



Town of Paonia
214 Grand Avenue
Tuesday, June 2, 2026 6:30 PM
Town Board Agenda

<https://us02web.zoom.us/j/84155346588>

Meeting ID: 841 5534 6588

A) Work Session

General Overview of the Purchasing Policy including Request For Proposals (RFP) and Request For Qualifications (RFQ).

This is a work session and is educational and informational only. No decisions will be made and no formal actions will be taken. The session will be recorded and available on the Town's website and Youtube channel.

As Adopted By:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion,

asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the

Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Use the following link to access the Town Purchasing Policy Manual:

[Purchasing Policy Manual 2024 | MuniDocs | Paonia, CO | Municode Library](#)



TOWN OF PAONIA, COLORADO

REQUEST FOR QUALIFICATIONS

Safe Streets for All Consultant

RFQ 2025-07

ISSUED: AUGUST 27, 2025

PROPOSAL DUE DATE: OCTOBER 22, 2025, NOON (M.T.)

REQUEST FOR QUALIFICATIONS – Safe Streets for All Consultant

The Town of Paonia, Colorado, is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to provide professional services in support of the Town’s **Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan**. This project is funded through a Fiscal Year 2024 SS4A Planning and Demonstration Grant administered by the United States Department of Transportation’s Federal Highway Administration (FHWA). The total project cost is **\$367,468**, supported by a federal award of **\$293,974**, with the Town providing **\$71,988 in local funds** and **\$1,506 in in-kind contributions**.

The SS4A initiative is designed to address pressing transportation safety challenges within the Town of Paonia. As a small rural community, Paonia has limited pedestrian and bicycle infrastructure, inadequate ADA accessibility, and aging roadway and stormwater systems. Many streets lack sidewalks altogether, while existing sidewalks are broken, buckled, and without ADA-compliant crossings. The absence of bike facilities, combined with deteriorating roadway surfaces and reliance on irrigation ditches as stormwater conveyance, creates unsafe conditions for all users. In September 2024, the Town experienced its first fatal vehicle–bicyclist collision, underscoring the urgent need for systemic safety improvements.

Through this RFQ, the Town seeks a consultant partner to guide the development of a **Comprehensive Safety Action Plan (CSAP)** that prioritizes infrastructure investments aimed at eliminating roadway fatalities and serious injuries.

The consultant will assist the Town in:

- Developing an implementable Action Plan that ensures safe travel for drivers, pedestrians, cyclists, and persons with disabilities.
- Incorporating ADA standards and Complete Streets design principles to promote multimodal mobility and community health.
- Identifying cost-effective, high-impact strategies suitable for a rural context.
- Evaluating innovative technologies and practices proven effective in comparable communities.
- Collaborating with Delta County, Delta County Public Schools, Paonia Fire District, and other stakeholders to ensure regional safety coordination.
- Engaging residents in an inclusive planning process to reflect a broad range of community experiences and perspectives.

The SS4A Action Plan will provide the framework for prioritizing future capital improvement projects, including sidewalks, bike paths, intersection redesigns, drainage improvements, and roadway resurfacing. Once complete, the plan will guide the Town in aligning transportation investments with federal, state, and local safety objectives.

The consultant selected through this RFQ will play a critical role in shaping a plan that is data-driven, community-informed, and designed for implementation. The project must be completed in one phase, with the **Comprehensive Safety Action Plan publicly available by May 8, 2027, and the final SS4A report delivered by June 1, 2027.**

By undertaking this initiative, the Town of Paonia reaffirms its commitment to creating safer, more accessible streets for all residents and visitors, ensuring that transportation networks support long-term community vitality, mobility, and quality of life.

Prospective Bidders are requested to submit proposals clearly marked as, “**RFQ 2025-07 Safe Streets for All Consultant,**” with the vendor’s name and address on the front.

Only emailed PDF proposals sent to: Paonia@TownofPaonia.com and cc’d to StefenW@TownofPaonia.com, will be accepted on or before **12:00 P.M. (Noon) on OCTOBER 22, 2025.** Proposals submitted through **bidnetdirect.com** will not be considered unless they are also emailed to the addresses above.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check the site for relevant updates prior to submittal of a proposal.

BACKGROUND INFORMATION/SITE DESCRIPTION

The Town of Paonia is a statutory municipality located in Delta County, Colorado. Incorporated on July 21, 1902, Paonia has a long and distinctive history shaped by agriculture, coal mining, and creative enterprise. The community was first settled in 1880 by pioneers who established orchards and ranches in the fertile North Fork Valley. Paonia’s unique climate, naturally moderated by mountain airflows, makes it particularly well-suited for the cultivation of cherries, apricots, peaches, plums, pears, nectarines, and apples. This agricultural legacy continues to be a defining characteristic of the Town and its surrounding region.

