



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 12, 2026	ITEM NO.	SUBJECT: Direction Planning Consultant
Presented by: Erica Romero Town Clerk/ Treasurer		

The purpose of this agenda item is to request direction from the Board of Trustees regarding whether staff should proceed with issuing a Request for Proposals (RFP) for a Town Planning Consultant.

The Town requires professional planning services to assist with matters such as land use applications, development review, planning studies, and other planning-related projects. Engaging a qualified planning consultant through a formal RFP process would allow the Town to evaluate potential firms and establish a professional services agreement for these needs.

Staff is seeking the Board's direction on whether to move forward with developing and issuing an RFP for planning consultant services. If directed to proceed, staff will prepare the RFP, solicit proposals, and return to the Board of Trustees with a recommendation for consideration and potential approval of a consulting agreement.

Financial Impact:

The financial impact associated with planning consultant services will be disclosed upon review of the submitted proposals. The Town has an estimated \$150,000 budgeted for professional services in the 2026 budget, which includes planning services among other professional consulting needs.

Provide direction to staff regarding whether to proceed with issuing a Request for Proposals (RFP) for a Town Planning Consultant.