



**TO: Housing Task Force**  
**From: Ken Charles**  
**DT: 8-3022**  
**RE Meeting Information**

For our next meeting we will:

1. Review the Request for Qualifications for the Consultant/Developer
2. Review the publicly owned properties available for the project
3. Review and example of the Deed Restrictions
4. Discuss time table goals
5. If time permits, review DOLA's 16 criteria for grant eligibility

**Request for Qualifications (RFQ)**  
**Town of Dolores Attainable Housing Project**  
**August 2022**

**I. Invitation**

The Town of Dolores invites all interested, qualified persons or firms capable of providing the required services to submit proposals for planning, development, and construction of an Attainable Housing Project(s). The Town is requesting proposals from a Consultant/Developer team to provide planning, conceptual design services, financing plans, and construction services for the project described below.

The Town reserves the right to negotiate any and all elements of any Consultant/Developer proposal.

**Instructions and Administrative Information**

Schedule of Activities for RFQ

RFQ Issued August 31, 2022

Deadline for Offeror's Written Inquiries September 8, 2022

Proposal Submission Deadline September 21, 2022

Notice of Intent to Award Approximately October 10, 2022

RFQ Point of Contact or questions concerning this RFQ and the procedures for responding to the RFQ should be directed in writing or email to: Ken Charles, Town Manager, PO Box 630, Dolores, CO, 81323 [manager@townofdolores.com](mailto:manager@townofdolores.com) 970 882 7720.

**I. Introduction and Background**

Coloradans have identified housing affordability as the biggest issue facing the state as one in every seven Colorado households is spending more than half of its income on housing according to a study by Shift Research Lab. Source: House Bill 21-1271.

In Dolores, the Medium home price is \$379,000. The annual income needed to support this type of purchase is estimated at \$72,633. The average teacher salary at Dolores School District RE-4A is \$41,006. This disparity has been identified as unattainable for this sector of the workforce along with others in a similar income bracket. Income is unable to maintain equity with the current housing price increases municipalities in Colorado are experiencing. According to a study by the Southwest Colorado Council of Governments, half of all renters in the Southwest Region are housing cost burdened (<http://www.swccog.org/>). Burdened is identified as needing to use 50% or more of monthly income for housing. (Source: Montezuma Regional Roadmaps). In small rural communities like Dolores, this situation can be exacerbated by the current growth in short-term rentals and second-home buyers who can buy up available housing stock.

The town has established that if some efforts toward attainable housing are not implemented, owning or renting a home in Dolores could eventually be very difficult for the average working class of the town. Without access to attainable housing, it could make it increasingly difficult to recruit necessary workforce sectors such as teachers, law enforcement personnel, and other key workforce personnel to live and serve the community. The effects of a loss of workforce professionals results in a decline in secondary industry areas such as local businesses, school districts, and other key public service sectors that make small municipalities thrive. A lack of attainable housing affects all sectors of a community and can diminish many of the quality of life features we all desire in the places where we live. This includes strong schools, adequate law enforcement, access to good infrastructure, and healthy communities.

Significant costs affecting attainability are:

- The high cost of land
- The increasing cost of public utility maintenance and expansion. (ex. tap fees).
- Developer profit, which is often at the 20% level.

Current Assets:

- The town of Dolores and the Dolores School District own developable sites that they are prepared to make available for attainable housing and could waive tap fees (grants might be available to reimburse tap fee waivers).

Strategy:

- Coming up with a first attainable housing development and plan that aid in removing or significantly reducing these three elements will have a significant impact on the final home price.
- The Town of Dolores elected officials have created an Attainable Housing Task force to direct the planning process.

It is the objective of the Town to:

- 1) Develop permanently attainable housing on publicly owned properties in the town of Dolores or nearby.
- 2) The Town of Dolores will adopt the definition of attainable workforce housing as defined by DOLA, and it will become the target population for the attainable housing project. Attainable workforce housing is defined in the statute as “up to 80% Area Median Income (AMI) for rental housing and up to 120% AMI for affordable homeownership”.

## **II. Scope of Work**

### **Phase 1: RFQ Proposal**

The town is looking for a multi-disciplinary project Consultant/Developer team to work with town staff and the Attainable Housing Task Force to complete all stages of the

project. The town has approximately \$30,000 available for this project. All of the following components must be addressed in the RFQ.

- analysis of sites including existing conditions survey;
- environmental assessments;
- preliminary site planning including:
  - Town code analysis,
  - Density studies and planning for selected sites(s)
  - Concept renderings
  - Description of preferred housing types,
  - Project budget,
  - Outline financing options. Should include plans for:
    1. Down payment assistance
    2. Mortgage orientation and underwriting
  - Outline of delivery structure.
    1. Timeline and process for construction
    2. Contract structure.
  - What is your profit goal by percent?

#### **Meeting Attendance**

The Consultant/Developer will work as needed with the Town of Dolores Attainable Housing Task Force and Town Staff either in person or remotely.

The addition of consultation calls, meetings or staff can be identified and incorporated as needed. The consultant will need to provide hourly rates and associated fees for additional meetings.

#### **Work Components**

Consultant will be responsible for providing agenda and meeting minutes for all meetings.

#### **Deliverables**

Preparation of conceptual plan drawings and maps in a timely fashion for any required or public meetings.

### **III. Instructions to Proposers**

The Consultant/ Developer shall provide either one electronic. Proposals shall not exceed twenty pages in length. Proposals shall be submitted to Town of Dolores, PO Box 630, Dolores, CO 81323 or to Town Manager Ken Charles at [manager@townofdolores.com](mailto:manager@townofdolores.com).

The proposals shall be organized using the following format:

1. Table of contents

2. References and Experience-list of projects your Team has completed the past five years that are like that requested by the Town of Dolores. With each reference, include the name, address, people to contact and telephone number, a description of the project completed, and the time required to complete the project. Include involvement in later construction phases.
3. Project Organization-list key personnel that will be assigned to the project. List the person's name, title, project assignments, years of experience, licenses and other qualifications. List any sub-consultant personnel and describe past roles any sub-consultant played for your Team.
4. Describe your work plan for each element of the project. The selected consultant will be required to submit a detailed work plan that should include a spreadsheet quantifying each Scope of Work component by estimated hours by staff.
5. Include all services that will not be included in the contract and are expected to be provided by the Town of Dolores.
6. Include a lump sum cost for each service for each element of the proposal.
7. Include a statement that the firm maintains the necessary liability, vehicle, and workman's compensation insurance.

#### **IV. Selection Criteria**

A selection committee comprised of town personnel and the Housing Task Force Advisory Committee will evaluate the proposals using the following criteria:

1. Weight 30%. Strength and capability of project team. The experience of the project team, working together, in providing similar services.
2. Weight 30%. Please describe in detail your team's experiences in similar turn-key projects:
  - (a) The ability to develop housing at 80-120 % AMI
  - (a) Successful fundraising (sources and amounts)
  - (b) Cash flow management
  - (c) Construction financing
  - (d) Mortgage underwriting
  - (e) Diversifying home ownership
  - (f) Deed restriction documents
3. Weight 10%. Key personnel assigned to the project and their experience with similar projects.
4. Weight 10% Narrative and project approach including goals, controls, concepts and critical issues.
5. Weight 10% Time frame for completion of the project. Ability of the consultant to complete the work in a cost-effective manner.
6. Weight 10% Overall completeness and responsiveness to the RFQ.

## **V. Requirements and General Information**

Proposals shall be submitted with either one hard copy and/or an electronic copy. Proposals should be submitted to Town of Dolores, PO Box 630, Dolores, CO 81323 or via mail to [manager@townofdolores.com](mailto:manager@townofdolores.com) by 4:00 PM September 21, 2022.

