



MEMORANDUM

MEETING TYPE: Board of County Commissioners

MEETING DATE: October 8, 2024

ITEM NAME: BakerTilly Master Planning & Revolving Loan Fund Development Agreement

SUBMITTED BY: Robert Gilbert, Management Fellow

SUMMARY: This is a request to approve the consulting agreement between Huerfano County and BakerTilly as the next step in performing the projects outlined in the [Local Planning Capacity](#) and [Strong Communities](#) grants the County was awarded this year. BakerTilly's scope of work will entail two different Tasks: 1) Redevelopment Feasibility for the Rio Cucharas Inn and 2) Revolving Loan Fund creation. Task 1 is funded through the LPC grant, and Task 2 is funded through the Strong Communities grant, and the term of the agreement is the earlier of either the presentation of all necessary reports by BakerTilly, one year from proposal execution, or written notification from the County expressing either termination or a desire to move to a full-service development or municipal advisory services engagement. A fee schedule is attached to this Memo.

RECOMMENDATION: Administration recommends the BOCC move to approve BakerTilly's agreement and proceed with the work as outlined.

BACKGROUND:

For Task 1, BakerTilly will focus on two phases, a) Master Planning; and b) Development Planning for the Rio Cucharas Inn property. There are a variety of deliverables, including a Property Condition Assessment, and a Master Plan with redevelopment options, as well as financial projections and possible funding sources. Decisions from the first phase will impact the second phase, which will focus on developing Technical Due Diligence reports, pro formas, and solicitation documents.

For Task 2, BakerTilly has five stages: a) Revolving Loan Fund design and structure; b) Development of Application Requirements; c) Financial Modeling and Forecasting; d) RLF ongoing administration; and e) general municipal advisory services.

Tasks 1 & 2 build upon the work done in the 2023 Housing Needs Assessment and the current Innovative Housing Opportunity Planning project. The goals of this work are to plan for sustainable growth and development patterns, as well as affordable housing, and to increase our capacity for processing land use, permitting, and zoning applications for housing projects.

BOARD ACTION TAKEN:

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: _____

NOTES: