



## **REQUESTS FOR PROPOSALS HOUSING NEEDS ASSESSMENT STUDY**

### **RELEASE DATE:**

February 24, 2023

### **CONTACT PERSONS:**

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### **DEADLINE FOR SUBMISSION:**

March 21, 2023 @ 3 pm

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## COMMUNITY BACKGROUND

Meeker is a rural community with a rich history influenced by cultural heritage, bountiful natural resources on adjacent Federal and State lands and the traditional western values of community and family. Meeker is a family-oriented community that blends a traditional hometown atmosphere with an independent spirit. Meeker's authentic feel, well-established neighborhoods and cooperative governance provides a solid foundation for a living experience that is fostering smart growth and encouraging creativity.

Meeker is the county seat of Rio Blanco County, located in Northwest Colorado. Rio Blanco County is the 6<sup>th</sup> largest county in Colorado with 3,223 square miles of which 76% are Federal or State lands.

Recent growth in the last 3 years, mainly in the residential sector, is being driven by a rapidly expanding medical center and state-of-the-art rural broadband delivered to the doorstep, as well as the housing-related impacts of COVID-19 being experienced nationwide. New housing permits are up year-over-year, and the Town is seeing new businesses being developed.

## PROJECT AREA AND TIME FRAME

The physical scope of the Housing Needs Assessment may include adjacent unincorporated areas surrounding parts of the Town of Meeker. Areas outside of Meeker's city limits, should be addressed as they pertain to current demographics and potential future residential growth opportunities. Additionally, areas should be identified where it would be beneficial for the Town of Meeker and Rio Blanco County to have discussions on growth and development requirements that could result in intergovernmental agreements.

Priorities for the Town of Meeker and including adjacent areas of the county would be providing an inventory of existing housing stock and vacant lots, an assessment of the development potential of existing rural subdivisions, identification of parcels for future development, and consideration of the impact to natural resources while encouraging infill in and around the Town of Meeker.

The project should commence, be completed, and presented within a 6-month timeframe. While the Town of Meeker is willing to be flexible on the completion date depending on the scope of the assessment and proposed cost, it will place preference on those proposals that can be completed within 6 months. The Town anticipates the project beginning May 2023.

- **Release of RFP:** February 24, 2023
- **Inquires Deadline:** March 8, 2023 by 3 pm
- **Town Response to Inquiries:** March 14, 2023 by 3 pm
- **Deadline for Receipt of Proposal:** March 21, 2023 by 3 pm
- **Bid Opening:** March 21, 2023 at 7 pm with Town Board of Trustees
- **Consultant Interviews:** March 27-31, 2023
- **Anticipated Date for Selection of Firm:** April 4, 2023
- **Contract Pricing Guarantee:** 120 days from contract award date

- **Completion Date:** Preferred 6 month after contract award date

## **SCOPE OF SERVICES**

Below is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the assessment.

Tasks include, but are not limited to the following:

- Consultant will meet with Town policymakers, staff and housing stakeholders to identify and clearly establish the intended goals and outcomes for the Housing Needs Assessment;
- Update, refine and build upon the Meeker Moving Forward Comprehensive Plan, housing needs assessments completed in the past, and other relevant local and regional housing studies and reports;
- Information contained in the Housing Needs Assessment shall include, but is not limited to:
  - Demographic and economic framework
  - Aging population statistics and demographics
  - Housing inventory
  - Housing market conditions
  - Housing market future trends
  - Housing problems
  - Housing gaps and estimated need
  - Community resources and financial tools including land inventory
  - Demand for assisted living options, how it pertains to housing movement and easing local housing issues
- Completion of Housing Strategy Action Plan that will assist the Town with prioritizing and implementing strategies to create the different types of housing suitable for various income levels and workforce types that may include:
  - Incentives that would generate interest in building housing units on private property or by private investors;
  - Regulations, policies and programmatic changes that should be considered for adoption to diversify the housing stock needed across target areas;
  - Resource allocation and funding opportunities and strategies to address identified gaps, e.g. rental, senior, teacher or family housing units;
  - Identification of existing buildings and land that could be rehabilitated or repurposed and supportive programs to address housing needs and demand.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

In addition to Town staff, primary stakeholders for this project are likely to include:

- Meeker Board of Trustees
- Meeker Housing Authority

- Major Employers, including but not limited to:
  - Pioneers Medical Center
  - Rio Blanco County
  - Meeker School District
  - US Forest Service
  - Bureau of Land Management
- Utility providers
- Colorado Housing and Finance Authority (CHFA) Community Relationship Manager
- Real Estate professionals

## **FINAL PRODUCT**

The Assessment will be presented in a format and language that is user-friendly and easily comprehensible and accessible to the general public. The consultant shall minimize the use of technical terminology. The extensive use of maps, graphics, and other devices that will enhance the readability and ease-of-use of the assessment is required. At the completion of the assessment process, the consultant must provide an assessment complete with all maps, graphs and tables that will become the domain of the Town.

A summary, in a brochure and/or poster format, condensing the findings, goals and objectives of the assessment shall also be supplied. This information, like all the information supplied to the Town, must also be available in electronic format. The Town of Meeker shall retain ownership of all generated data.

The final report shall be submitted in the following formats

- Digital copy of the entire document including the text and all graphics in a PDF and Word format
- Reproducible original copy
- 20 printed, bound, color copies

## **CLIENT RESPONSIBILITIES**

The Town of Meeker shall provide all available existing documentation to the consultant and will make staff available on an as-needed basis. Town Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of the project.

## **PROPOSAL FORMAT**

The proposal shall be provided as physical copy by **3:00 pm on March 21, 2023**. The proposal should be mailed or hand-delivered to 345 Market Street, Meeker, CO 81641 in a sealed envelope, digital proposal will not be accepted. All submission materials shall be retained by the Town and not returned.

***If responding by mail please clearly mark on the outside envelope "BID ENCLOSED," within the outside envelope include the official bid in a sealed envelope.***

To facilitate the review of proposals, all proposals are required to adhere to the following requirements. The Town strongly encourages consultants to ensure that RFP submissions are concise and clearly organized. The RFP proposal must be written and organized in the order of each line-item A-H below. If the proposal is not in this format or does not include all the listed items, it may be deemed nonresponsive. For ease of handling, all responses are to be provided in a standard 8½" x 11" portrait format with binding on the left-hand edge.

- A. Cover Letter.** Provide a letter of introduction or cover page from an authorized representative.
- B. Name, Title and Contact Information.** Include the name of the person or persons who will be authorized to make representations on behalf of the consultant, with all contact information.
- C. Company History.** Provide business background/overview of services offered by your company.
- D. Qualifications and Experience.** Provide the qualifications of the consultant and specialized experience and competence that qualify your firm to provide services required. Provide the names and qualifications of outside consultants and associates that will be employed to assist on the work to be performed under your proposals.
- E. References.** Provide a list of names, addresses and telephone numbers of at least three (public sector preferred) clients for which the consultant has successfully completed similar projects to that required by this RFP withing the past five years. A brief synopsis should be included for at least three customers for which similar services as described in the RFP were required. Include a description of the project.
- F. Description of Proposed Approach.** Provide detailed information on the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe how the firm will be able to collect or verify field data in a timely fashion. Describe challenges which you foresee this project presenting and your approach for addressing these challenges. Describe your approach to public involvement and innovation.
- G. Project Schedule.** A detailed proposed timeline for the completion of the project, including specific areas of concentration (i.e. background documentation, demographic analysis, public meetings, etc.)
- H. Project Pricing.** The firm shall provide a cost estimate for completing the entire project including a lump sum dollar figure for all consultant and subconsultant services, travel, fees, and charges as well as document and graphics preparation, reproduction and delivery. List, by partner or staff level, hourly billing rates to be charged should the Town expand the scope of the project or require additional services.

