

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 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.

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 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.