



REQUEST FOR PROPOSALS EXECUTIVE SEARCH FIRM FOR EXECUTIVE DIRECTOR

Denver Urban Renewal Authority

Proposals due March 2, 2026

Responses must be prepared according to this Request for Proposals and delivered *by electronic mail only* to:

2026rfpesf@renewdenver.org

RENEWDENVER.ORG

1. Background

The Denver Urban Renewal Authority (the "Authority") was created by ordinance of the City and County of Denver ("City") in 1958 under Colorado Urban Renewal Law which was enacted by the State Legislature in that same year. The Authority is a redevelopment agency, performing the traditional duties of an urban renewal authority – eliminating blight where it currently exists and helping foster the sound growth and development of the City. The Authority is governed by a 13-member board of commissioners, 11 of whom are appointed by the Mayor of Denver and confirmed by Denver City Council for staggered five-year terms, one who is an elected member of the board of School District No. 1 in the City and County of Denver, and one representative of special districts. The Executive Director is appointed by the Board and directs the Authority staff and its operations.

In its redevelopment capacity, the Authority uses an important financing tool called tax increment financing to fill the gap between the cost of a redevelopment project and the level of private financing it can support in situations where blight exists. State law enables urban renewal authorities to use incremental property and sales taxes generated by a redevelopment project to provide project financing. Redevelopment activities which benefit from tax increment are either financed through the issuance of tax increment revenue bonds, notes or with developer reimbursement obligations.

The Authority has created a Community Investment Program to provide stabilization grants to communities impacted by urban development. This program is in its initial stages. The Authority's first round of grants was awarded to 13 small businesses, non-profits and business improvement districts totaling \$524,014 which included funding for physical improvements, equipment purchases and other investments to help local entities serve their communities. The Authority also has continued oversight and responsibility for housing programs that it previously implemented on behalf of the City.

2. Background and RFP Objectives

The Authority seeks proposals for an executive search firm to assist the Board of Commissioners (Board) in recruiting the Authority's next Executive Director (ED). This RFP outlines the expectations and timeline for the scope of work. The Board seeks proposals from experienced and qualified search firms or consultants that have experience in executive searches, including experience with conducting successful CEO or executive director searches for government organizations in the State of Colorado.

3. Scope of Services

- A. Work in close coordination with the Authority's Executive Search Committee, an ad-hoc committee of commissioners charged with leading the search process.
- B. Provide an outline of recommendations for the search process and work with the Executive Search Committee to implement a search process including, but not limited to, the development of a plan and timeline for recruitment, selection, and communications in accordance with Colorado law, including, in particular, the open meeting requirements of C.R.S. § 24-6-402 (3.5) regarding searches for chief executive officers.
- C. Assist the Executive Search Committee to prepare a position description.

- D. Meet with stakeholders to clarify and determine views regarding desirable qualifications, experience and characteristics of candidates.
- E. Perform an extensive local and national search, conducting all aspects of advertising and solicitation of candidate applications, to create a diversified pool of highly qualified individuals.
- F. Screen candidates, ensuring communication with all candidates who express interest in the position of executive director.
- G. Identify top qualified candidates.
- H. Coordinate the interview process, including facilitating input and preparing summaries from conversations with staff and board members throughout the interview process.
- I. Assist the Executive Search Committee as requested in further review and identification of the highest qualified candidates and facilitate requests for additional information from candidates and references; conduct background screening.
- J. Support the process of final negotiations that result in an accepted offer of employment.

A successful search is one that results in the recruitment of a candidate that effectively meets all the job requirements, staff and board criteria and qualifications, and which receives approval for hire from the Board. The end of engagement will be upon an accepted offer of employment. The Executive Search Committee hopes to have a new ED in place no later than July 31, 2026.

4. Basis of Evaluation

All proposals will be evaluated based on the following key criteria:

- A. Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge, and creativity generally required by this project, including experience with the search process for governmental entities under Colorado law.
- B. Understanding of and commitment to the Authority's mission, values and objectives.
- C. Demonstrated experience with similar-sized and type organizations and personnel involved who are based in the Denver area.
- D. Completeness and quality of response, including clear deliverables and reasonable approach.
- E. Proposed cost and timeline.
- F. References.

The Authority, at its sole discretion, reserves the right to:

- A. Interview or request additional information from any firm prior to its selection; or
- B. Consider information about any firm from other sources in addition to information submitted by the firm.

Notwithstanding the above, the Authority reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the respondent can propose.

5. Selection and Implementation Timeline

- A. Selection Process: The selection process will be overseen by the Executive Search Committee. This group will evaluate the proposals and make a recommendation to the full Board who will make the final decision.
- B. Selection and Implementation Timeline (All times are local time in Denver, Colorado)

RFP Issued	February 20, 2026
Submission of questions	February 24, 2026
Pre-Submittal Call to answer questions	February 26, 2026
Proposals must be submitted	March 2, 2026
Finalist Interviews	March 4, 2026
Selection by Executive Search Committee	March 5, 2026
Negotiation of Contract	March 5, 2026 – March 10, 2026
Contract Approval by Board of Commissioners	March 19, 2026
Contract Begins	March 20, 2026

- C. Technical Assistance: Inquiries regarding clarification or additional information must be submitted in writing via email to pwilson@renewdenver.org no later than 5 p.m. on February 24, 2026. Additionally, a pre-submittal call will take place on February 26, 2026 at 10:00 a.m. to answer any questions. This call will take place via Zoom (<https://us02web.zoom.us/j/6216077128?omn=87835824924> Meeting ID: 621 607 7128)
- D. Response Deadline: **The response deadline is no later than 5 p.m. on March 2, 2026.** Additions or deletions must be submitted and included in the proposal on or before the deadline. Under no circumstances shall Authority staff or Board deliver a proposal for a proposing entity.
- E. Submission of Proposals: All proposals shall be submitted electronically to: 2026rfpesf@renewdenver.org

If the file is too large for email, a link to download the file should be provided.

An email confirming receipt of submission will be sent to each respondent. Please contact Pam Wilson immediately if you do not receive confirmation of submission email. It is the respondent's responsibility to ensure the Authority has received the submission. A response may be judged nonresponsive and excluded from further consideration if it is not received by the deadline or does not follow the specified format.

Communication with any member of the Authority's staff or Board during the response and evaluation period concerning any matter related to this Request for Proposals (except as provided herein) is prohibited and grounds for immediate disqualification.

- F. Conditions of Proposal: Costs incurred in the preparation of a response to this RFP are the responsibility of the respondent and will not be reimbursed by the Authority.

6. Format of Proposals

All responses to this RFP must follow substantially the outline presented below. Responses to the questions below should be delivered electronically in Adobe PDF (or equivalent) format.

- A. **Organization Description:** Brief history and summary of your firm and expertise. Please include a list of key personnel proposed for this project along with the individual's background and experience. The Authority believes an organization having an office in the Denver metropolitan area is a benefit in this process. Please identify all Denver-area based personnel that will be involved, if any.
- B. **Recruitment Approach:** Please describe the process you propose to use to find a successful candidate. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the firm to be responsible for and what you expect from the Authority. Include what networks you are able to access on behalf of this search.
- C. **Deliverables:** Identification of specific services to be provided including how success will be measured throughout the process.
- D. **Proposed Timeline:** Estimate the start and end dates for each phase of the search process.
- E. **Budget:** Proposed cost along with a narrative description of what is included in this cost.
- F. **Past Performance:** Information regarding the average number of years top candidates have remained on the job after placement, and replacement services if the selected individual resigns or is terminated within a certain time frame.
- G. **References:** Provide two references, including at least one governmental organization where you completed a successful CEO search.

If additional information is necessary to interpret the requirements of this RFP, please direct your questions in writing to Pam Wilson.

7. Conflicts of Interest

Respondent must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, respondent affirms that to the best of its knowledge there exists no actual or potential conflict between the respondent, the respondent's project manager(s) or its family's business or financial interests ("Interests") and those of the Authority, its commissioners, officers or staff. In the event of any change in either Interests or the services to be provided under the Contract, the respondent will inform the Authority regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to the Authority's satisfaction, or the respondent may be disqualified from consideration under this RFP. As used in this RFP, "conflict of interest" shall include, but not be limited to, the following:

- A. Giving or offering gratuity, kickback, money, gift, or anything of value to an Authority commissioner, officer, or employee with the intent of receiving a contract from the Authority or favorable treatment under a contract;
- B. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with respondent's performance of its duties and responsibilities to the Authority under the Contract. No commissioner, officer or employee nor any immediate member of the family of such commissioner, officer or employee of the Authority shall have any interest or acquire any interest, direct or indirect, in the proposed contract or contracts or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
- C. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the respondent or its affiliates or Interests on behalf of the Authority will be influenced.

8. Governing Provisions and Limitations

Violation of any of the following provisions may cause a proposal to be rejected.

- A. The purpose of the RFP is to ensure maximum, open, free competition in the solicitation of and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate the Authority to award any contract or to pay for costs incurred prior to the execution of a formal contract unless the Authority specifically authorizes such costs in writing.
- B. The Authority values diversity and encourages responses from qualified SBE, MBE and WBE firms. It is the policy of the Authority to encourage and support equal opportunity in the purchase of goods and services. The Authority shall comply with all Equal Opportunity requirements in the procurement of all goods and services.

- C. The Authority reserves the right to accept or reject any or all proposals received, or to cancel or reissue this RFP in part or its entirety.
- D. The Authority reserves the right to award a contract for any services or groups of services solicited via the RFP in any quantity the Authority determines is in its best interest. It further reserves the right to make no award as a result of this solicitation for any services or group of services if in the Authority's best interest.
- E. The Authority reserves the right to correct any error(s) and/or make any changes to this solicitation as deemed necessary. The Authority will provide notifications of such changes to all proposers recorded in the Authority office record (Distribution Log & Receipts Record) as having received or requested an RFP.
- F. The Authority reserves the right to negotiate the final terms of any contract awarded as a result of this solicitation with the respondent selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of the Authority.
- G. The Authority reserves the right to contact any individual or entity listed in the proposal that may have knowledge of the proposer's experience, performance, and qualifications.
- H. Proposers shall not offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee, or agent of the Authority for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, commissioner, officer, or agent of the Authority shall participate in the selection, award or administration of contract supported by the Authority funds if a conflict of interest, real or apparent, would be involved.
- I. Proposers shall not engage in any activity that is intended to restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures.
- J. The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at stated price/cost.
- K. The Authority reserves the right to request clarification or explanation for or verify any aspect of a response to this RFP, and to require the submission of any price, technical, or other revision to the RFP that results from negotiations conducted.
- L. The Authority reserves the right to award to other than the lowest cost respondent.
- M. The Authority reserves the right to award without discussion.
- N. The Authority reserves the right to reject any proposal that fails to conform to the requirements of this RFP.

- O. The Authority reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.

9. Colorado Open Records Act

Each proposal is subject to the Colorado Open Records Act. To the extent that confidential commercial or financial information is included in the proposal, please include such information in a separately sealed envelope labeled "Confidential Commercial and Financial Information." The Authority will treat such information as confidential subject to, and to the extent permitted by, the Colorado Open Records Act and other applicable laws. Responsibility of defending the confidential and proprietary nature of the information will be solely upon the respondent.