

**REQUEST FOR PROPOSALS**  
**2023 REGIONAL HOUSING STRATEGIES PLAN**

**Prowers County - Southeast Colorado Enterprise Development, Inc.**

112 West Elm St. / PO Box 1600  
Lamar, Colorado 81052

The Southeast Colorado Enterprise Development, Inc. ("SECED") was formed in 1986 to address region-wide issues including assessment of affordable, workforce housing in the rural Southeast area of Colorado. As with any rural area, the need to grow economically is often tempered considerably by the lack of affordable housing opportunities for our workforce.

The various member municipalities in the region and County Governments work through a regional entity to ensure that REGIONAL cooperation and solutions are mandated.

SECED is requesting proposals from qualified Consultants to conduct a **2023 Rural Southeast Colorado Housing Strategies Plan.**

The **Request for Proposals** will be for the purpose of producing a Regional Housing Strategies Plan for the six member counties in Region 6, in Southeast Colorado. The area of focus will include communities and unincorporated areas in Counties of Baca, Bent, Crowley, Kiowa and Prowers.

**The Proposal due date is April 28, 2023.**

- 1.** Proposals are due to SECED Office by 5:00 pm, on Friday, April 28, 2023.
- 2.** Proposals may be submitted electronically or via one hard copy. Whether a proposal is submitted via hard copy or electronically, the due date & time applies to any form of submittal.
- 3.** Proposals should be submitted in PDF format.
- 4.** Selection of contractor will be made as early as May 3, 2023, but no later than May 5, 2023.

## **PURPOSE**

The 2023 Regional Housing Strategies Plan will address the following topics for information and analysis to present to local communities for adoption of the strategies:

- Zoning as use by right.
- Creation and process for land donation, land acquisition, and or land banking.
- Process for subsidizing or otherwise reducing local development review or fees.

### **In addition, we would like research and planning efforts to include:**

- Zoning and processes to address septic systems in rural communities.
- Processes to address blighted properties, to include residential and commercial property
- Research and investigate the creation of a regional housing authority

All of the above should be included in the final strategies to guide future decisions regarding removal of regulatory barriers, resource allocation and local policy and programmatic and structure changes, implementation of which will result in bridging current and future housing development needs identified for the region.

### **Resolution template/draft document:**

The Consultant will provide the data compiled in the Strategies document and work with SECED to create the necessary resolutions that can be adopted by communities in the region. These resolutions, in essence, will provide a rational basis for resource allocation deciding when, whether and why communities within the study area and other land or developing agencies should participate in creating, supporting and/or funding affordable and other housing developments.

## **STUDY AREA**

The primary study area encompasses the majority of the region known as the Region 6. This area may include but not be limited to Baca County and its municipalities of Campo, Pritchett, Springfield, Two Buttes, and Walsh, Bent County and its municipality of City of Las Animas, Crowley County and its municipalities of Crowley, Olney Springs, Ordway, and Sugar City, Kiowa County and its municipalities of Eads, Haswell, and Sheridan Lake, Otero County and its municipalities of Cheraw, Fowler, La Junta, Manzanola, Rocky Ford, and Swink, and Prowers County and its respective municipalities of Lamar, Towns of Granada, Hartman, Holly and Wiley.

## **PRODUCTS AND DELIVERABLES**

**Assuming that surveys or interviews will be utilized for data gathering, the following is expected to be produced by the contractor who is selected. A minimum of one community meeting (in each County) will be required to garner input from the County and municipalities and additional virtual meetings as requested to provide information to town/city council meetings as requested.**

- 1. Process outline;**
- 2. Draft survey or interview questions;**
- 3. Final survey;**

4. **Community meeting (one in-person per county);**
5. **Draft report (Electronic submittal to SECED for distribution)**
6. **Draft resolutions for review by legal counsel and SECED**
7. **Final report and resolution template (Electronic submittal to SECED for distribution)**

**In addition, the Consultant shall provide the complete text with all associated tables delivered on disk/CD-RW using Microsoft Word or other format as may be designated by SECED. SECED also expects the following:**