Culturally, Paonia is recognized for its vibrant arts and creative sector. The Town is home to the North Fork Valley Creative Coalition, which manages Paonia’s state-certified Creative District. This initiative has fostered a strong arts community and hosts recurring events such as Final Friday Frolics, the Mountain Harvest Festival, and the Holiday Art Fair. The Town also draws visitors to long-standing traditions including Cherry Days, Top ‘O the Rockies BMW Rally, and Pickin’ in the Park, reinforcing Paonia’s identity as both an agricultural hub and a center of cultural vitality.

For much of the twentieth century, coal mining was the primary economic driver for Paonia and the greater North Fork Valley. However, the closures of the Elk Creek Mine in 2013 and the Bowie #2 Mine in 2016 resulted in significant job losses, population decline, and a sharp reduction in revenues. Today, the West Elk Mine remains the only operational mine in the area, with finite reserves. In recognition of these economic challenges, the State of Colorado has designated Paonia as a Disadvantaged Community (DAC). Current socioeconomic

indicators underscore this designation, with the Town's 2023 median household income of \$53,646 and median home value of \$217,400 falling below statewide averages.

Paonia has faced additional infrastructure and public service challenges. In 2019, a catastrophic water loss crisis forced the Town to declare a local emergency, shut off its water system, and impose a moratorium on new water taps. Since then, the Town has embarked on a comprehensive 20-year capital improvement plan to rebuild its water system. Funded by the Colorado Drinking Water Revolving Fund and supplemented through grants, the plan includes replacement of the main distribution line, rehabilitation of raw water systems, and tank relining projects. Early results from a hydrogeological study conducted in 2024 revealed greater water availability than previously anticipated, providing a foundation for long-term system resiliency.

In the summer of 2025, the Town also began developing an ADA Self-Evaluation and Transition Plan with the assistance of Mile High Accessibility Consultants, Inc. This federally required process, first mandated under the Americans with Disabilities Act in 1992, involves identifying and prioritizing barriers to accessibility across Town facilities, parks, and the public right-of-way. Paonia's nearly completed assessment has cataloged existing barriers, engaged the public and disability community for input, and is preparing a comprehensive plan to reduce obstacles to participation in Town services. Importantly, the Transition Plan is being structured to guide prioritization of barrier removal projects and compliance efforts, and it will serve as a critical reference for Safe Streets for All planning. By aligning ADA compliance initiatives with SS4A objectives, Paonia will ensure that infrastructure investments simultaneously advance multimodal safety, accessibility, and equity.

In 2024, the Town experienced a tragedy when a cyclist was killed in a collision with a commercial truck on one of Paonia's main thoroughfares. This fatality brought renewed urgency to the community's efforts to improve roadway safety and underscored the vulnerabilities faced by pedestrians, cyclists, and other non-motorized users in areas lacking adequate infrastructure.

Today, Paonia is primarily a residential community with a limited commercial district concentrated in retail, restaurants, and nonprofit operations. Lacking large-scale industry, the Town continues to diversify its economy through tourism, agriculture, and the creative arts. Proximity to outdoor recreation in the North Fork Valley and the surrounding mountains further strengthens its appeal as a destination. While economic stresses remain, Paonia has demonstrated resilience by investing in infrastructure modernization, improving financial transparency, and fostering community partnerships.

These conditions make the Safe Streets for All initiative particularly important for Paonia. As a rural community with limited transportation infrastructure, economic challenges, and a recent history of serious safety incidents, the Town must ensure that streets are designed and managed to protect all users. Development of a Comprehensive Safety Action Plan will allow Paonia to prioritize investments that support safe multimodal travel, strengthen community connectivity, and align transportation improvements with long-term economic recovery and quality of life goals.

SCOPE OF SERVICES

The consultant selected through this RFQ will assist the Town of Paonia in developing a **Comprehensive Safety Action Plan (CSAP)** in accordance with the requirements of the Federal Highway Administration (FHWA) under the **Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Program**. The consultant will serve as the Town's lead planning partner, working closely with staff, elected officials, and regional stakeholders to ensure the successful development of a plan that prioritizes projects and strategies aimed at eliminating roadway fatalities and serious injuries within the municipal boundary and entrances from Colorado Highway 133.

