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JohnstownCO.gov

## TOWN COUNCIL AGENDA COMMUNICATIONS

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**AGENDA DATE:** February 5, 2024

**SUBJECT:** Award RFP for Downtown Johnstown Master Plan Project

**ACTION PROPOSED:** Consider a contract to award project to Kimley Horn

**ATTACHMENTS:**

1. Downtown Johnstown Master Plan Project RFP
2. Kimley Horn RFP
3. Draft Kimley Horn Service Contract
4. Top RFP's
  - a. RVI Planning + Landscape Architecture
  - b. Logan Simpson
  - c. Russell Mills Studios

**PRESENTED BY:** Sarah Crosthwaite, Economic Development Manager

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### AGENDA ITEM DESCRIPTION:

The Town of Johnstown published the Downtown Johnstown Masterplan Project Request for Proposal (RFP) on December 14, 2023. The RFP was available on the Town website and via the Town's Rocky Mountain BidNet account. Additionally, the Town held a virtual pre-bid meeting on January 9, 2024, to answer questions regarding the project and RFP from interested contractors/firms.

The Town closed the RFP on January 18, 2024, and received a total of 8 submissions. As a recap, the Downtown Johnstown Masterplan Project RFP is seeking proposals for a qualified firm to facilitate a community planning process that culminates in the development of a master plan for Downtown Johnstown. The master plan at minimum should address the following issues:

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- A unified vision for downtown that incorporates the newly adopted downtown brand and wayfinding signage
- Physical expansion of downtown, including incremental redevelopment of industrial park and development of newly annexed parcels
- Parking system management
  - Identification of short-, medium-, long-term parking
  - Current and future parking supply/inventory
- Aging streetscape / streetscapes not conducive to downtown expansion
- Lack of public spaces downtown
- Lack of outdoor dining
- Lack of pedestrian safety and connectivity
- Event management
- Attraction of retail and entertainment-based businesses that activate the corridor for daytime and nighttime use
- Improvements to East Parish Avenue alleyway
- Creating a traffic detour to minimize heavy vehicle traffic on Parish Avenue

The purpose of the project is to develop an actionable masterplan document that is community led and adopted by Town Council. The expectations of the selected firm include at minimum:

- Lead the project with a strategic public participation and outreach plan that focuses on “meeting people where they are”.
- Develop a masterplan that focuses on creating actionable steps to address current and future issues within the corridor, a development plan for the Held and Reider properties, and planning elements that include a land use plan for the corridor as a whole.
- Create two distinct versions tailored to different audiences and purposes. The first version, designed for the general public, ought to be highly schematic and visually engaging. This version serves as a communicative tool, presenting the overarching vision and key elements of the masterplan in a way that is easily digestible for residents, business owners, and other stakeholders. The second version, intended for the Town staff responsible for implementation, demands a more detailed and technical approach. This version should delve into specific strategies, zoning regulations, planning elements, and other details necessary for effective execution.

Enclosed is the RFP for the Downtown Johnstown Masterplan Project and Kimley Horn’s RFP response. For reference the following entities submitted a proposal (*only the top 4 firms RFP’s have been attached*):

1. Cushing Terrell – Bid price \$93,940
2. RVI Planning + Landscaping Architecture – Bid price \$100,000 (*attached*)
3. PEL-ONA Architects & Urbanists – Bid price \$110,000

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4. Logan Simpson – Bid price \$99,750 (*attached*)
5. EJD+P – Bid price \$190,380
6. Confluence – Bid price \$265,000
7. Russell Mills Studios – Bid price \$99,880 (*attached*)
8. Kimley Horn – Initial Bid price \$239,880, Negotiated Bid Price \$99,974 (*attached*)

The Town would like to award Kimley Horn the Downtown Johnstown Masterplan project as their proposal not only met the requirements of the RFP but provided a comprehensive outline of their technical approach including on-site observations and analysis, community engagement process, and relevant experience. Town Staff was able to negotiate with Kimley Horn per our Town Financial Policy to hone in on the expected engineering scope of work and assigned staff to the project. Johnstown is excited to bring this project to our community and begin engaging with our stakeholders to create a Downtown Masterplan.

**LEGAL ADVICE:**

The Town Attorney has been provided with the draft service contract agreement for review.

**FINANCIAL ADVICE:**

The Town has budgeted a max of \$100,000 for this project for FY 2024.

**RECOMMENDED ACTION:** Approve awarding the RFP project to Kimley Horn and authorizing the Town Manager to sign the service contract pending final review from the Town Manager and Town Attorney.

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**SUGGESTED MOTIONS:**

**For Approval:** I move to approve the Town of Johnstown to award the RFP project to Kimley Horn and authorize the Town Manager to sign the service contract pending final review of the contract by the Town Manager and Town Attorney.

**For Denial:** I move to deny the Town of Johnstown to award the RFP project to Kimley Horn.

*Reviewed and Approved for Presentation,*



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Town Manager