

Request for Proposal

Transportation Maintenance Fee Study
Project Number N26-079



Town of Erie
645 Holbrook Street
Erie, Colorado 80516

June 22, 2026

Table of Contents

Request to Propose	Error! Bookmark not defined.
Project Background and Description	5
Project Manager Information	5
Scope of Work	5
Submittal and Evaluation Criteria.....	8
Selection Process	9
Selection and Performance Schedule	10
Agreement for Professional Services	Error! Bookmark not defined.

Request for Proposals

Electronic Proposals will be received by the Town of Erie (the "Town") through the Rocky Mountain E-Purchasing System ("RMEPS"), until **5:00 p.m.**, local time, **July 17, 2026** for the **Transportation Maintenance Fee Study (N26-079)**.

Proposals will be time-stamped by RMEPS upon receipt.

Proposal Submittals: All bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/colorado>.

The required Proposal documents must be received in the RMEPS submission portal on or before the Proposal due date and time. **Hardcopy submittals will not be accepted.** It is the Proposer's sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading Proposal documents after the Proposal due date and time has closed.

Proposals will be time-stamped by RMEPS upon receipt. After uploading proposal documents, **Proposers must click the SUBMIT button.** The Town will not accept uploads that are "saved" but not "submitted". To verify that a Proposal has been submitted successfully, Proposers may contact BidNet Support or verify, via the Bid Management tab in Proposer's account, that the documents are not in "Draft" status. The Town does not have access to or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline at **800-835-4603**.

A brief summary of Work for which the Proposal is requested consists of:

The Town of Erie seeks to implement a new transportation maintenance fee to cover the costs of transportation maintenance activities, and a fee study is required. The purpose of the fee would be to ensure that the town has funding to defray the cost of maintaining an effective network of transportation infrastructure. The transportation maintenance fee is not intended to raise revenue for general governmental purposes. The fee study is intended to ensure that the charge imposed on persons or properties is reasonably designed to meet the overall cost of the service for which the fee is imposed. The town wants to ensure that the fee is applied fairly and equitably. Lastly, the town seeks to understand the estimated cost of implementing and maintaining a new transportation fee, likely through its current utility billing system, as well as a range of other administration options. Necessary staffing needs should be considered as part of the

administration of the fee.

Request for Proposal documents will be available after **12:00 p.m.** on **Monday, June 22, 2026** at and may be obtained from the RMEPS website at <https://www.bidnetdirect.com/colorado>.

All questions related to this bid should be submitted through the RMEPS website by **12:00 p.m.** local time, on **Thursday, July 2, 2026**. All answers to questions received will be posted in a formal addendum (if needed), by **Friday, July 10, 2026**.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this Request to Propose.

The Town of Erie is an Equal Opportunity Employer.

Dated this 22nd day of June, 2026.

Town of Erie, Colorado

Project Background and Description

The Town of Erie seeks to implement a new transportation maintenance fee to cover the costs of transportation maintenance activities, and a fee study is required. The purpose of the fee would be to ensure that the town has funding to defray the cost of maintaining an effective network of transportation infrastructure. The transportation maintenance fee is not intended to raise revenue for general governmental purposes. The fee study is intended to ensure that the charge imposed on persons or properties is reasonably designed to meet the overall cost of the service for which the fee is imposed. The town wants to ensure that the fee is applied fairly and equitably. Lastly, the town seeks to understand the estimated cost of implementing and maintaining a new transportation fee, likely through its current utility billing system, as well as a range of other administration options. Necessary staffing needs should be considered as part of the administration of the fee.

Contract Administrator Information

The Purchasing Manager on this project is Natalie Borton. All questions related to this bid should be submitted through the RMEPS website by **12 p.m.** local time, on **July 2, 2026**. All answers to questions received will be sent in a formal addendum (if needed), by **July 10, 2026**.

Scope of Work

The awarded Consultant shall provide applicable services consisting of, but not limited to, the following (including a list of deliverables):

1. Community Outreach, Needs Assessment, Fee Design and Required Fee Study:

Consultant will work with town staff to design a fee to meet the needs outlined below and conduct the required fee study that establishes a legally defensible rational nexus on how the fee is assessed and the services being provided. The Town of Erie is also interested in strategies that provide long-term flexibility so that this fee can meet changing needs in the future. The fee design should include an analysis of how the fee structure impacts various stakeholders, specifically including but not limited to, Saint Vrain Valley School District and Boulder Valley School District. It should provide content for a communications strategy and soliciting stakeholder input that explains for property owners, employers, and residents the purpose of the fee and use of its revenue. The stakeholder analysis will influence the ultimate fee design.

The fee design shall answer the following questions with supporting data:

- What transportation needs would be covered by the fee? The revenue from a Transportation Maintenance Fee (TMF) could fund a wide variety of unfunded needs and strategic investments. Based on the town's Transportation and Mobility Plan (TMP) funding priorities staff are seeking assistance in determining which activities would be funded by the revenue fee.

- This study should reference previous studies done to establish similar fees (e.g. City of Loveland, City of Fort Collins, City of Boulder, etc.) and the Colorado Supreme Court case history to implement such a fee. The purpose of this is to establish a legally defensible approach and position for the Town Council to enact the fee.
- Within the realm of transportation infrastructure operations and maintenance (O&M), there are several activities that the Town would want evaluated. This includes but is not limited to the following: Roadway pavement resurfacing, roadway reconstruction, ADA maintenance in the right-of-way, concrete maintenance, signage and pavement marking maintenance, traffic signals and traffic operations maintenance, bus stop maintenance, bridge asset management, safety improvements, speed mitigation, streetlight maintenance, transit supportive investments and technological modernization.
- How much revenue could be generated? A fee can generate a wide range of revenue. The fee study shall incorporate a needs assessment to be developed as part of this effort to inform the range of revenue generation for council to consider.
 - The study shall present at least three options for different levels of fee revenue generation. The evaluation would need to consider base rates to reactively maintain minimum level of service (LOS) as defined by the TMP and Town of Erie Engineering Standards and Specifications, to a proactive fee that would accept transportation capital with a budget for future rebuild costs. The TMP has established planning levels costs that would reflect the short, medium, and long term costs that need to be reviewed alongside existing financing and trends.
 - The Consultant will work with staff to understand an appropriate range of revenue levels determined by the actual annual cost needs for maintaining appropriate LOS and, potentially, required upgrades (e.g. ADA) in the public-right-of-way.
- How is revenue collected? Typically, transportation fees are collected through existing utility billing systems. The Consultant is asked to work with representatives from city's Utility Billing team to assess the viability of adding a transportation fee to the existing billing system and, if so, work with staff to design an implementation plan. If the current billing system is not a viable option, the Consultant will propose changes or another approach to administer the fee.
- Who pays? The study shall explore the fees being assessed to multiple property types using the Town's comprehensive plan as a guide to include but not be limited to commercial, residential, industrial, mixed-use, and institutional properties. Staff are seeking recommendations from the consultant on the proportion of the fee that is paid by each property type.
- At what rate? The consultant will provide a fee study that proposes the rates for the various property and use types to would be assessed based on a set of

options with different levels of revenue generation designed to cover the cost of selected O&M activities. The goal is to cover the town's transportation O&M in the public-right-of-way such as roads, bike facilities, bus facilities, sidewalks, ADA ramps, signals, streetlights, transit supportive services, bridge structures, etc.

- How are rates determined? There are many ways that transportation fees can be assessed. Typically, they are based on a combination of land use type, size and a factor to estimate the impact of the property on or its use of the transportation system. It is our understanding that common approaches are to have the fee based on factors such as vehicle trip generation and square footage. The consultant will provide an analysis of options and a recommendation on the methodology used to determine.

The Consultant will provide a final technical document on fee design options with clear financial analysis, revenue projections, and alignment of the plan with TMP (population growth) strategic investments to recommend the most appropriate fee design. This document will incorporate considerations around stakeholder impacts from the associated community and stakeholder outreach. It shall also incorporate findings of the operations and maintenance needs assessment. The work shall include contextual information on the broader fee trends – such as developer, CIP, HUTF and other revenues – and clearly document how the fee helps close a financial gap to match to the Town's Taking Lasting Care (TLC) philosophy for transportation infrastructure. The consultant will also outline a legally defensible approach to annual fee increases.