The Town of Dolores reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the town's opinion, to be in the best interest of the Town.

















105 N 4th St

Doherty School Admin

109 N 5th St

107 N 5th St

100 N 6th St

299 N 5th St #GUESS

102 N 5th St

503 Central Ave

N 5th St

ZONE SF DMU  
18.317

#2





N 6th St

N 5th St

N 4th St

Flanders Park

Main Valve  
Size: 4

Main Valve  
Size: 4

Main Valve  
Size: 4

Main Valve  
Size: 6

Main Valve  
Size: 4

Main Valve  
Size: 4

Main Valve  
Size: 4

Main Valve  
Size: 8

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Size: 8

Main Valve  
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Main Valve  
Size: 8

Poly Vinyl  
Chloride  
6 inch in

Poly Vinyl  
Chloride  
6 inch in

Poly Vinyl  
Chloride  
6 inch in

Ductile Iron  
mainline

Ductile Iron  
mainline

Ductile Iron  
mainline

Cleanout

Cleanout

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Table 4.1: Primary Uses

Table 4.1: Primary Uses														
	LLR	new	R1	new	MRF	MH	C81 + Z	CH	LI	new	P	R10	R35	Additional Use Limitations
	LLR1	2	NR1	NR2	NR3	MHP	DMU	CMU	IND	P1	P2	R10	R35	
Key: /P/ Permitted Use /PL/ Permitted with Use Limitations /C/ Conditional Use /--/ Not Permitted (1) Affordable Housing Required														
RESIDENTIAL														
Households Living (dwelling unit/structure)														
1 du/structure	P	P	P	P	P	P	C	PL	--	--	--	P	P	
2 du/structure	P	P	P	P	P	P	PL	PL	--	--	--	--	--	Sec. 4.5.A
Townhomes (3 or more attached units)	C(1)	C(1)	C(1)	P	P	--	C	P	--	--	--	--	--	Sec. 4.5.A
3-4 du/structure multifamily	--	--	C(1)	P	P	--	PL	PL	--	--	--	--	--	Sec. 4.5.A
5-8 du/structure apartment	--	--	--	--	P	--	C	PL	--	--	--	--	--	
9+ du/structure apartment	--	--	--	--	P	--	--	PL	--	--	--	--	--	
Manufactured Home	--	--	--	--	--	P	--	--	--	--	--	--	--	Sec. 4.5.A
Group Household Living														
Groups Recognized by Colorado Statutes														
Community Residential Facility, Large (9 to 15)	--	--	P	P	P	P	P	P	--	--	P	--	--	Sec. 4.5.A
Community Residential Facility, Small (8 or fewer)	P	P	P	P	P	P	P	P	--	--	P	P	P	Sec. 4.5.A
Independent Groups														
Assisted Living Facility	--	--	C	C	P	--	P	P	P	--	P	P	P	
Nursing Home	--	--	C	C	P	--	P	P	P	--	P	P	P	
Shared or Co-Living Facility	--	--	--	--	--	--	C	--	--	--	--	--	--	
PUBLIC, CIVIC, AND INSTITUTIONAL														
Assembly														
Civic Assembly		--	--	--	P	P	P	P	P	--	P	--	--	
Religious Assembly	P	P	P	P	P	P	P	P	C	--	P	--	--	
Education														





Bradenbach  
Chapman  
18483  
Hwy 145

18480  
Hwy 145

18478  
Hwy 145

Town of Dolores  
Maintenance Yard

18470  
Hwy 145

18476  
Hwy 145

18489  
Hwy 145





Parcel: DOLORES, TOWN OF

ACCOUNTNO

R015126

PID

535911360018

PermitNumber

County Zoning

A/R 10-34

ACRES Actual

1.40

Property Card

[More info](#)

OWNERNAME1

DOLORES TOWN OF

CAREOFNAME

LOCATIONADDRESS

18470 HWY 145

LOCATIONCITY

DOLORES

LOCATIONZIPCODE

81323

MAILADDRESS1

PO BOX 630

MAILADDRESS2

Zoom to

18470  
Hwy 145  
Town of Dol  
Map location

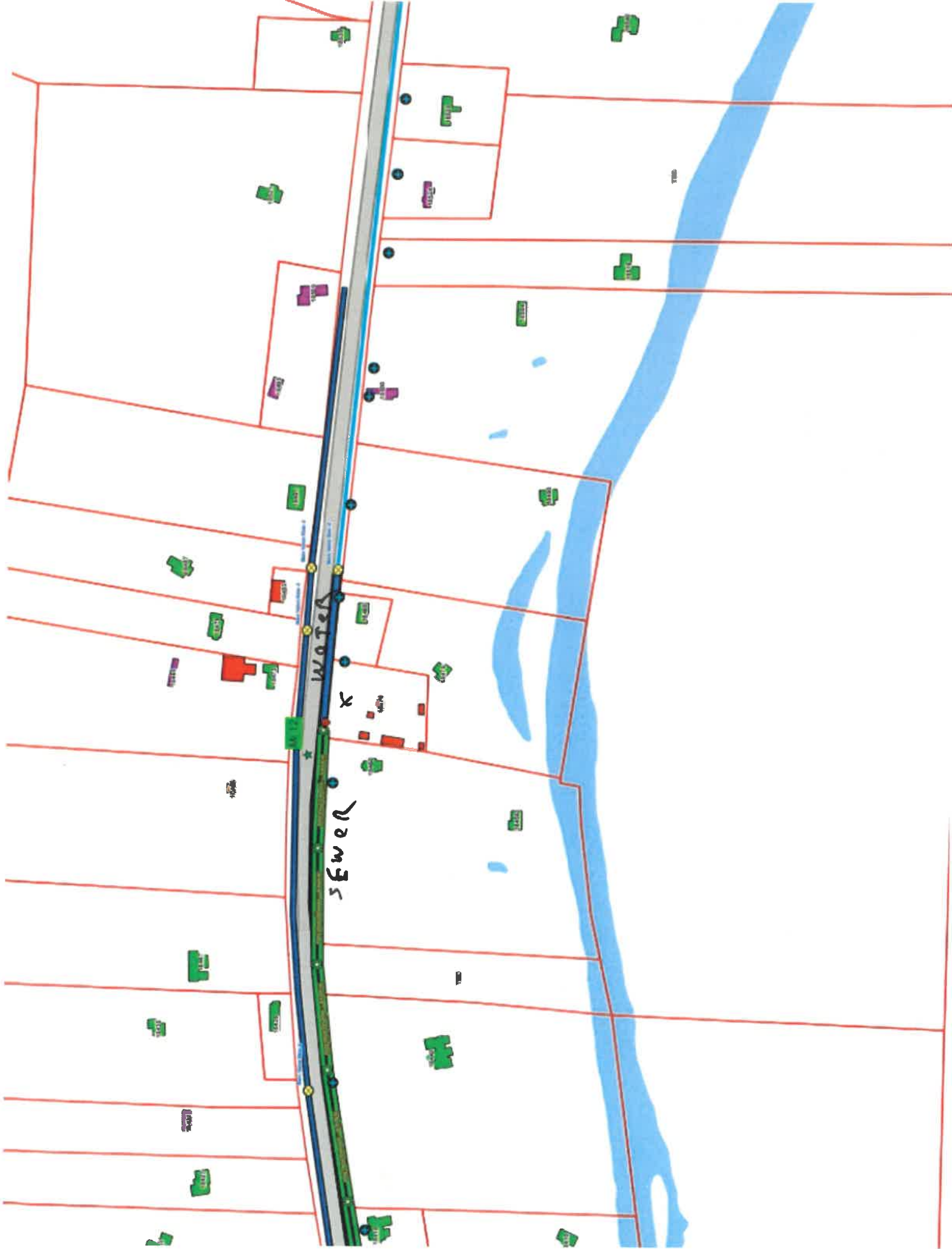
18108  
Hwy 145

18493  
Hwy 145  
Bridgeway  
Chaparral

18476  
Hwy 145

145









Measurement

Feet (US)