## PROPOSAL EVALUATION

The RFP evaluation and selection criteria include;

- A. Relevant experience and project manager experience
  - a. What experience with similar projects does the team have?
  - b. What projects has the Project Manager led?

- c. Does the firm have a good record of demonstrated results from previous plans?
- B. Project approach and scope
  - a. Are the minimum elements addressed?
  - b. Do additional tasks suggested by the consultant tend to improve the quality of the end product?
  - c. How well does the proposed scope assure accomplishment of an effective plan?
  - d. How well is the project approach explained and justified?
- C. Public relation and public outreach experience
  - a. How much experience does the consultant/team show in working with public and committees?
- D. Cost
  - a. The cost will be weighted in relation to other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the Town and the overall level of expertise of the specific firm's personnel proposed to do the work for the Town.
- E. Qualified personnel
  - a. How many members of the team have worked together on previous similar projects?
  - b. What local knowledge is evident in the team make-up?
  - c. Does the team meet the objectives of the project?
  - d. How well does the team understand the concept/goal of this project?

The Town Administrative Staff shall review the RFP proposals and will decide to interview a selected and limited number of firms in order to make a final "short-list" determination that will participate based on the Proposal Timeline.

## **GENERAL TERMS & CONDITIONS**

**Public Record:** Proposer's attention is drawn to the fact that all proposal documents submitted are subject to disclosure under the Colorado Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded and a recommendation for award has been officially placed on the Town Council agenda for consideration, and/or following award of contract, if any, by the Town Council.

**Additional Information:** The Town reserves the right to request additional information and/or clarification from any or all Proposers.

**Proposal Acceptance and Rejection:** The Town reserves the right to reject any and all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract. The Town reserves the right to call for new proposals, and to

award the contract to other than the lowest cost proposal if deemed to be in the best interest of the Town.

**Right to Cancel and Amend:** The Town reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements. If the Town cancels or revises the RFP, all Proposers will be notified in writing.

**Collusion:** Each Proposer certifies that the company, its officers, employees and/or agents are not a party to any collusive action, fraud, or any action that may be in violation of the Sherman Antitrust Act. The Proposer certifies that the company, its officers, employees and/or agents have not offered or received any kickbacks or inducements from any other bidding Proposer, supplier, manufacturer, or subcontractor in connection with the proposal and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding Proposers. More than one bid from an individual, firm, partnership, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidding Proposer has interest in more than one proposal for the work being proposed may result in rejection of all bids in which the bidding Proposer is believed to have interest.

**Limitation:** The Request for Proposals (RFP) does not commit the Town of Meeker to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP. The Town will not reimburse the respondents to this RFP for costs incurred in the preparation of their proposal or in any other aspect of their consideration of this engagement. A respondent may withdraw and resubmit a proposal prior to the submission deadline. No re-submissions will be allowed after the submission deadline.

**Project Inquiries:** Any questions regarding the RFP shall be asked by email inquiry. Questions should be sent to Mandi Etheridge, [mandi@town.meeker.co.us](mailto:mandi@town.meeker.co.us) and Carly Thomson, [carly@town.meeker.co.us](mailto:carly@town.meeker.co.us). Questions regarding this RFP will not be accepted after 3:00 pm on March 8, 2023.

**Modification of Scope:** The Town reserves the right to modify the contents of this document up to 3:00 pm on March 14, 2023, prior to the opening of proposals.

**Questions and Inquiries:** The Town will make every effort to provide verbal and written answers to inquiries regarding information in this RFP, or verbal instructions prior to the submission deadline. A verbal statement regarding same by any person shall be non-binding. The Town is not liable for any increased costs resulting from the Consultant accepting verbal directions. Any explanation desired by a Consultant must be requested of the Town representative in writing not later than 3:00 pm on March 8, 2023, and if explanation is necessary, a reply shall be made in the form of an addendum, a copy of which shall be

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forwarded by March 14, 2023 at 3:00pm and communicated by email to each Consultant who notified Carly Thomson by email of their intention to respond to the RFP.

**Award:** The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The Town reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

**Insurance:** The consultant shall maintain in full force and effect the insurance as outlined in **Attachment A**. The Town reserves the right to waive or modify such insurance coverage. However, consultants and/or consultants meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement acceptable to the Town Attorney, prior to execution of a contract. The consultant and/or consultant shall state their ability to meet the Town's insurance requirements within their submittal.

**Signature:** The consultant and/or consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation.

**Contract Requirements:** Agreement by the Town and Proposer will be in effect upon the Town's execution of this proposal along with any agreed upon changes.

**Coordination of Work:** All work schedules, actual work and payment request shall be coordinated through, inspected by and approved by the Administration prior to scheduling of project so that any interruption to the normal business operation is kept to a minimum.

**Inspection:** All plans, studies and workmanship shall be subject to inspection, examination and inquiry by the Town at any time and all times during the development of the Housing Assessment Study. The Town shall have the right to reject defective workmanship or require its correction.



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## **ATTACHMENT A STANDARD INSURANCE REQUIREMENTS**

Consultant and/or Consultant shall indemnify, defend, and hold harmless the Town, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Consultant and/or Consultant's negligent performance of work hereunder or its negligent failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the sole negligence, or willful misconduct of the Town.

In order to comply with the bonding and insurance requirements contained in your contract with the Town of Meeker there are several things that we require. It is our intent to facilitate consideration of every project, so we are including here a **summary** checklist for your convenience.

All bonds and insurance requirements need to be complete and submitted prior to your contract being approved.

- I. General
  - a. Send these requirement sheets to your insurance broker for immediate compliance.
  - b. Contracts will be approved once all bonds and certificates as required are in order.
  - c. New and renewal certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.
  - d. All contractors and subcontractors working on a project or jobsite must meet the same insurance requirements you do, prior to starting work on the project or site.
  - e. All insurance companies must have an AM Best rating of A: VII or better.
  - f. All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.
  - g. A 30-day cancellation notice is required and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.
  - h. Expiration dates are required on all certificates.
  - i. All Bonds and Certificates must have an original signature.
- II. Specific Coverage (as applicable)
  - a. Bonding (not applicable unless proposal exceeds \$50,000)
    - i. (Contracts over \$50,000) faithful performance (completion) bond - (contract amount)
    - ii. (Contracts over \$50,000) payment, labor and materials bond - (contract amount)
- III. General Liability/Automobile Liability
  - a. General Liability
    - i. (\$1,000,000) per occurrence (\$2,000,000) general aggregate

- b. Automobile Liability
    - i. (\$500,000) per accident
  - c. Workers' Compensation and Employer's Liability
    - i. Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$500,000).
  - d. Professional Liability
    - i. If the contract includes legal, medical, architectural, engineering, IT, planning and other general consultant services, then Professional Liability coverage is required.
    - ii. The consultant and its contractors and subcontractors shall secure and maintain in full force, during the contract term professional liability insurance policies appropriate to the respective professions and the work to be performed as specified. The limits of such professional liability insurance coverage shall not be less than \$250,000 per claim and in the aggregate. If requested by the Town, the consultant's insurer must provide a complete, certified copy of the professional liability insurance policy.
- IV. Endorsements
- a. The General Liability and Automobile Liability policies are to be endorsed to contain, the following provisions:
    - i. The Entity, its officers, officials, employees, and agents are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.
    - ii. There must be an endorsement indicating that coverage is primary and non-contributory with respect to additional insureds.
    - iii. There must be an endorsement that includes a severability of interest clause. (cross liability).
    - iv. Where applicable, the General Liability policy shall contain an endorsement or provision stating that such insurance applies to the liability assumed by any subcontractor. (Owners and Contractors Protective)
    - v. The auto coverage shall be provided for owned, hired, and non-owned autos.
  - b. Acceptance of any bond, certificate of insurance, or endorsement showing proof of insurance required by your contract does not constitute approval or agreement by the Town of Meeker that the insurance requirements have been met or that the bond or insurance policies referenced on any certificates and endorsements are in compliance with your contractual requirements.