The Scope of Services shall include, but not be limited to, the following:

1. Planning and Data Collection

1.1 Project Initiation: Conduct a project kickoff meeting with Town staff, elected officials, and identified stakeholders, establishing project goals, schedule, and communication protocols.

1.2 Data Collection: Inventory existing roadway, sidewalk, bicycle, and ADA infrastructure; review crash data, traffic counts, and roadway condition reports; and document safety hazards unique to Paonia such as irrigation ditch conflicts and deteriorated roadway edges.

1.3 Analysis: Evaluate existing conditions, identify multimodal gaps, and assess safety concerns near schools, businesses, neighborhoods, and community destinations. Develop baseline mapping and data products to inform plan recommendations.

2. Community and Stakeholder Engagement

2.1 Public Involvement Plan: Develop and implement a plan that ensures broad community participation, with outreach designed to include underrepresented and vulnerable populations.

2.2 Engagement Activities: Facilitate public meetings, workshops, open houses, and surveys to capture resident input and lived experiences related to transportation safety.

2.3 Regional Coordination: Collaborate with Delta County, CDOT, Delta County Public Schools, the Paonia Fire District, and other partners to align priorities across jurisdictions and agencies.

2.4 Documentation: Record and summarize public input, ensuring that engagement outcomes are incorporated into draft and final Action Plan recommendations.

3. Development of the Comprehensive Safety Action Plan

- 3.1 **Identification of Strategies and Projects:** Identify and evaluate infrastructure improvements and policy strategies that enhance safety for drivers, pedestrians, cyclists, and persons with disabilities.
- 3.2 **Prioritization:** Rank proposed projects based on safety benefits, equity, feasibility, cost-effectiveness, and alignment with federal and state objectives.
- 3.3 **Best Practices:** Incorporate Complete Streets, ADA-compliant design standards, and low-cost/high-impact strategies proven effective in similar rural communities.
- 3.4 **Draft and Final Plan Preparation:** Prepare a draft Comprehensive Safety Action Plan that integrates existing conditions, public input, and prioritized project lists. Revise based on Town and stakeholder feedback, and deliver a final Action Plan suitable for adoption by the Paonia Board of Trustees.

4. Reporting and Deliverables

- 4.1 **Progress Reports:** Provide regular updates to the Town and FHWA in compliance with SS4A grant requirements, including documentation of milestones, community engagement, and performance measures.
- 4.2 **Final Deliverables:** Deliver the Comprehensive Safety Action Plan in both print-ready and digital formats.
- 4.3 **Compliance:** Ensure that the final Action Plan satisfies FHWA program requirements, including performance measurement, lessons learned, and recommendations for preventing roadway fatalities and serious injuries.
- 4.4 **Final Deadlines:** Ensure that the Action Plan is publicly available no later than **May 8, 2027**, with the final SS4A report submitted to FHWA no later than **June 1, 2027**.

PROPOSAL REQUIREMENTS

Firms responding to this RFQ must provide complete and comprehensive proposals that demonstrate the ability to perform the required planning, engagement, and technical services for the development of the Town of Paonia's Comprehensive Safety Action Plan under the Safe Streets and Roads for All (SS4A) program.

Proposals shall be concise, well-organized, and include the following information:

1. Cover Letter & Submission Checklist

- Include the Proposer Submission Checklist (Attachment A of this RFQ).
- Introduce the firm, identifying the principal contact person and the location of the office that will manage the project.
- Provide a brief statement of the firm's interest in and understanding of the project.

2. Firm Qualifications and Experience

- Describe the firm's history, size, organizational structure, and areas of expertise.
- Provide examples of at least three (3) successfully completed projects of similar scope, scale, and complexity, preferably within Colorado or other rural communities.
- Highlight experience with federally funded planning projects, particularly those involving SS4A, multimodal transportation safety, ADA compliance, or Complete Streets planning.

3. Project Team

- Identify the proposed project manager, key staff, and technical personnel.
- Provide resumes that highlight relevant certifications, qualifications, and experience in transportation safety planning, ADA accessibility, community engagement, and multimodal planning.
- Clearly indicate staff availability for this project and their role/responsibility.

4. Project Understanding and Approach

- Demonstrate understanding of Paonia’s transportation safety challenges, including limited pedestrian and bicycle infrastructure, ADA accessibility barriers, and the need to address roadway safety in a rural community context.
- Outline a proposed methodology for data collection, public engagement, project prioritization, and development of the Comprehensive Safety Action Plan.
- Identify strategies to integrate findings from Paonia’s ADA Transition Plan into the SS4A Action Plan to ensure accessibility, inclusion, and equity are prioritized.

5. Quality Assurance and Compliance

- Provide a detailed description of the firm’s approach to ensuring compliance with:
 - Federal Highway Administration SS4A program requirements
 - Americans with Disabilities Act (ADA) and Public Right-of-Way Accessibility Guidelines (PROWAG)
 - Title VI of the Civil Rights Act and other applicable equity requirements
- Identify internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.

6. Schedule and Availability

- Provide a staffing and availability plan that ensures timely completion of project milestones.
- Confirm the capacity to complete the Comprehensive Safety Action Plan and publish it publicly by **May 8, 2027**, with the final SS4A report delivered to FHWA no later than **June 1, 2027**.

7. References

- Provide contact information for at least three (3) client references for similar work performed within the past five (5) years.

8. Other Required Information

- Proof of insurance meeting minimum Town and FHWA requirements.
- Any other information the responding firm deems relevant.

SUBMISSION INSTRUCTIONS

Firms interested in providing professional planning services for the Safe Streets and Roads for All Comprehensive Safety Action Plan must submit their proposal in accordance with the requirements outlined in this RFQ.

Submissions must be clearly titled and in the email subject line as:

RFQ 2025-07 Safe Streets for All Consultant [Insert Firm Name]

Proposals must be submitted electronically in PDF format by email to:

Paonia@TownofPaonia.com

AND

cc'd to: StefenW@TownofPaonia.com

Deadline: 12:00 P.M. (Noon), Friday, OCTOBER 22, 2025 (MT)

- Proposals submitted through bidnetdirect.com or any platform other than direct email will not be considered unless they are also sent to the addresses above.
- Mailed or hand-delivered proposals will not be accepted.
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to **Paonia@TownofPaonia.com**, and cc'd to **StefenW@TownofPaonia.com**. All questions must be received no later than **October 10, 2025, at 4:00 P.M. (MT)**. Questions will be answered by publishing an addendum to **bidnetdirect.com**.

The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFQ.

SELECTION PROCESS

The Town of Paonia will utilize a qualifications-based selection process consistent with state and federal requirements under the Safe Streets and Roads for All (SS4A) program.

Evaluation of Proposals

All proposals will be evaluated by a Selection Committee based on the criteria outlined in the Evaluation Criteria section of this RFQ. The Town may seek clarification of submitted proposals as deemed necessary. Proposals that do not meet the minimum qualification requirements may be deemed non-responsive.

- Proposals will be evaluated by a Selection Committee based on the criteria outlined in the Evaluation Criteria section of this RFQ.
- The Town may seek clarification of submitted proposals as deemed necessary.

Shortlisting and Interviews

Based on the initial evaluations, the Selection Committee may create a shortlist of the most qualified firms. Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities. Interviews will provide proposers an opportunity to present their understanding of Paonia's transportation safety challenges and their methodology for developing the Comprehensive Safety Action Plan.

- Based on initial evaluations, the Selection Committee may create a shortlist of the most qualified firms.
- Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities.

Final Selection

Following evaluations and interviews (if conducted), the Selection Committee will rank firms and make a recommendation to the Paonia Board of Trustees for award of contract. The Committee's recommendation will be based on the firm's overall qualifications, demonstrated experience, project understanding, engagement strategy, and ability to comply with federal requirements.

Negotiations will then be conducted with the highest-ranked firm to finalize scope, fees, and contract terms. If an agreement cannot be reached, the Town reserves the right to negotiate with the next highest-ranked firm.

Anticipated Schedule

The following schedule is provided as a general guideline and is subject to change at the Town’s discretion:

- RFQ Issued: August 27, 2025
- RFQ Issued: **August 27, 2025**
- Deadline for Questions: **October 10, 2025, at 4:00 P.M. (MT)**
- Proposals Due: **October 22, 2025, at 12:00 P.M. (Noon, MT)**
- Selection and Recommendation: **October 28, 2025, Board of Trustees Meeting**
- Contract Award: within 7-days of selection
- Notice to Proceed: within 5-Days after fully-executed contract award

PROPOSAL EVALUATION

All proposals will be reviewed and evaluated by a Selection Committee. The Committee may include Town staff and other individuals with expertise relevant to the services described in this RFQ. The Committee will independently assess and rank proposers in accordance with the evaluation criteria outlined below. Evaluation of proposals will be based solely on the judgment and discretion of the Committee.

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any attempt to do so may compromise the integrity of the selection process and may result in disqualification.