Measurement Result

1,815.7 Feet (U

Clear

**Rural Homes Deed Restriction  
Norwood Summary Sheet  
2/22/2022**

- A Deed Restriction (DR) & Guidelines exist for each RH project; both legal documents govern each home, but the Guidelines provide more detailed explanation.
- The DR & Guidelines are managed and enforced by a regional Housing Authority (HA).
- The term of DR is 100 years which shall reset upon each transfer of a unit.
- Exception & Appeals process: We recognize that the DR & Guidelines won't address every specific situation; therefore, an Exception & Appeals process has been established with the housing authority.
- Qualified Owners & Households must meet each of the following requirements:
  - **Minimum Work Standard** – at least one member of the household, who is an owner shall be a Qualified Employee – who works 1,200 hrs. (a minimum of 40 hrs/month for at least 8 of the last 12 months) physically in the Norwood R2-j School District (R2-j). Exemptions from Minimum Work Standard include Qualified Elderly and Qualified Disabled.
  - **NOTE: Remote Workers:** Persons who physically work in the R2-j either as self-employed or for a business outside of the R2-j are eligible for all of the benefits of other local workers as long as the other standards are met.
  - **Earned Income Standard** – Qualified Owners must work for a living. Total Household earned income must be at least 75% of the total Household. Unearned Income cannot exceed 25% of total Household Income. Households must qualify for the AMI standard associated with their unit Exemptions from the earned income standard include Qualified Elderly and Qualified Disabled.
  - **Area Median Income (AMI)-** Households must qualify for the AMI limitation associated with their unit.
  - **Residency Standard** – there is no length of residency requirement prior to ownership or tenancy but applicants must actually occupy the unit as their sole and primary residence.
  - **Property Ownership Standard** – in general, no member of a Household can own any other Improved Residential Property within a 150 mile radius from the Housing Unit. There is a grace period for an applicant to sell other Improved Residential Property they own within 1 year.
  - **Net Assets Standard** - Total net assets shall not exceed 3 times the Original Purchase Price of the unit.
- A Household must maintain qualification continuously as long as it rents or owns a unit as follows:
  - **Continuing Minimum Work Standard** – at least 1 member of the Household must be a Qualified Employee who meets Minimum Work Standards.
  - **Continuing Earned Income Standard** – Households shall meet the Earned Income Standard.

- **Continuing AMI Standard** - Household Net Income/AMI shall not be considered for ongoing qualification for Owners. Tenant households shall continue to meet the AMI for the Unit's designated tier.
- **Continuing Residency Standard** – Qualified Households shall occupy the unit for at least 8 of every 12 months. Households may apply for a leave of absence.
- **Ownership of Improved Residential Property** – the Household cannot own other Improved Residential Property unless given an exception.
- **Continuing Net Assets Standard** – Total Net Assets shall not exceed 4 times the Original Purchase Price of the unit.
- **Selling Unit-When owner wants to sell the unit:**
  - Notice must be given to HA prior to marketing, sale or refinancing.
  - In order to keep the units affordable over time, price appreciation is limited (see Maximum Sales Price, below).
  - The HA will provide the Owner with the Maximum Sales Price (MSP) of the unit.
  - Upon sale, Buyer of unit pays HA a 1% transfer tax (unless Buyer has already paid such tax in a prior Pinion Park Project or San Miguel County deed-restricted property transaction).
  - Beneficiaries have right and option to purchase unit for the MSP or at the offered sales price (Beneficiaries include: San Miguel County, Rural Homes LLC, and HA).
  - Maximum Sales Price:
    - There is no guarantee that seller will receive MSP.
    - Equals the **Original Purchase price plus 3% per year** from the date of purchase to the date of Owner's Notice of Intent to Sell (compounded annually and prorated at the rate of .25% per each whole month of any part of a year); Plus costs of any public improvements for which assessments imposed; Plus costs of permitted capital improvements, not to exceed 10%.
    - Appreciation of unit will stop while a Household is in violation of the DR.
    - A unit must meet minimum standards as listed in Guidelines to qualify at MSP. Certain capital improvements as defined in Guidelines and approved by HA may be considered in determining the MSP.
- **Owners can rent an entire unit or a room:**
  - Renters of a unit must qualify as a Household.
  - A renter of a room is considered independently, and their income and assets are not included in the Owner's Household income or assets.
  - Tenants shall be qualified by HA and:
    - One member of Tenant Household must be a Qualified Employee.
    - Tenant Household shall meet Minimum Work, Earned Income, Residency, Property Ownership & Net Asset Standards.
    - Tenant household's Income (AMI) Eligibility determined by unit's income tier at time of initial tenancy.
    - Maximum rental rate per unit is set by HA.
- **Non-Traditional Owners:**
  - **San Miguel County:** San Miguel County donated the land to build Pinion Park and is allowed to purchase up to 5 units, which can be sold or rented to San Miguel County



Employees who work for San Miguel County both in and outside of the Norwood R2-j School District. San Miguel County units may also be sold or rented to Qualified Households.

- **Business Owners:** Certified Business Owners may own up to two units for rental to Qualified Households. Certified Business Owners are classified as Unqualified Applicants for the initial sales lottery. See Lottery below.
- **Life Changes:**
  - **Disabled and Retired Persons:** Allowances are made for persons who qualify to own or rent a unit that, later, become disabled or wish to retire.
    - **Qualified Elderly** – those who are 65 years or older may apply to be Qualified Elderly by providing a verifiable history of employment meeting the Minimum Work Standard on a rolling 12 month basis for at least 5 or the 7 years within the County.
    - **Qualified Disabled** – a person can apply to be Qualified Disabled by providing a verifiable history of employment meeting the Minimum Work Standard on a rolling 12 month basis for at least 5 or the 7 years within the County.
  - **Family Status Changes:** Allowances may be made for persons who have a change in family status that would otherwise cause compliance concerns.
    - **Job Loss:** If a Qualified Employee loses employment, they have up to 3 months in which active employment is not required. The Qualified Employee is expected to find other employment if unemployment continues and threatens to cause non-compliance.
  - **Exceptions:** The HA may grant exceptions for many circumstances. Efforts will be made to help Households during transitional periods.
- **Lottery for initial sales.** Should the demand exceed the supply, a lottery will be held to determine who will be allowed to purchase a unit. To participate in the lottery, interested buyers must:
  - Complete application to enable HA to determine qualification of household.
  - Submit letter from mortgage lender stating Household's ability to pre-qualify.
  - One additional lottery entry is given to Households with a member who is employed by the following in the R2-j School District:
    - School District
    - Health Care
    - Government
    - Essential Response
- **Secondary Lottery for initial sales.** If necessary, a secondary lottery will be held and made available to any interested Applicants that did not qualify to participate in the Primary Lottery. Those Applicant could include:
  - Norwood Residents and Local workforce needing an exception.
  - **Qualified Business Owners:** Qualified Business Owners are allowed to purchase up to 2 units during a secondary sales lottery, upon certification by the HA and if any Units are available after all Qualified Households have received Units. There will be a priority list for the secondary lottery made up of business owners and specific exceptions.
  - All other exceptions.

- Entries for those needing an exception are as follows:
  - Living in Norwood School District, needing an exception – 3 entries
  - Working in Norwood School District, needing an exception – 3 entries
  - Living and Working in Norwood School District, needing an exception – 5 entries
  - Qualified Businesses – 3 entries.
  - All other exceptions – 1 entry.
- The DR & Guidelines comply with the Fair Housing Act. All standards administered by HA prohibit discrimination on the basis of age, race, color, religion, sex, sexual identify, familial status, national origin, and handicapped or disabled status.

Department of Local Affairs criteria for accessing HB 1221 funds.  
The applicant must have met a minimum of three to be eligible.  
Red are the criteria items the town has already met.  
Blue are Town comments  
Green are DOLA comments

1. **The use of vacant publicly owned real property within the local government for the development of affordable housing;**
2. The creation of a program to subsidize or otherwise reduce local development review or fees, including but not limited to building permit fees, planning waivers, and water and sewer tap fees, for affordable housing development;
3. **The creation of an expedited development review process for affordable housing aimed at households the annual income of which is at or below one hundred twenty percent of the area median income of households of that size in the county in which the housing is located;** (townhomes and multifamily dwellings added to use table as conditional uses in LLR1, LLR2 and NR1 where at least one unit of affordable housing is provided – didn't specify 120% AMI but could add that?) Communities where this is a verified qualifying strategy (to varying degrees of effectiveness) have adopted this in code, demonstrate it in their application materials, or in their development review guide. Affordable housing must be the explicit purpose. As currently formulated, this likely wouldn't qualify.
4. **The creation of an expedited development review process for acquiring or repurposing underutilized commercial property that can be rezoned to include affordable housing units, including the preservation of existing affordable housing units;** (the new LUC changed commercial districts to mixed-use so the Town can allow second-floor residential in most of the community) Same as response to #3 above bc must be explicitly for affordable housing purpose.
5. The establishment of a density bonus program to increase the construction of units that meet critical housing needs in the local community;
6. With respect to water utility charges, the creation of processes to promote the use of sub-metering of utility charges for affordable housing projects and the creation of expertise in water utility matters dedicated to affordable housing projects;
7. With respect to infrastructure, the creation of a dedicated funding source to subsidize infrastructure costs and associated fees related to publicly owned water, sanitary sewer, storm sewers, and roadways infrastructure;

8. **Granting duplexes, triplexes, or other appropriate multi-family housing options as a use by right in single-family residential zoning districts;** (duplexes allowed in all single-family districts (LLR1, LLR2, NR1), all other residential and commercial districts permit multiple unit dwellings) My response on this qualifying would turn on whether they're allowed as a use by right or merely not prohibited.
9. The classification of a proposed affordable housing development as a use by right when it meets the building density and design standards of a given zoning district;
10. **Authorizing accessory dwelling units as a use by right on parcels in single family zoning districts that meet the safety and infrastructure capacity considerations of local governments;** (allowed by right in LLR1, LLR2, NR1) This appears to qualify.
11. **Allowing planned unit developments with integrated affordable housing units;**(previously existing tool that was carried forward)This appears to qualify.
12. **Allowing the development of small square footage residential unit sizes;**(minimum single family attached reduced from 900 to 800 sf, minimum multifamily/apartment unit reduced from 500 to 400 sf per unit) This appears to qualify.
13. **Lessened minimum parking requirements for new affordable housing developments;** (parking reduced from 2 spaces per du to 1 space per du) This would qualify if it's specific to affordable housing developments. If it's not specific to aff housing, then I'd say you should suggest it as an "other" strategy and we would have to review and have discussion.
14. The creation of a land donation, land acquisition, or land banking program;
15. An inclusionary zoning ordinance (per CRS 29-20-104(1)); and
16. **Other novel, innovative, or creative approaches to incentivize affordable housing development.** (creation of new, smaller lot zone districts to allow resubdivision and more residential development; increased maximum lot coverage in districts where townhomes and multifamily are permitted; clarified where residential uses are allowed in mixed-use structures) This is interesting and may qualify. We'd dig into the details to assess the size changes & impact.

OK those are my thoughts. Please let me know if you think I've misunderstood any of the changes you explained and I'd be happy to give more thought to it.

Thanks