2. Cost Estimate for Implementation and Operations

Based on the recommended fee design and collection process, the town is asking the Consultant to provide the following cost estimates:

- Estimate to implement fee including integration into utility billing process.
- Estimate of annual staff costs and resources to manage and administer fee program

At the conclusion of this task, the Consultant will provide a final technical document providing cost estimates of implementing and maintaining a fee program based on the final recommended design.

3. Deliverables

- Fee Design Technical Document to include Operations and Maintenance Needs Assessment
- Fee Study Final Report to include summary of stakeholder outreach
- Cost Estimate for Implementation and Operations Technical document

4. Reporting and Coordination Obligations.

- Consultant shall provide monthly report summarizing progress and budget

expenditures.

Submittal and Evaluation Criteria

All Bids shall be submitted via the RMEPS website by the Proposer and must include the Proposer's contact name, business name, address and telephone number. Bids by partnerships must be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. A complete list of partners must be included with the bid. Bids by a corporation must be signed in the official corporate name, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. Corporations must designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. All Bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/colorado>.

Please Note: Addenda may be issued for this RFP and will be posted online at <https://www.bidnetdirect.com/colorado>. Proposers shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Proposal Documents. Failure to submit such responses may result in disqualification of the respective Proposal.

The RMPES website offers both "free" and "paying" registration options that allow for full access of the Town's documents and for electronic submission. (Note: "free" registration may take up to 24 hours to process. Please plan accordingly.)

The Town does not guarantee accurate information obtained from sources other than RMEPS.

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below, and at a minimum, contain the required information. Respondents are encouraged to include additional relevant information. Respondents must also include a signature page with company name, address, phone number, contact name, authorized signature and date.

Qualifications

1. Firm's capability (company resources)
2. Project team (including subconsultants)
3. Letter from Principal certifying availability and commitment of staff
4. Ability to complete project within timeframe
5. Work location

Experience

1. Relevant recent projects
2. Team member matrix (experience together)

3. List of clients (2-5) for whom similar work has been done. Include contact name and phone number

Project Goals, Concept & Critical Issues

1. Firm's understanding of project outline in Scope of Work
2. Firm's approach to project
3. Potential key challenges and firm's approach to meeting them
4. Firm's vision for project
5. Approach to cost control, value engineering, and resources to provide accurate cost information
6. Proposed additional tasks to Scope of Work

Project Design Schedule

1. Anticipated schedule for completion of design including project timeframes for each major task in Scope of Work
2. Suggested measures for streamlining design and review process

Quality Control

1. Detailed description of firm's approach to ensuring quality control of both design & construction and project management

Fees

The proposal shall include a fee proposal with the following information in a **separate sealed PDF as noted on the website:**

1. A not-to-exceed fee for each phase of the Scope of Work
2. Labor-hour allocation and the dollar value of the time for each phase of the Scope of Work. A subtotal of labor-hours and fees for each phase and category shall be provided
3. All anticipated expense items
4. An hourly rate fee schedule.
5. A list of Sub-Consultants and associated fees

Selection Process

The Town's selection committee will evaluate all proposals received based on qualifications and approach. Upon review, the committee will prepare a short-list of companies. Sealed proposals will be evaluated for those short-listed companies and negotiations (if necessary) will begin with the chosen Contractor.

The attached sample Professional Services Agreement will be used by the Town as the contract document for the work. By submitting a Proposal, you accept the terms of this Agreement as stated. Any deviations from this Agreement must be requested in your submitted Proposal.

Selection and Performance Schedule

The following is the anticipated schedule of events for the RFP process:

Request for Proposal Available	June 22, 2026
Last Day for Questions	July 2, 2026
Final Addendum (if needed)	July 10, 2026
Proposals Due	July 17, 2026
Selections and Negotiations Complete	August 7, 2026
Anticipated Notice of Award	August 26, 2026