- **A full written Report is expected that will cover additional primary data collection and interpretation. Both a hard copy and a PDF version of the complete report are required.**
- **An executive summary**
- **One public presentations of the planning strategies document to the board of directors for SECED at a regularly scheduled meeting at the Lamar office location.**

**NOTE: All data collected and reports and documents created will be made available to the public. SECED will facilitate the disbursement of information; However, the consultant will be required to provide any and all documents, data and reports, as requested.**

*Prowers County and SECED provide equal opportunity and are committed to diversity and inclusion in hiring and project award. Both organizations strive to create a pathway of opportunity for all project applicants, including socially disadvantaged individuals, such as minority- and women-owned businesses, Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA2S+ community. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment and projects requiring consultants. This includes and is not limited to practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Prowers County and SECED make hiring and consultant award decisions based solely on qualifications, merit, and business needs at the time.*

**Project is made possible through a Colorado DOLA grant and State and Local Fiscal Recovery Funds (SLFRF). Procurement rules MUST be in conformance with standards and follow all Federal, State and Local Rules.**

**SCOPE OF WORK**

Please see **Exhibit A** for Scope of Work for details and additional information for the planning strategies.

**ANTICIPATED TIMELINE of EVENTS** General Timeline of Events:

April 28, 2023	Proposals due to SECED
May 3, 2023 (tentative)	Proposals reviewed and contractor chosen
May 5, 2023	Begin Contract Negotiation, final scope of services defined
May 10, 2023	Contract executed
May 11, 2023	Notice to Proceed issued
To Be Determined – May – November	Hold "community meetings" (1) with local players to fully define scope of Assessment
February, 2024	Draft Planning Strategies document due
<b>March, 2024</b>	<b>Final report due</b>

Proposals are due back to the SECED, no later than:

**5:00 pm – April 28, 2023**

Proposals may be delivered in the following ways:

*By USPS, Fed Ex or UPS to:*

**SECED**

Attn: Stephanie Gonzales  
112 West Elm St  
Lamar, CO 81052

*Hand Delivered to:*

**SECED**

Attn: Stephanie Gonzales  
112 West Elm St  
Lamar, CO 81052

In **Addition** to hard copies, an electronic copy may be delivered [to: stephanie.gonzales@seced.net](mailto:stephanie.gonzales@seced.net).

## **EXHIBIT A**

### **Scope of Work**

Generally, the **2023 Southeast Regional Housing Strategies Plan** should encompass the following information including but not limited to:

#### **OBJECTIVES of the ASSESSMENT**

The project will help to put together a regional document of strategies to be adopted and implemented on a regional level by communities to address future housing development in Southeast Colorado. While our first phase of housing development was completed utilizing current innovative strategies, we would like to further position the Southeast Region to address the following:

- **Zoning as use by right.** This strategy is important as we will need to address use by right, for 1) communities with codes that have restrictions and 2) communities that do not have codes but would like a strategy to avoid restriction. As we move forward with continued housing development, in trying to address different types of housing to be developed, we feel this is important to at least review zoning that exists (or does not exist) in communities to allow for affordable housing development when it meets the building density and design standards of any given zoning district or community. This would include, but not be limited to, granting duplexes, triplexes, or other appropriate multi-family housing options as a use by right in single-family residential zoning districts. In addition, identifying the process for the creation of subdivisions, to include townhouse subdivisions, should be addressed. Drafted resolutions will need to be developed for presentation to participating communities to enable the adoption of zoning as use by right.
- **Creation of land donation, land acquisition, and or land banking program.** This would be a strategy for the region to utilize SECED as the non-profit to acquire, hold, manage, and eventually redevelop property in order to return these properties to productive use to meet community goals, such as increasing affordable housing or stabilizing property values. It will be a requirement that research and identification of the proper process to create the land banking program through SECED as the regional entity, to further housing development in communities that have land to donate and/or land for sale for the purpose of continued development of affordable/attainable housing.
- **Program to subsidize or otherwise reduce local development review or fees.** This would be a strategy for the region to create 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. This effort would help to remove barriers that hinder housing development in an already tough market. The current housing development has utilized American Rescue Plan Act funds that addressed the entitlements, but now is the time to determine how to continue the effort to fund and further incentivize development. The creation of an expedited development review process for acquiring or repurposing underutilized commercial property is also a component to all property to be rezoned to include affordable housing units, including the preservation of existing affordable housing units.

