desires to create a Transportation and Mobility Master Plan, conduct an impact fee nexus study, and update the Town's street design guidelines and standards. The creation of the Master Plan would support the goals outlined in the [Comprehensive Plan](#) and would guide the Town's design and decision-making for transportation system and infrastructure needs to accommodate all modes of transportation. Along with this effort, the Town desires to undertake an impact fee nexus study to analyze existing road impact fees and propose updates to the fees based on prioritized transportation projects identified in the Master Plan. Lastly, there is a need to comprehensively update the Town's streets standards and guidelines that would replace the streets section (Division 5) of the Wellington [Standard Design Criteria and Standard Construction Requirements](#).

Scope of Services

The selected consultant or team will be required to perform the following general tasks. The consultant may propose alterations to the scope of work with additions, deletions, or modifications as desired to highlight the consultant's approach to the project. Each proposal should include the consultant's detailed scope of work.

1. **Kick off and Coordination Planning**
 - Overview with Town staff to determine study parameters and objectives
 - Periodic progress meetings with Town staff, as agreed upon by consultant and Town (may be phone/video conference)
 - Identification of deliverables, formats and schedules
2. **Community and Stakeholder Engagement Process and Communications Coordination**
 - Public Open House meetings
 - Coordinate with Parks and Trails Master Plan Outreach and be flexible within changing parameters as both master plans are being developed
 - Stakeholder meetings with individual owners/special interest groups
 - Create draft content and graphics for public communication via Town website and social media
 - Conduct a meaningful public engagement process that is done through a variety of mediums, including in-person engagements, online tools, and others, as recommended by the consultant
 - Creation of bilingual (English/Spanish) documents for critical public engagement
 - Support for Planning Commission and Town Board meetings to present draft and final reports.
 - Attendance at a minimum of two Planning Commission meetings
 - Attendance at a minimum of two Town Board meetings
3. **Existing conditions review**
 - Review and incorporate appropriate elements of existing plans and studies, including but not limited to, the [Wellington Comprehensive Plan 2021](#) and the [Parks and Trails Masterplan](#)
 - Review and evaluate possible updates to transportation-related sections of the Land Use Code, and in particular, [Development Standards \(Article 5\)](#) and [Subdivision Regulations \(Article 6\)](#)
 - US Census Bureau or other existing relevant data sets
 - State and Federal policies for transportation and mobility
 - Larimer County plans and studies
 - CDOT plans, studies and active projects
 - Upper Front Range Transportation Planning Region (UFR TPR) plans
 - North Front Range Metropolitan Planning Organization (NFR MPO) plans
 - Other plan or project sources identified by the Consultant
4. **Development of Transportation and Mobility Goals/Policies/Standards**
 - Create a vision statement and plan goals based upon public input that will serve as the foundation for the Plan
 - Create an inventory of priority areas for vehicle, bike, and pedestrian connectivity and travel

- Analyze opportunities for alternative modes of transportation and future transit needs – freight, buses, rail, park and ride, etc.
 - Anticipate transportation and mobility needs for the Growth Management Area and create a prioritized project list for short-term, mid-term and longer-term ranges
 - Identify possible future projects to improve connectivity, mobility, safety, operational efficiency and traffic flow within Wellington and to surrounding communities
 - Compare existing street geometry to potential future CIP projects to identify areas necessary to bring current streets to acceptable standards.
 - Create an evaluation methodology to prioritize future street CIP projects based on measurable factors that will also be used to inform the updates to transportation impact fees.
5. **Review and make recommendations for updates to the Town Comprehensive Plan, Land Use Code and other Town policies**
- Analyze regulatory framework and suggest updates to the Development Standards of the Land Use Code, as necessary
 - Analyze regulatory framework to update the Comprehensive Plan
 - Update the Streets Master Plan, as currently shown in the Comprehensive Plan
 - Confirm cohesion with other adopted Master Plans, including but not limited to Parks and Open Space and Trails Plan, Stormwater Master Plan, Wastewater Master Plan and the Water Distribution Master Plan.
6. **Update the streets section (Division 5) of the Standard Design Criteria and Standard Construction Requirements**
- Include critical stakeholder engagement to prepare a comprehensive update of street design guidelines and standards
 - Evaluate the Larimer County Urban Area Street Standards (LCUASS) for applicability and potential amendment to meet town needs
 - Prioritize multimodal transportation
7. **Impact Fee Analysis / Nexus Study**
- Evaluate the Town's existing road impact fees
 - Provide a nexus and proportionality analysis and propose updates to transportation impact fees
 - Evaluate recommendations of the Transportation and Mobility Master Plan for identified projects that are impact fee eligible
8. **Maintain and organize project resources, research and data collection**
9. **Organize, advertise, and provide graphics and other materials for Open Houses, Planning Commission, and Town Board meetings**
10. **Provide all final work product, including but not limited to, pdfs, GIS shapefiles and other interactive files, and original source files of all final documents**

