

CITY OF WRAY, COLORADO



REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) FOR NORTHEASTERN
COLORADO INNOVATIVE HOUSING STRATEGIES
RFQ NO. 124-2023

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I. INTRODUCTION

The Northeast Colorado Regional Roadmap Team is soliciting qualifications-based, sealed Statements of Qualifications for the selection of a vendor to provide Regional Code Audit to participating local governments, Regional Development Handbook, and Regional Aging Adults Housing Needs Assessment. The Roadmap team is comprised of Morgan, Logan, Yuma, Washington, Sedgwick and Phillips Counties and affiliated municipalities and partner organizations within each.

Every community in this region has a substantial and growing need for affordable housing to support current needs and catalyze future economic development opportunities. Once completed this project will provide our region with updated housing policies and code, as well as implementation strategies that would allow communities to be eligible for affordable housing incentive funding under DOLA's 1271 program.

The City of Wray applied for and was awarded an Innovative Housing Planning Grant (IHOP) from the Department of Local Affairs (DOLA) and will administer and manage the grant program and serve as the fiscal agent for the regional team. Northeast Regional Roadmap elected officials, local government staff and economic development agencies were invited to participate in the project. Local participating governments are:

- i. Philips County
- ii. Yuma County
- iii. Sedgwick County
- iv. Town of Akron
- v. Town of Haxtun
- vi. City of Holyoke
- vii. Town of Paoli
- viii. Town of Julesburg
- ix. Town of Sedgwick
- x. Town of Ovid
- xi. City of Yuma
- xii. City of Brush
- xiii. Town of Wiggins
- xiv. Town of Peetz
- xv. City of Wray

The local governments who are currently participating in the project have collectively agreed that the adoption of three key strategies locally is necessary. Participating local governments are committed to adopting and implementing identified strategies to promote the availability of housing, improve the viability of rural economies, and strengthen the resiliency and viability of the region. The participating local governments will enter into an IGA to address the participation in and financial contributions toward the project.

II. BID RECIPIENT

Submittals will be accepted no later than **12:00PM (local time), July 7, 2023**, to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
(or)
JDEPUE@CITYOFWRAY.ORG
970-332-4431

Email: jdepue@cityofwray.org

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents. For additional details or to answer applicable questions, please contact City Manager James DePue at (970) 332-4431 or via email.

III. BIDDER'S ACKNOWLEDGEMENT

Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

IV. BIDDER'S REPRESENTATIONS

- A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following exhibits which are submitted with and made a condition of this Bid:

Exhibit A: Bid Submittal

- A. Bidder has become familiar with and satisfied itself as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.
- B. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- C. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site (s); information and observations obtained from visits to the Site (s); the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and

- performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- D. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
 - E. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - F. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Owner is acceptable to Bidder.
 - G. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
 - H. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

V. BIDDER'S CERTIFICATION

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

VI. BASIS OF BID

Bidder will complete the following:

- A. Contractor to provide all labor, materials and equipment to complete the project.
- B. Contractor is responsible for damage to any existing features, and shall be repaired in-kind by the contractor at their cost.
- C. Contractors are responsible for verifying all measurements and information prior to beginning work.
- D. The Contractor will furnish the City with a beginning date and ending date for the work to be completed.
- E. Contractor is responsible for acquiring required permits.
- F. Contractor is responsible for providing the owner with a copy of the final signed permits.

VII. SCOPE OF WORK

This project will support implementation of qualifying strategies along with three (3) key project deliverables that will be viable for each community within the region. Through our roadmap planning process, we have identified these as:

- 1) Regional Code Audit
 - a. Code audit for participating Local Governments
 - b. Public engagement, review of code options, refinement
 - c. Drafting of specific code language for participating Local Governments
 - d. Adoption hearings, facilitation for implementation
 - e. Model Language Handbook

This task will evaluate existing local land development codes to identify and explore changes to incentivize and streamline the development of affordable housing throughout the region. The project consultant will provide an audit and options for potential changes to consider based on the HB21-1271 planning programs required Qualifying Strategies. Following public engagement, code language will be provided for adoption to each participating jurisdiction. Specific consultant assistance will not only develop code recommendations, but also support the adoption process where necessary. Participating Local Governments are Town of Akron, Town of Haxtun, City of Holyoke, City of Wray, Town of Wiggins.

2) Regional Development Handbook

- a. Code audit outcomes paired with development/relocation information
- b. Communications and marketing information to entice developers and new residents to the region.

Activities within this task are two-fold. One, the consultant will leverage the regional code audit outcomes to develop an informational guide for developers interested in building housing (any type) within the region. This guide will note similarities in code and process requirements throughout the region to better facilitate the marketing of the region. Two, the consultant will work directly with the region's economic development organizations to pair development-based information with region-wide communications and marketing efforts to better communicate the benefits of the region state-wide and nationally. While this handbook will focus on the benefits of living (and developing housing) in the region, it will also leverage economic development activities to entice businesses to the region.

3) Regional Aging Adults Housing Needs Assessment

- a. Inventory of needs and opportunities
- b. Inventory of older adult residents by location
- c. Identification of alternative housing types
- d. Public engagement to explore opportunities
- e. Identification of communities and/or specific locations for older adult housing development

This task will focus on examining information about the current housing situation specific to older adults throughout the region. In general, it is understood that there is a lack of transitional or alternative housing types for older adults wishing to downsize or change their living circumstances without leaving the community. In providing an opportunity for older residents in the region to move to more appropriate housing, the process in and of itself ultimately frees up housing for other individuals looking to relocate to or within the region. Ultimately this task will identify the need, identify potential communities or site-specific locations that can accept this type of development (and any overarching code-related issues that may deter this type of development), and identify a set of potential housing types that could fill this need throughout the region.

