



TOWN OF MOUNTAIN VILLAGE, COLORADO

Community Housing Mitigation Methodology

Request for Qualifications

June 18, 2021

- 1. ISSUING ENTITY:** Town of Mountain Village (Town), Colorado, Planning and Development Services Department, Michelle Haynes, MPA, Planning and Development Services Director/Housing Director
- 2. BACKGROUND:** The Town of Mountain Village remains a regional leader as it relates to employee housing. However, community housing inventory and construction efforts are not sufficient to meet our practical demand as our community continues to grow. The Town is implementing a multi-pronged approach to address community housing needs. The Town is looking at implementing community housing mitigation requirements with new development and increasing our community housing fund to leverage for new community housing projects.
- 3. PROJECT PURPOSE:** Town of Mountain Village, Colorado is issuing this Request for Proposal (RFP) for the purpose of selecting a qualified and experienced consultant or team to generate a linkage study and propose a community housing mitigation formula for community housing mitigation requirements generated by new construction. This study and housing mitigation rate would be based upon best practice methodology to quantifying community housing mitigation requirements from non-residential and residential development.

The Town of Mountain Village is considering a community housing mitigation methodology for new construction specifically commercial, lodging and multi-family use. We will consider through the public hearing process a mitigation methodology for single family and duplex development for discussion purposes only – see scope and deliverables below for more detail.

- 4. SCOPE OF WORK:** The selected consultant will conduct an analysis of Town of Mountain Village's existing employee housing needs assessment, building permit data, regional built employee housing projects and proformas (and any other useful data) and prepare a linkage report with recommendations for a methodology and formula which will then be used to update the CDC. The study and scope of work will include the following:
 - Generate a linkage study as the basis of the employee generation rate;
 - Evaluate and propose employee generation rate per type of use and mitigation requirement specifically commercial, lodging and multi-family use and development
 - Provide an employee generation mitigation linkage study, methodology and rate for single family and duplex development separately and for public discussion as an alternative requirement.

- Provide a methodology worksheet to apply the community housing generation rate and formula for new development;
 - Such worksheet should employ a formula or methodology that is easy to calculate and is readily adjustable (adjust assumptions) in future years and incorporates variables that can be adjusted in response to local conditions and unique circumstances
- Develop an associated payment in lieu rate per square foot of community housing to be mitigated, should a payment in lieu be considered as an alternative method to meet the community housing mitigation requirement;
- Develop a hierarchy of meeting the community housing mitigation requirements e.g. a minimum square footage that requires an onsite built unit, construction off-site, constructed outside of the region, deed restriction of existing free market units (in or out of the region), a cost per square foot rate for payment in lieu rates if contemplated; land dedication and establishing a commensurate value; and

5. SCHEDULE:

- RFP Issued: June 18, 2021
- Mandatory Zoom Meeting for interested consultants and/or teams: June 23, 2021
- Addendum regarding Q & A's issued as needed
- Proposal and Submission Deadline: July 27, 2021
- Review RFP responses and select finalists: –July 30, 2021
- Interviews: August 3-4, 2021 or as may be arranged (via Zoom)
- Selection of Contractor: August 6, 2021
- Commencement of Work: August 16, 2021 or as agreed upon

6. PROJECT TIMELINE

August 16-October 1 – data collection and analysis

October 1- November – share data with staff and in worksessions with the boards

November-December – adoption process with the boards

- Adoption of the study by resolution (concurrent)
- Adoption of the CDC amendments and appendices by Ordinance
 - Adoption of the employee generation mitigation worksheet
- Integrated in the adoption process will also be the acceptable hierarchy of meeting the community housing mitigation requirements (onsite threshold for constructed units and minimum square feet, payment in lieu, land dedication, etc, all)
- Option adoption of amendments to the TMV Affordable Housing Guidelines (by resolution and concurrent)

7. **INQUIRIES:** Additional information or clarifications about this RFP can be obtained by contacting Michelle Haynes, Planning and Development Services Director, mhaynes@mtnvillage.org. Questions must be submitted in writing/email between June 23, 2021 and July 20, 2021 – addendums will be issued to all respondents on an as needed basis.

8. SUBMITTAL:

Submission Deadline: July 27, 2021

Submissions shall be transmitted electronically. Submissions may be emailed to mhaynes@mtnvillage.org. Please request an emailed confirmation of receipt if sent via email.

A copy of the RFP and associated documentation may be obtained on the town's website at townofmountainvillage.com/rfp.

- 9. PROPOSAL CONTENTS:** A duly authorized official must sign statements of qualifications. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or legal entity that is not a subsidiary or affiliate with limited resources. Each submittal should indicate the entity responsible for execution on behalf of the team. Firms or teams will be evaluated, among other things, as to relevant experience in affordable housing; mountain resort communities; experience with land use code amendment development or updates; demonstrated ability to begin and complete the work; and feedback from references.

Proposals must include the following information:

- A. Firm identification: Name and Address of firm(s) and identification of lead consultant.
- B. Firm Composition: Identify all key firm and staff members for this project, indicating their respective roles and responsibilities and related experience and qualifications. Include resumes and references.
- C. Firm Qualifications: Provide descriptive materials of the Consultant's recent similar work. These materials should demonstrate significant expertise and experience in the following fields: land use concepts and regulation, community planning, and affordable housing.
- D. Description of Project Approach and Organization: Provide a concise statement describing the proposer's approach and ability to satisfy the requirements of the RFP. The statement should also identify how the Consultant will keep the process moving forward and on track. For each distinct task included in the approach identified, the proposal should include the name of the lead staff person.
- E. Work Load: Provide a statement indicating when the Firm is able to start this project and the expected timeline to provide deliverables.
- F. Fee Structure/Budget: The specific budget has not been identified or determined. Describe the proposed fee basis for services and related activities, with a "not to exceed" (maximum) price for services rendered. Please add additional options for the single family/duplex analysis and amendments to the affordable housing guidelines. Please include add/alternatives at your discretion.
- G. References: Provide Names, Addresses and telephone numbers of at least three client references to whom the applicant has provided services similar to the project described in the RFQ.