11. Create performance measures that are incorporated in the implementation section of the Plan

- Include appropriate benchmarking, goals and strategies for measuring success

Project Budget and Timeline

The Town has allocated funds and anticipates a budget of \$160,000-\$200,000. The Town anticipates a project timeline of approximately 14-18 months. The timeframe will include creation of the Transportation and Mobility Master Plan, public engagement, impact fee nexus study, and creation of design standards and guidelines that addresses all modes of transportation. The Town may choose to extend the timeline based upon resource availability or other unforeseen events or activities.

Inquiries and Addenda

Questions may be presented up to Wednesday, July 9, 2025, at 10:00 AM and may be submitted via BidNet Direct. Any addenda issued to this RFP will be added to BidNet Direct. No addenda to this RFP will be issued by the Town after Thursday, July 10, 2025, at 5:00 PM.

Information for Proposers

Proposal Format:

Proposals should contain the following information in the general order listed:

1. An introductory cover letter.
2. A qualification statement of the Consultant and the staff to be assigned to the project. Clearly identify the key personnel providing the work effort for the project. Resumes of each project team member shall be included in the proposal appendix.
3. A narrative describing the Consultant's understanding and approach to the project's objectives.
4. A Consultant-recommended work plan for accomplishing the project, including descriptions of the tasks to be performed and a summary of the deliverables to be provided to the Town.
5. A proposed schedule for completing the required tasks.
6. Indicate any special services to be provided by a sub-consultant or resources outside the Consultant.
7. A fee proposal that includes total project cost, a breakdown of costs by task, and a standard fee sheet. Include any additional or optional services Consultant recommends for Town consideration. All prices quoted should be lump sum.
8. Information about other work performed by the Consultant on similar projects and at least three (3) references from clients with whom the Consultant has performed similar services.

Evaluation of Proposals

Proposals will be evaluated by a selection committee in accordance with the criteria and weighting described below. Interviews with Consultants may be scheduled if deemed necessary, and the selection committee may rescore criteria based on information gathered during interviews.

1. Written Response demonstrating understanding of the project and scope of work, project approach, and methodology (30%);
2. Experience, qualifications, and technical capability of Consultant and proposed staff (20%);
3. Schedule and plan for managing and delivering the desired project (20%);
4. Demonstration of relevant project experience and references (15%) and;
5. Cost of service (15%).

The Town is not required to take the lowest priced proposal. The Town reserves the right to evaluate the proposals in the manner deemed to be in the best interest of the Town. After evaluation of proposals, the Town may either award a contract or resolicit the RFP to obtain additional proposals.

Rejection of Submissions

The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals received, and accept any portion of any proposal if deemed in the best interest of the Town. Non-acceptance of a proposal will mean that one or more of the other proposals were deemed more advantageous to the Town or that all proposals were rejected.

Acceptance Period

Proposals in response to this RFP shall indicate that they are valid for a period of no less than 60 days from the closing date, and if awarded, through the initial contract period.

Incurring costs

The Town will not be liable for any cost which the Consultant may incur in the preparation of proposals.

Formation of Consultant Agreement

After selecting the preferred proposal, the Town may conduct negotiations with the Consultant to arrive at the best final offer. Parties shall enter into a contract which will go before the Board of Trustees for approval. A Notice to Proceed will then be subsequently issued.