The Committee will evaluate only those proposals that meet the minimum qualification requirements set forth in this RFQ. Proposals that appear unrealistic in terms of technical or scheduling commitments may be deemed indicative of insufficient competence or a lack of understanding of the complexity and risks inherent in the Town’s requirements.

At the Town’s discretion, the evaluation process may include oral interviews with shortlisted proposers. If oral interviews are conducted, proposers will be notified in advance of the date, time, location, and any additional information that may be requested. In the event the Town receives three or fewer proposals, the Town reserves the right to forego oral interviews.

Evaluation Criteria:

Proposals will be evaluated according to the following criteria. Each criterion will be scored on a zero-to-five-point scale. Scores will then be weighted according to the assigned values to produce a total score. **The maximum possible score is 500 points.** Proposals with higher weighted totals will be considered more advantageous to the Town.

1. Firm Qualifications and Relevant Experience (25 points)

- Demonstrated experience providing transportation safety planning, multimodal infrastructure assessments, ADA compliance planning, and community engagement.
- Successful completion of projects of similar scope and complexity, preferably within Colorado and/or rural communities.

2. Project Team and Key Personnel (25 points)

- Qualifications, certifications, and experience of proposed project manager and key staff.
- Availability of personnel to perform services throughout the duration of the project.

3. Project Understanding and Approach (20 points)

- Demonstrated understanding of Paonia’s transportation safety challenges, including limited sidewalks, ADA barriers, bicycle and pedestrian safety, and rural roadway conditions.
- Clarity, feasibility, and effectiveness of proposed methodology for data collection, analysis, engagement, and plan development.
- Integration of Paonia’s ADA Transition Plan findings into the Safe Streets Action Plan.

4. Community Engagement and Equity (20 points)

- Demonstrated ability to design and implement inclusive engagement strategies that reach diverse residents, underrepresented populations, schools, businesses, and people with disabilities.
- Experience ensuring compliance with Title VI and advancing equity in transportation planning.

5. Quality Assurance and Compliance (20 points)

- Proven ability to ensure adherence to SS4A program requirements, ADA and PROWAG standards, and other applicable federal and state requirements.
- Internal processes for ensuring accuracy, timeliness, and completeness of deliverables.

6. References and Past Performance (10 points)

- Quality of references and prior client satisfaction.
- History of successful collaboration with small municipalities, state agencies, and federal programs.

GENERAL TERMS AND CONDITIONS

1. Town's Rights

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

2. Ownership of Proposals

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

3. Public Disclosure

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

4. Proposal Costs

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

5. Conformance with RFQ Requirements

Failure to comply with the instructions, requirements, and format outlined in this RFQ, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

6. Conflict of Interest

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

7. Basis for Selection

Final selection will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Town.

8. Interpretations and Clarifications

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: Paonia@TownofPaonia.com and cc: StefenW@TownofPaonia.com. The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

9. Submission Deadline

Proposals must be submitted as a single PDF document by email, with the subject line clearly titled:

“RFQ 2025-07 SAFE STREETS FOR ALL CONSULTANT [Insert Firm Name]”

Proposals must be received on or before **12:00 P.M. (Noon), Friday, OCTOBER 22, 2025 (MT)** at the email addresses above.

Proposals received after the deadline will not be considered.

Proposals submitted through **BidNetDirect** or any other platform will not be considered unless they are also emailed to the addresses listed above.

Mailed or hand-delivered proposals will not be accepted.

10. Reservation of Rights

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

11. Acceptance of Conditions

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFQ.

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Proposals does not bind the Town to accept a proposal when, in the Town’s sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town’s specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days’ written notice for reasons other than cause. This may include the Town’s inability to continue with the contract due to non-appropriation or a reduction of funding.

Proposer Submission Checklist

RFQ 2025-07 Safe Streets for All Consultant **Town of Paonia, Colorado**

The following checklist is provided to ensure that all required elements of the proposal are completed and included. Proposers must verify that their submission contains all items listed below. Failure to include any required item may result in rejection of the proposal as non-responsive.

- Cover Letter** Introduce the firm, identify the principal contact person, and state the office location managing the project.
- Completed Checklist** Attach this Proposer Submission Checklist (Attachment A).
- Firm Qualifications and Experience** Provide firm history, size, organizational structure, and expertise. Include at least three (3) similar projects, preferably in Colorado or rural communities.
- Project Team** Identify project manager and key staff. Include resumes with relevant certifications, qualifications, experience, roles, and availability.
- Project Understanding and Approach** Demonstrate understanding of Paonia’s transportation safety and accessibility challenges. Outline methodology for data collection, engagement, prioritization, and Action Plan development.
- Community Engagement and Equity Approach** Describe strategies to involve residents, schools, businesses, underrepresented groups, and people with disabilities.
- Quality Assurance and Compliance** Describe processes to ensure compliance with SS4A program requirements, ADA/PROWAG, Title VI, and federal/state regulations.
- Schedule and Availability** Confirm ability to complete all deliverables, including making the Comprehensive Safety Action Plan publicly available by **May 8, 2027**, and submitting the final SS4A report by **June 1, 2027**.
- References** Provide at least three (3) client references from the past five years with contact information.
- Proof of Insurance** Submit documentation meeting minimum Town and FHWA requirements.
- Other Required Information** Include any additional information deemed relevant by the proposer.
- Electronic Submission** Submit as a single PDF, titled: “*RFQ 2025-07 Safe Streets for All Consultant [Insert Firm Name]*”.
- Deadline Confirmation** Submission must be received no later than **12:00 P.M. (Noon), Friday, October 22, 2025 (MT)** by email to **Paonia@TownofPaonia.com** and cc’d to **StefenW@TownofPaonia.com**.

Town of Paonia

**RFQ 2025-07 Safe Streets for All Consultant
Proposal Evaluation Scoring Sheet**

Proposer Name: _____

Evaluator Name: _____

Date: _____

Each proposal will be scored on a 0–5 scale for each criterion:

- **0 = Does not meet requirements**
- **1 = Poor**
- **2 = Fair**
- **3 = Good**
- **4 = Very Good**
- **5 = Excellent**
-

Scores will then be weighted according to the assigned point values. The maximum possible score is 600 points.

Evaluation Criteria	Weight	Score (0–5)
1. Firm Qualifications and Relevant Experience	25	
<ul style="list-style-type: none">• Demonstrated experience with safety planning, multimodal infrastructure, ADA compliance, and federally funded projects.• Successful completion of similar projects in Colorado or rural communities.		
2. Project Team and Key Personnel	25	
<ul style="list-style-type: none">• Qualifications, certifications, and experience of proposed staff.• Clear definition of roles, responsibilities, and availability.		
3. Project Understanding and Approach	20	
<ul style="list-style-type: none">• Demonstrated understanding of Paonia’s safety and accessibility challenges.• Feasibility and clarity of methodology for Action Plan development.• Integration of ADA Transition Plan into SS4A planning.		
4. Community Engagement and Equity	20	
<ul style="list-style-type: none">• Strategies for inclusive and equitable engagement.• Experience engaging underrepresented populations, schools, businesses, and disability community.		

Evaluation Criteria	Weight	Score (0-5)
5. Quality Assurance and Compliance	20	
<ul style="list-style-type: none"> • Processes to ensure compliance with SS4A program requirements, ADA/PROWAG, Title VI, and other federal/state standards. • Internal quality control measures. 		
6. References and Past Performance	10	
<ul style="list-style-type: none"> • Quality of references and history of successful collaboration with municipalities, agencies, and federal programs. 		
TOTAL SCORE (Maximum 500 points): _____		



REQUEST FOR PROPOSAL
Town of Paonia
Housing Needs Assessment & Housing Action Plan

Issue Date: 1-5-2023
Submissions Due Date: 2-8-2023 PM, Colorado Time
Only electronic submissions will be accepted.

PRE-PROPOSAL CONFERENCE

A pre-proposal meeting will be held to answer proposer questions on Tuesday, January 17th, at 9 am. Proposers wishing to participate should email Interim Town Administrator Leslie Klusmire at leslie@townofpaonia.com by Friday, January 13, so we can send you a zoom link on Monday, January 16th.

CONTACT PERSON

During the RFP process, from the time of issuance until a recommendation for award, proposers shall only initiate contact related to this request with the officially designated individual. Failure to follow this requirement may result in disqualification from further participation in this process.

For this proposal, the official contact is:

Leslie Klusmire
Interim Town Administrator
Town of Paonia
POB 460
214 Grand Avenue

Paonia, CO 81428
leslie@townofpaonia

Please email and don't call.

PROJECT DESCRIPTION AND ABOUT THE TOWN

The Town of Paonia, Colorado (Town) is seeking proposals from qualified consultants to develop a Town of Paonia Housing Needs Assessment and Housing Action Plan (Project). This will be the Town's first Housing Needs Assessment and Housing Action Plan.