- 10. DELIVERABLES:** The Deliverable(s) will include the following:

- A linkage study that supports the employee generation rate per type of use: commercial, lodging and multi-family development;

- A supplement to the linkage study that supports a proposed rate per single family or duplex development for new construction. Please line item this item as an alternative added service and an associate cost;
- A recommended payment in lieu fee for community housing mitigation requirements;
- A Community Housing Mitigation worksheet for type of use and means to meet the mitigation requirements;
- a draft CDC amendment integrating the approved community housing mitigation study by reference and methodology into the appropriate CDC section for community housing mitigation requirements associated with new construction; and
- An analysis whether the 2002 Town of Mountain Village Affordable Housing Guidelines also need to be updated. Please line item this as an alternative added service and an associated cost.
- The Community Housing Impact Mitigation Fee should include a plug and play method by which it can be adjusted as needed, based on construction costs, deed-restricted and free-market property sales, inflation, deflation or another metric.

CDC amendments occur through adoption of an ordinance by the Town of Mountain Village Town Council (TMVTC), following a recommendation from the Design Review Board (DRB). In addition to the DRB and TMVTC hearings, at least one work session with the DRB and with the TMVTC to present and discuss the CDC amendments is anticipated. It is expected that all necessary meetings can occur in person or via a Zoom/in person hybrid. Attendance by the Consultant in person is preferred. Please budget for five public meetings and an additional fee should additional meetings be requested. Please indicate a virtual versus an in-person fee. A combination of both would be preferred.

11. REJECTION OF SUBMISSIONS: The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town. The town will evaluate submissions based upon the following criteria:

- A. Experience working in the region.
- B. Experience in developing community housing mitigation studies and methodologies in the region or state or similar ski resort communities.
- C. Available resources to complete the project in a timely manner.
- D. Ability to follow the RFP requirements and preferred submittal format.
- E. Cost

The Town does not base its decision making solely on the lowest cost to complete the project but the most qualified candidates.

12. OWNERSHIP OF RESPONSE MATERIAL: All materials submitted regarding this RFP become the property of the Town and will only be returned at the option of the Town. Information submitted is subject to the Colorado Open Records Act.

13. INCURRING COST: The Town is not liable for any cost incurred by entities prior to executing a contract or purchase order.

14. BUSINESS LICENSE: The awarded consultant is responsible for applying for a business license with the Town of Mountain Village if one is not already on file.

- 15. NEW VENDOR.** The Town requires new vendors to submit a new vendor form, to be provided with contract award.
- 16. INSURANCE:** It is desirable that respondents carry insurance in the approximate amounts set forth below. Respondents who carry lower limits should state so in the proposal.
- A. Commercial General Liability Insurance: Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least Two Million Dollars (\$2,000,000) each occurrence.
 - B. Professional Liability Insurance: Errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least Two Million Dollars (\$2,000,000.00) per claim and annual aggregate.
- 17. EQUAL OPPORTUNITY EMPLOYER:** Town of Mountain Village is an Equal Opportunity Employer. Minority Business Enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on grounds of race, color, or national origin.
- 18. SUPPORTING INFORMATION:** The following materials will be of use in the preparation of responses to this RFP and in the completion of the project, as needed. These regulations, plans and studies are available via hyperlinks and link below.

Resources

- [Town of Mountain Village Community Development Code](#)
- [Town of Mountain Village Affordable Housing Guidelines 2002](#)
- [San Miguel County Housing Needs Assessment, RRC Associates & Economic & Planning Systems, Inc., August 30, 2018](#)
- [Village Court Evaluation of Need, Economic & Planning Systems, Inc. in association with RRC Associates, December 18, 2018](#)
- [Town of Telluride Planning Department Housing Impact Mitigation Worksheet](#)
- [San Miguel Regional Housing Authority website: Mountain Village](#)
- [Regional Housing Needs Assessment, Ouray and San Miguel Counties, RRC Associates and Rees Consulting, Inc., September, 2011](#)
- [Residential Job Generation Study, The Housing Collaborative and RRC Associates, Inc., December 2000](#)
- [Employment Generation Rates – A Background Discussion Based on Survey Research Conducted in Telluride, Town of Mountain Village and Other Resort Communities, RRC Associates](#)
- [Employee Housing Mitigation Support Study, RPI Consulting, December 2002](#)
- [San Miguel County, Colorado, Employee Housing Impact Fee Support Study, RPI Consulting, Inc., December 2005](#)

The Town of Mountain Village will provide all necessary data to assist the consultants with completing the work.

19. ASSUMPTIONS:

- The community housing mitigation requirements apply equally to for sale or for rent community housing units in the Town of Mountain Village.
- Community Housing mitigation is only intended for new construction and not additions or change of use at this time.
- Town Council will have an opportunity to analyze whether a community housing mitigation methodology apply to single family or duplex development, for the purposes of discussion at this juncture.
- The Town will discuss to what percentage each type of use may mitigate in a percentage range, as with other similar mitigation analysis 100% mitigation is sometimes not feasible. We will accept recommendations from the consultant on this matter.

/mbh