

ADDENDUM NO. ONE
REQUEST FOR PROPOSALS
STAMP PLAN DEVELOPMENT
PROJECT NO. 26-107
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: February 26, 2026

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following questions and answers are provided for additional clarification to the RFP.

Question 1 “Is overlap anticipated or desired in the process between the two STAMPs? Or are they anticipated to be completely separate processes?”

Answer 1 Project deliverables will include two individual Station Area Master Plans for each individual Station Area. The development of both STAMPs is considered one project with a lot of the community, Planning Commission, and City Council meetings being conducted together;

Question 2 “Is there an anticipated project fee budget or fee range?”

Answer 2 The anticipated budget cost is provided on the Bidnet cover page and has been identified as approximately three hundred thousand dollars (\$300,000);

Question 3 “Will the selected team have the opportunity to interface with RTD on the station design, rail infrastructure, bus and parking facilities locations?”

Answer 3 Yes, RTD has committed to being on the project Technical Advisory Committee and remain a key stakeholder in the development of each master plan. However, station design and the associated rail/transit infrastructure will be designed by RTD and is not considered within the scope of this project;

Question 4 “The Community Outreach sections of the RFP identifies a Community Meeting, Tech Advisory Committee, Planning Commission and Council meeting for each Task. Will both sites be combined for these meetings or are you anticipating separate meetings for each site?”

Answer 4 Meetings are anticipated to be done together for both STAMPs. As the

project progresses, more pointed and specific meetings for an individual STAMP could be necessary to progress the project. This is not planned, but this could become necessary to ensure continued progress;

Question 5 “Can you elaborate on the needs or vision for the urban design task, and the first-/last-mile needs?”

Answer 5 The anticipated level of urban design is best represented by reviewing the level of detail contained within the city’s existing STAMPs, found on Thornton’s Long Range Planning website. Staff anticipates high-level considerations for mobility improvements, roads, public realm elements, and land uses. With regards to first/last-mile connections, staff anticipate policy and project recommendations to facilitate multi-modal connections to and from the areas immediately next to the station (i.e. 0.25-mile radius) to the surrounding areas within a mile of the N Line station;

Question 6 “Could you elaborate on the role of staff in supporting the planning process? In addition to the identified project manager, will other staff be assigned to the project? If so, what areas or tasks might they be able to assist with?”

Answer 6 Staff will lead the efforts with regards to logistics and planning for community meetings but would desire support on the materials being developed for the meeting from review and comment to full development of the meeting materials. Thornton staff expects the consultant to lead and develop key tasks in the RFP related to the market analysis, development of the STAMP land use scenarios, the development feasibility analysis, and writing and drafting of plan recommendations;

Question 7 “Will community engagement be separate for the two STAMPs in terms of public meetings, advisory committee, and meetings with the Planning staff & Council?”

Answer 7 Please reference Answer #4 of this Addendum One;

Question 8 “Some land is in county, what is anticipated county participation?”

Answer 8 The County is a stakeholder in the planning process and will be invited to participate on the Technical Advisory Committee;

Question 9 “Is there anticipated annexation re: county land?”

Answer 9 Staff is not actively engaging with County property owners to annex as a part of the project. This could be a recommendation that develops through the process but is not currently an active part of the project;

Question 10 “Will there be an opportunity to coordinate with RTD throughout the process? Is RTD expected to be involved in any way with the STAMP development?”

Answer 10 Please reference Answer #3 of this Addendum One;

Question 11 “Is the TAC already defined? Do we know the participants?”

Answer 11 Staff has already formed the internal TAC comprising of Thornton staff members. Some external partners, like RTD, have already been engaged. The consultant selected will be able to recommend additional stakeholders they deem important to be part of the TAC. Thornton staff is able to take the primary lead on TAC engagement, with consultant support, unless otherwise determined in consultation with the selected consultant;

Question 12 “What level of engagement do you anticipate from the Planning Board?”

Answer 12 Generally, material will be presented to both the Planning Commission and City Council throughout the project. Planning Commission is typically engaged first and their feedback and recommendation are provided to City Council for final direction and decision;

Question 13 “How involved are you considering the consultant be in preparing for your initial community meeting April 13 and TAC meeting?”

Answer 13 This meeting is to be conducted prior to hiring a consultant, entirely led by Thornton staff. City staff will provide the materials and a summary of the feedback provided to the selected consultant;

Question 14 “In Exhibit C - Schedule of Charges (see Exhibit C in the RFP), can you confirm how you would like the “Billable Hourly Rate“ column completed? Since multiple staff with different hourly rates will be working across each task, should we list each staff category separately under each task, or is there a preferred format?”

Answer 14 Bidders should list each team member anticipated with their rate and estimated hours for each task identified. No specific format is necessary. Contract award shall be a total not no exceed value for entire project. Please reference V. PROPOSAL PREPARATION, Part B; subpart 6 of the RFP;

Question 15 “Where would you like project examples (if applicable) to be included within the proposal package?”

Answer 14 All Proposals shall be prepared in a comprehensive manner as to content; no specific order or format is identified so long as all elements are included.

- 2. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

END OF ADDENDUM NO. ONE

DocuSigned by:
Dennis Laurita 2/26/2026
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Dennis Laurita Date
Contracts Supervisor