

TOWN OF DE BEQUE, COLORADO

REQUEST FOR QUALIFICATIONS (RFQ) ON-CALL PLANNING CONSULTING SERVICES

Issue Date: June 15, 2026

Submittal Deadline: July 15, 2026

I. INTRODUCTION

The Town of De Beque, Colorado, is seeking Statements of Qualifications from qualified planning professionals, planning firms, or multidisciplinary consulting teams to provide on-call planning services.

The Town is a rural municipality located in western Colorado with a population of approximately 500 residents. Due to limited staffing resources and fluctuating planning needs, the Town seeks to establish a professional services agreement with a qualified consultant who can provide planning assistance on an as-needed basis.

The selected consultant will serve as an extension of Town staff and provide professional planning services related to land use, development review, zoning administration, long-range planning, grant support, and related planning functions.

The Town anticipates planning services will be required on an intermittent basis. While workload may vary significantly, the Town anticipates utilizing planning services approximately 5 to 30 hours per month, depending on development activity, grant projects, and special planning initiatives.

II. SCOPE OF SERVICES

The Town anticipates that services may include, but are not limited to:

Current Planning Services

- Review of development applications, site plans, subdivisions, variances, special use permits, and related land use requests.
- Preparation of staff reports and recommendations.
- Interpretation of zoning and land use regulations.
- Assistance with development review processes and applicant coordination.
- Research and preparation of planning memoranda.

Planning Commission and Board Support

Attendance may occur in person or remotely, depending on the needs of the Town and the nature of the meeting.

- Attendance at Planning Commission meetings as needed.
- Attendance at Board of Trustees meetings when planning matters are being considered.
- Preparation of presentations and supporting materials.
- Assistance with public meetings and public engagement processes.

Long-Range Planning

- Comprehensive plan amendment support.
- Land use code revisions support.
- Growth management and community development planning.
- Capital improvement planning support.
- Economic development and community visioning initiatives.

Grant and Project Support

- Assistance with planning-related grant applications.
- Project management support for planning and development initiatives.
- Coordination with state and federal agencies.
- Technical assistance related to grant-funded planning projects.

Other Planning Services

- General planning consultation.
- GIS coordination and mapping support.
- Research regarding Colorado land use regulations and best practices.
- Other planning-related services as requested by the Town.

Applicant-Specific Development Review Services

The Town utilizes a cost-recovery model for certain development review and planning services. Consultants may be required to provide services associated with private development applications, land use requests, subdivisions, variances, zoning inquiries, and related matters.

The selected consultant shall maintain sufficient records to identify work performed for specific applicants, projects, or development requests. Invoices shall clearly identify applicant-specific services, hours worked, personnel involved, and a description of services provided so that the Town may recover costs from applicants when applicable.

The Town reserves the right to determine which services are eligible for applicant reimbursement.

III. CONSULTANT QUALIFICATIONS

The Town seeks consultants demonstrating:

Experience providing planning services to municipalities, particularly communities with populations under 5,000.

Knowledge of Colorado land use law and municipal planning practices.

Experience working with rural communities.

Ability to respond to routine planning inquiries within two business days and urgent matters within a reasonable timeframe.

Strong written and verbal communication skills.

Ability to provide responsive service on an as-needed basis.

Experience facilitating public meetings and working with elected officials.

The selected consultant shall maintain professional liability insurance and other insurance coverage customary for professional planning services.

Experience supporting grant-funded planning projects is preferred.

Experience supporting municipalities with utility, transportation, parks, trails, water, wastewater, and grant-funded infrastructure projects is preferred.

IV. SUBMITTAL REQUIREMENTS

Interested firms shall submit the following:

1. Cover Letter
 - Brief description of the firm and interest in providing services.
2. Firm Qualifications
 - Firm history and overview.
 - Description of relevant experience.
 - Office location(s).
3. Project Team
 - Identification of key personnel.
 - Resumes of individuals expected to provide services.
 - Description of each team member's role.
4. Relevant Experience
 - Description of at least three similar municipal planning engagements.
 - Experience with rural municipalities and Colorado communities.
 - Describe your experience working under municipal cost-recovery or applicant-reimbursable planning review systems.
5. References
 - Minimum of three municipal references.
 - Include contact name, title, agency, phone number, and email address.
6. Fee Schedule
 - Hourly rates for personnel anticipated to provide services.
 - Separate rates, if applicable, for:
 - Development review

- Planning Commission attendance
- Board meeting attendance
- Comprehensive planning
- Grant support services
- GIS or technical support
- Applicant-specific development review services

V. SELECTION CRITERIA

Qualifications will be evaluated based on:

Experience serving municipalities of similar size and complexity.

Knowledge of Colorado planning and land use practices.

Experience working with rural communities.

Qualifications of proposed personnel.

Responsiveness and availability.

References.

Cost and overall value to the Town.

The Town reserves the right to interview one or more firms prior to selection.

VI. TERM OF AGREEMENT

The Town anticipates entering into a professional services agreement for an initial term of three (3) years, with the option to renew based upon mutual agreement and satisfactory performance.

The Town does not guarantee any minimum amount of work under this agreement.

VII. SUBMITTAL INFORMATION

Statements of Qualifications shall be submitted electronically in PDF format no later than July 15, 2026 at 5:00 p.m.

Submissions shall be delivered electronically via BidNet or physical delivery to: De Beque Town Hall at 381 Minter Avenue De Beque, CO 81630.

Questions regarding this RFQ shall be submitted electronically via BidNet or emailed no later than June 30, 2026 to:

Katherine Boozell, Finance Director
kboozell@debeque.org

All addenda, responses to questions, and RFQ updates will be posted through BidNet.

VIII. SCHEDULE

June 30 – Questions Due

July 15 – RFQ Due

July 22 – Interviews (if needed)

July 28 – Board Meeting and Anticipated Contract Award

IX. RESERVATION OF RIGHTS

The Town of De Beque reserves the right to reject any or all submissions, waive informalities, request additional information, negotiate scope and fees, and select the consultant deemed to be in the best interest of the Town.