**Additional requirements to research and investigate the following:**

- **Processes and requirements to address septic systems in rural communities.** Many rural communities are plagued with excessive costs to develop in areas where only septic systems are available. The investigation of processes and zoning requirements where septic systems have historically been the only available option is imperative for helping communities determine proper avenues for connecting to existing sewer systems. Identifying available funding sources to address the design and infrastructure requirements necessary to connect to existing public sewer systems are vital to continued housing development, especially where land is readily available but sewer lines are not.
- **Processes to address blighted properties, to include residential and commercial property.** Many communities do not have the resources or capacity to address blighted residential and commercial properties. Addressing acquisition of the property, the cost of mitigation, environmental requirements, and funding sources to address blight to then be redeveloped is essential in revitalizing neighborhoods and must be included in the strategies for the region.
- **Research and investigation of the creation of a Regional Housing Authority.** We would like detailed information for the creation of a regional housing authority to create a possible dedicated funding source to subsidize affordable housing development in the area. This would be for the purpose of helping to alleviate the burden on small communities to waive the costs associated with water and sewer tap fees and infrastructure which commonly incentivize development. It is important to position our rural communities to participate in housing efforts and a regional housing authority could be the proper vehicle to enable them to encourage growth in their communities.

All of the above should be included in the final strategies to guide future decisions regarding removal of regulatory barriers, resource allocation and local policy and programmatic and structure changes, implementation of which will result in bridging current and future housing development needs identified for the region.

**Resolution template/draft document:**

- The Consultant will work with SECED to create the necessary draft resolution for the regional housing strategies plan, that will include zoning codes, that will then be presented to SECED's legal counsel for review. Once reviewed, SECED will present the resolution to communities for adoption of the Southeast Regional Housing Strategies

## **PROPOSAL REQUIREMENTS**

Proposals shall include a concise statement of the consultant's approach to the project and a summary of the Consultant's ability to provide the required services. Proposals should, at a minimum, include:

### **A. Cover Letter with the following information:**

- 1) **Name and address of firm(s) and identification of the Team Leader or Firm if a team approach is proposed.**
- 2) **Identification of Project Manager and all other team members, including any subcontractors to this project.**
- 3) **Statement of qualifications. This statement should include a resume, a description of previous similar work, and a list of projects completed within the last three years.**
- 4) **A clear description of how your firm would complete this project, including scope and methodology.**
- 5) **A detailed Work Plan Schedule, including estimated completion times for each step and an overall timeframe for completion of project.**
- 6) **Names and telephone numbers of at least three (3) client references to whom the application has provided services similar to the project described by the RFP.**

**B. Proposed Scope of Work and itemized Budget. At a minimum, the scope of work shall provide itemization of all costs and services and a billing schedule for each phase of the project. A reasonable attempt should be made to incorporate the "Timeline of Events" as depicted on page 4 of this document.**

**C. All prices quoted must be firm for a period of Ninety (90) days after the proposal due date of April 28, 2023.**

**D. A statement identifying any actual or potential conflicts of interest of any consultant or team member should be included as an addendum to your bid documents.**

## **EVALUATION CRITERIA AND SELECTION PROCESS**

Proposals will be evaluated using the following criteria (all criteria are weighed equally in the review of proposals). SECED, at its discretion, may consider other criteria brought to light during the review & interview process.

1. **Understanding of the project and previous work within the Rural Southeast Colorado area.**
2. **Approach and technical content of the proposal related to the scope of work.**
3. **Background and qualifications of the Consultant and team.**
4. **Experience of the Consultant in conducting similar projects and satisfactory recommendations of past clients.**
5. **Experience of the Consultant in working with comparable jurisdictions with similar issues.**

**6. Cost and schedule of proposal.**

**INQUIRIES**

**Consultants interested in submitting a proposal that have questions or who want additional information or clarification should submit requests in writing to:**

**SECED**

**Attn: Stephanie Gonzales**

**112 West Elm St / PO Box 1600**

**Lamar, CO 81052**

**[stephanie.gonzales@seced.net](mailto:stephanie.gonzales@seced.net)**