VIII. TIME OF COMPLETION AND PRELIMINARY SCHEDULE

- A. The Bidder will furnish the City with a beginning date and ending date for the project(s).
- B. Preliminary Project Schedule is as follows:
- | | |
|-------------------|---|
| June 14, 2023: | RFQ Released |
| June 21, 2023: | First Publication of RFQ Notice |
| July 7, 2023: | Proposals Due to the City of Wray by 12:00PM |
| July 11, 2023: | Proposals Reviewed by participating local governments |
| July 17-21, 2023: | Interviews of Prospective Firms |
| July 24-28, 2023 | Selection of Firm and Award |
| August 8, 2023 | Wray City Council Award Contract |
| August 9, 2023: | Work May Begin (Subject to City Approval) |
| March 15, 2024: | Project completion |

IX. CONTENTS OF PROPOSAL

The bidders interested in this project shall submit one (1) digital PDF copy, and/or one (1) hard copy of the proposal package. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

- a. A cover letter.
- b. Bidder must compete and submit the itemized bid submittal form (Exhibit A) of RPQ/RFP
- c. A narrative statement detailing the firm's understanding of the requirements of the project and the capability to provide professional services for the project
- a. A general description of the firm, including company organizational structure, size of company, recent experience in comparable municipal projects, and experience with projects funded by state and federal grants.
- b. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
- c. A representative list of previous clients and representative project comparable to the proposed project. Include contact person, municipality, project(s), and phone numbers.
- d. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
- e. Evidence of general liability and professional liability insurance.
- f. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the city.

X. TERMS AND CONDITIONS

1. Proposers are expected to examine exhibits, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.

2. Each bidder shall furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to the responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Wray, price and other factors considered.
4. Any interpretation, correction or change of the RFQ/RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFQ/ RFP documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections and changes. The City’s Representative will not be responsible for oral clarification.
5. All submittals must be received at the address and by the date and time specified herein.
6. Any submittal received after the identified date and time will be returned unopened.
7. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
8. The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.

XI. SELECTION CRITERIA

After receipt of proposals, the city will use the following factors in selecting consultants for services, as more fully detailed in the Scope of Services section of the Request for Statements of Qualifications (RFQ).

- i. Substantiated representation regarding the Consultant’s experience and competence in accomplishing the required work as set forth in this Request for Statements of Qualifications. Recent experience with similar projects.
- ii. Clearly demonstrated understanding of the services requested. Completeness and reasonableness of Consultant’s plan and approach to provide the services as requested.
- iii. Expertise and qualifications of consultant and subconsultants.
- iv. References
- v. Demonstrated familiarity with the Northeast Colorado Region and participating local governments.
- vi. Selection Criteria will be applied in the following order of importance:

<u>CRITERIA</u>	<u>POINTS</u>
<u>POSSIBLE</u>	
Recent experience in similar municipal projects	20
Capability to perform all aspects of the project	25
Reputation	35
Ability to meet schedules within budget	15
Quality of previous projects undertaken	20
Familiarity with the Northeast Colorado region	25
TOTAL POINTS POSSIBLE	140

- A. All statements will be evaluated by the participating local governments and the City of Wray. The City of Wray will award a contract on the basis of the Statements received or may choose to “short-list” prospective firms for an interview. The City will then select the most qualified firm, in its opinion, and conduct negotiations for scope of work and fees.
- B. Contract negotiations will take place with the most qualified contractor. The City of Wray reserves the right to incorporate specific contract provisions into the Consultant’s standard contract if the City’s standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor
- C. Should the City and the first selected firm not come to terms on the scope of work and fees, the City will continue fee negotiations with the next most qualified firm whose price is fair and reasonable. The firm selected for the award will be chosen on the basis of qualifications and experience and the apparent greatest benefit to the City and not necessarily on the basis of lowest cost.

XII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service or email, to James DePue, City Manager referencing this request.

Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by the city in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials or City staff (with the exception of the City Manager) during the selection process, except when and in the manner expressly authorized by the Request for Proposal documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

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EXHIBIT A: BID SUBMITTAL FORM

Bidder Name: _____

Address: _____

Daytime Phone: _____

Email: _____

Individual Authorized to enter into a contract with City of Wray:

Project Supervisor: _____

The Contract/Purchase Order will be awarded to the responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Wray, price and other factors considered.

The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.

Additional information to be submitted with Bid if not stated elsewhere.

- a. A cover letter.
- b. A narrative statement detailing the firm's understanding of the requirements of the project and the capability to provide professional services for the project
- c. A general description of the firm, including company organizational structure, size of company, recent experience in comparable municipal projects, and experience with projects funded by state and federal grants.
- d. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
- e. A representative list of previous clients and representative project comparable to the proposed project. Include contact person, municipality, project(s), and phone numbers.
- f. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.

Base Price: All the work associated with providing a Regional Code Audit to participating local governments, Regional Development Handbook, and Regional Aging Adults Housing Needs Assessment as described in project scope, specifications and drawings:

Base Price All work: _____ dollars (\$ _____)

Break out pricing as follows:

Code Audit for participating Local Governments
(Town of Akron, Town of Haxtun,
City of Holyoke, City of Wray, Town of Wiggins) (\$_____)

Regional Development Handbook (\$_____)

Regional Aging Adults Housing Needs Assessment (\$_____)

Estimated project start date after award of contract: _____

Estimated time to complete work: _____

Estimated completion of work and project deliverables: _____

Materials Vendor(s) : _____

Additional Information:

Bidder: [Indicate correct name of bidding entity]

By:
[Signature]:

[Printed name]: