September 19, 2022

Request for Proposals (RFP) for an Affordable Housing Development Plan in the San Luis Valley Region

1. Introduction:

The San Luis Valley Development Resources Group (SLVDRG), an esteemed economic development non-profit organization, invites qualified consultants to submit proposals for an Affordable Housing Development Plan in the San Luis Valley region. We seek to replicate the successful model for new housing development in another region of the state, referred to here as the "Model Study." This endeavor aims to address the pressing housing needs within our community and stimulate economic growth. Similar to the region covered by the Model Study, the rural San Luis Valley region contains six counties, 18 municipalities, and several small non-incorporated townsites.

2. Background:

The San Luis Valley region faces critical housing challenges, including a lack of supply, prohibitive construction costs, limited access to construction loans, and insufficient affordable and attainable housing options. These issues have hindered the region's economic growth and workforce expansion.

Though increasing in magnitude, these challenges are not new. Much work has been done to lay the foundation for tangible development of new housing units, in conjunction with efforts under way to rehabilitate and reuse existing structures.

Here are some of the deliverables from previous housing efforts:

- Results and Lessons from the San Luis Valley Housing Study Cohort – 2022
  - [https://app.luminpdf.com/viewer/63e3fdf93d3245e3dee6be46](https://app.luminpdf.com/viewer/63e3fdf93d3245e3dee6be46)

- San Luis Valley Regional Housing Action Plan – September 2022
  - [https://app.luminpdf.com/viewer/63248a0e8bad9db635baf3e35](https://app.luminpdf.com/viewer/63248a0e8bad9db635baf3e35)
The allocation of funds through the American Rescue Plan Act (ARPA), and the recent funding opportunities afforded by the Bipartisan Infrastructure Law (BIL or IIJA) and the Inflation Reduction Act (IRA) present a unique opportunity to address these housing challenges without straining municipal or county budgets. By leveraging available state and federal dollars and promoting regional collaboration, we aim to create affordable housing solutions that benefit both the local workforce and the broader community.

3. Objectives:

The primary objectives of this Affordable Housing Development Plan are as follows:

a. To continue, and build on, existing work cited above.
b. To determine the feasibility of replicating the successful Model Study in the San Luis Valley region.
c. To create a solid plan for construction of housing units, including cost and timeline.
d. To evaluate the role of regional collaboration in reducing costs, sharing resources, and enhancing project viability, including the use of publicly-owned lands.
e. To mitigate risks associated with the project and identify mechanisms for achieving success.
f. To get housing units built in those communities that want to participate.

4. Scope of Work:

The selected consultant shall undertake the following tasks:

a. Define and distinguish common housing descriptors, such as affordable, attainable, workforce.
b. Review the Model Study and adapt its key findings and strategies to the San Luis Valley region’s context, and incorporate lessons-learned into this region’s plan.
c. Plan and host design charrettes, or workshops, in the various communities to deliver information and to gather input on housing build options and plans.
d. Determine horizontal infrastructure needs for each available property, such as water, wastewater, gas, electricity, etc.
e. Determine zoning or subdivision requirements and the need for site reports such as soil tests, technical or engineering studies.
f. Explore strategies for achieving economies of scale in materials procurement and construction.
g. Evaluate potential incentives for regional collaboration and the benefits of sharing resources.
h. Develop a detailed project timeline, highlighting key milestones and risks.
i. Provide recommendations for a structured development team and financing mechanisms.
j. Propose a budget estimate to execute the Affordable Housing Development Plan, as well as incentives to attract a developer.
5. Deliverables:

The consultant shall deliver the following:

a. A comprehensive Affordable Housing Development Plan report, including all research findings and recommendations.
b. A detailed project timeline with critical milestones.
c. A proposed budget for the implementation of the affordable housing project based on the study's findings.

6. Timeline:

The timeline for this project is as follows:

- RFP Release Date: **September 19, 2023**
- Proposal Submission Deadline: **October 4, 2023**
- Consultant Selection: **October 13, 2023**
- Affordable Housing Development Plan Commencement: **October 16, 2023**
- Affordable Housing Development Plan Completion: **December 31, 2023**

7. Budget:

SLVDRG has allocated a budget not to exceed $20,000 for this Affordable Housing Development Plan. Consultants are encouraged to provide competitive pricing for their services.

8. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

a. Qualifications and experience of the consulting team.
b. Relevant experience in conducting affordable housing development plans.
c. Relevant experience in regional approaches to housing.
d. Understanding of the San Luis Valley region's unique challenges and opportunities.
e. Proposed methodology and approach for the study.
f. Proposed timeline and deliverables.
g. Cost-effectiveness and budget considerations.

9. Proposal Submission Instructions:

Interested consultants should submit their proposals by **October 4, 2023**, in electronic format to **SStoeben@slvdr.org**. Please include the following:

a. A cover letter introducing your consulting firm and expressing your interest in this project.
b. A detailed proposal outlining your approach, methodology, and timeline for the study.
c. A summary of relevant experience and qualifications of your consulting team.
d. References from past clients and examples of similar projects.
e. A breakdown of the proposed budget, including hourly rates if applicable.
10. General Conditions

Reserved Rights: San Luis Development Resources Group reserves the right to

- Modify or cancel the selection process or schedule at any time;
- Reject any and/or all responses to this RFQ and to seek new proposals when it is in the best interest of SLVDRG to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to financial status;
- Judge the respondent’s written or oral representations as to their veracity, substance, and relevance to development of the Property, including seeking and evaluating independent information on any development team;
- Incorporate this RFQ and the selected team’s response to this RFQ as a part of any formal agreement between SLVDRG and the respondent;
- Modify the development opportunity available to potential development teams.

Hold Harmless: By participation in this RFQ process, responders agree to hold harmless SLVDRG, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc. between SLVDRG and respondents are public information subject to the laws and regulations that govern the Colorado Sunshine Law, unless specifically identified otherwise.

Expenses: All expenses related to any development team’s response to this RFQ, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

11. Contact Information:

For inquiries and further information, please contact:

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