The Town of Paonia is situated on Colorado's Western Slope in the North Fork Valley in eastern Delta County. It is 230 miles southwest of Denver. Primary access is by Highway 133, which connects to I70 and US50. The Town encompasses 0.85 square miles and has a population of approximately 1,500. It is renowned for its high-quality fruit orchards, vineyards, and sustainable and organic foods. It is the home of the High Country News. The economy also benefits from the one coal mining company that continues to operate in the valley. The Town has been designated as one of Colorado's Certified Art Districts.

Because of its emerging popularity with retirees and young entrepreneurs, the Town is experiencing soaring housing prices. A temporary moratorium on water taps has stymied housing development. The Town is interested in assessing housing needs in preparation for lifting the moratorium and the development that will ensue when water taps are available for purchase.

HOUSING NEEDS ASSESSMENT REQUESTED SCOPE OF WORK

The Housing Needs Assessment will document housing conditions and trends and identify targets for meeting housing needs. It will identify existing deficits and forecast future deficits based on growth projections. The consultant will identify site options (properties) that might be developed with affordable housing, both rental and for sale.

Requested Scope of Work:

- 1) A robust, inclusive community outreach program that ensures equitable stakeholders. Surveys of stakeholders will be conducted, including but not limited to residents, property owners, property managers, small businesses, and major employers. A specific outreach effort should ensure that marginalized and vulnerable populations are included.

- 2) A preliminary Housing Needs Assessment will include a demographic profile, housing inventory, preliminary gap analysis, and a site inventory of potential development sites. Both long-term rental and for-sale housing are to be considered.
- 3) An Action Plan including:
 - a. Steps to form a housing authority. Working with the Housing Committee, determine steps and responsibilities for establishing a housing authority, hiring a qualified housing director, and funding the authority.
 - b. Code revision recommendations necessary to encourage and incentivize the construction of affordable housing, including ADUs. Code revisions to include controls on short-term rentals to preserve an adequate supply of long-term rentals for year-round residents.
 - c. Recommendations for funding the purchase of property and construction costs.
 - d. Other recommendations and action steps for the Town to take to provide and maintain an adequate number of housing units to serve future residents.
 - e. The Action Plan will include strategies to address supply gaps and barriers to housing needs.
 - f. The Action Plan will evaluate and recommend which DOLA Qualifying Strategies should be considered for adoption by the Town. All recommended strategies will include proposed next steps to implement the strategy. The Town anticipates at least four strategies being adopted with implementation steps.
 - g. The Town of Paonia intends to apply for an Incentives Grant after the completion of this project.

Due to the current water tap moratorium, the Town understands that a comprehensive assessment is not timely because conditions may have changed when the moratorium is lifted. This preliminary needs assessment is timely so that the Town can plan for the number of affordable housing water taps needed and the physical location where units will be located so that it can plan for adequate infrastructure to serve affordable development before lifting the moratorium.

The Town is working with CWCB, CDPHE, and DOLA to aggressively pursue funding to address its water and sewer problems. The Town anticipates significant progress with line replacement and adequate water storage in place by the end of 2025. According to previous engineering evaluations, the water supply is sufficient for future development. The collection and delivery of the water supply and the wastewater collection system's adequacy need to be addressed.

The Housing Needs Assessment should include but is not limited to, an analysis of the following as provided below. *Should the Consultant consider one or more of these data sets irrelevant or superfluous to assessing housing needs or developing related strategies, please indicate this and describe why in the response.*

Demographic Data

1. Population – Age, ethnicity, and race, older adults and special needs
2. Households – Size, income, employment, tenure, the cost burden
3. Income – Renters and owners by AMI ranges from 30% - 180%

Economic Conditions

1. Labor force, unemployment, and employment trends
2. Major employers and sectors, projected job growth by sector
3. Wage trends, earnings by sector, the relative cost of living

Housing Stock and Trends

1. Housing stock by age, condition, type, density, tenure
2. Cost of construction by housing type
3. Building permits

Homeownership Market

1. Homeownership rates and vacancy rates
2. Home prices, values, sales, and inventory

Rental Housing Market

1. Utility cost burden and utilities included in rent
2. Rental tenancy rates, vacancy rates, and median rent

Special Populations

1. Seasonal workers
2. Seniors

Gap Analysis

1. Demand forecast
2. Need-Supply Gap by household income, housing type, and tenure
3. Forecast of costs to close gaps in housing stock by 2028

Barriers Analysis

1. DOLA Qualifying Strategies
2. Regulatory provisions such as those found in the Town's zoning, development, and building codes that have a direct impact on housing costs or the provision of specific housing types
3. Market forces impeding the housing supply
4. Analysis of the supply market, including costs for land, construction, utilities, and permitting fees

The final scope of services will be negotiated with the selected consultant and the Town as to how best to meet the Town's objectives after completing the Project.

HOUSING ACTION PLAN SCHEDULE

PROJECT SCHEDULE: EVENT & DATE IN 2023

January 5	Publication Date of Consultant RFP
February 8	Proposal Deadline
February 14	Selection of finalists
Week of February 20	Consultant Finalist Interviews
February 28	Selection of Consultant
March 1 – 8	Contract Negotiations and Final Contract
March 14	Board Approval of Contract
March 20	Project Start
June 5	Draft Needs Assessment Submitted to Town
June 13	Town Board Review of Draft Needs Assessment
June 14	Town submits requests for revisions to consultant
July 6	Draft Action Plan Due
July 11	Town Board - Review of Draft Action Plan
July 12	Town submits requests for modifications to consultant
July 20	Submission of Final Needs Assessment and Action Plan
July 25	Town Board considers acceptance of Housing Needs Assessment and Action Plan Consideration

PUBLIC OUTREACH

A vital aspect of the Consultant’s work will be a robust, comprehensive community outreach program that ensures an inclusive, diverse, and equitable stakeholder engagement strategy. Surveys of stakeholders, including but not limited to residents, landlords, property management firms, and major employers, will be conducted.

Workshops and public hearings on adopting the Housing Needs Assessment and Housing Action Plan are envisioned. To ensure marginalized and vulnerable populations are included, the Consultant will be required to propose a specific outreach effort to meet with these populations. Most important will be reaching the Town’s senior citizens and marginalized and vulnerable people through churches and agencies which provide services to these populations.

Providing a Spanish version of all materials will be required.

TOWN RESPONSIBILITIES

Town staff will assist in arranging for public meetings, but all announcements and outreach to the stakeholders will be the responsibility of the Consultant. Staff will also assist in providing information, maps, GIS data, and materials, such as previous studies and potential sites for an affordable housing project.

OTHER

The product shall be of a quality suitable for public distribution, describing the nature of the project, research performed, findings, conclusions, and recommendations. The Consultant will provide Geographic Information Systems (GIS) based products to be included as part of the document and analysis, as well as quality graphical representations of findings where appropriate.

The proposal shall designate whether meetings will be conducted in person or virtually.

PROPOSAL REQUIREMENTS

SUBMITTAL DEADLINE: 2-8-2023

Email Submission Address: leslie@townofpaonia.com

Subject Line: <Vendor's Name> - Proposal for Town of Paonia Housing Needs Update & Action Plan

The proposal should include the following:

Cover Letter

- Name of Project Director/Principal Contact, including direct phone number(s) and email address(es)
- Names of professional staff assigned to the project
- Date of Proposal
- Signature of the person having proper authority to make formal commitments on behalf of the firm

Project Proposal

- Problem Statement, Description of Project Proposal, Consultant's Interest
- List of significant tasks required for the project and specific personnel assigned to each task
- Project schedule – define the anticipated schedule for each specified task. Identify all data, facilities, and equipment the Town is required to provide for the Consultant to perform the services described herein. The project schedule must reflect a completion date of July 31, 2023.

Qualifications

- Resumes of professional staff assigned to the project
- Describe similar projects completed by the principal staff
- Identify subcontractors or subconsultants who will be used and their experience/qualifications
- Provide two (2) professional references. Include the name of the organization, a summary of the work, and the name and telephone number of a responsible contact person
- Provide a statement on your organization's current workload and ability to complete the project on time

Cost Information

The Consultant's proposed fees and costs will be submitted as a separate document, clearly labeled and identified as COST PROPOSAL. Cost and price should not be addressed in the body of the proposal. The estimated budget for this project shall not exceed \$79,000.

- List hourly rates for key staff working on the project.
- Provide a proposed breakdown of fees for each milestone, including all personnel time, equipment, supplies, overhead expense, and profit.

SELECTION CRITERIA

This is an open and competitive process. The Town intends to engage the most qualified contractor available for this assignment while minimizing the costs to the Town. The Town will select the Consultant based on various factors, including the quality of the proposed approach, quality of previous work, cost, and references.

The Town may, in its sole and absolute discretion:

- 1) Reject any, or parts of any or all, proposals submitted by prospective proposers;
- 2) Re-advertise this solicitation.

The Town of Paonia looks forward to your proposal submission.

END - REQUEST FOR PROPOSAL