



Request for Proposals

**Fireside Creek Planning and Development Services
Town of Winter Park, Colorado**

RFP Published: March 12, 2019

Submission Deadline: 5:00 pm on May 6, 2019

Contact: John Crone, Housing Manager

jcrone@wpgov.com / 970-726-8081

Project Description

The Town of Winter Park, Colorado, represented by John Crone, Housing Manager, is seeking proposals from qualified developers or development teams who have the capacity and expertise to develop a workforce housing neighborhood called “Fireside Creek.”

The selected Team will be responsible for the following:

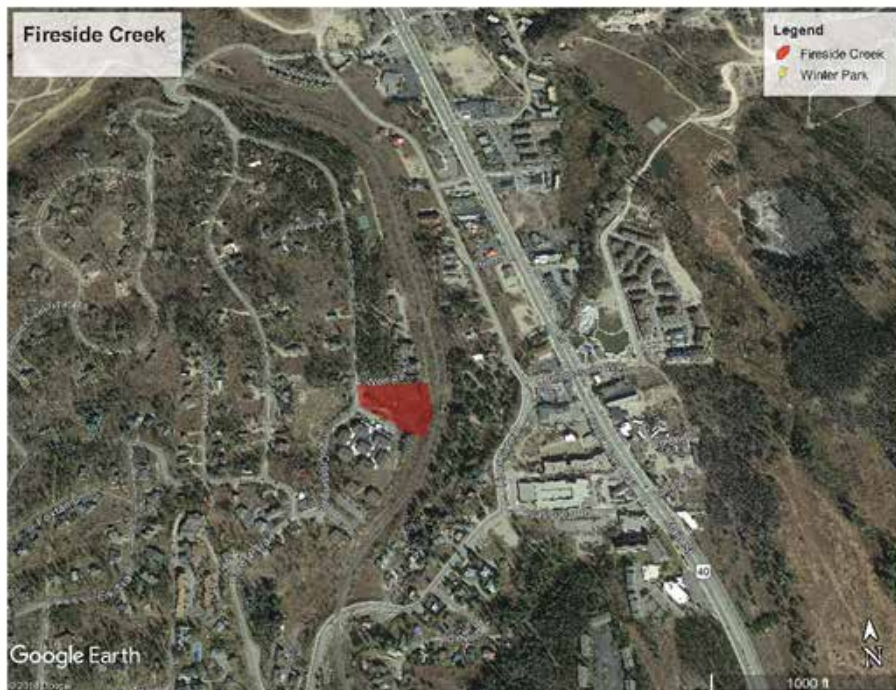
- Working closely with the Town to create a development program for the property including a financing plan for the development.
- Preparing a site plan, interior and exterior architectural plans, and civil and drainage plans.
- Processing all necessary applications.
- Construction and construction management of the project.

Proposals will be accepted until May 6, 2019 at 5:00 pm. Proposals may be submitted electronically to jcrone@wpgov.com or by physical delivery (USPS, Fed-Ex, etc.) to: Town of Winter Park, Attn: John Crone, PO Box 3327, 50 Vasquez Road, Winter Park, CO 80482. All proposals must be received by the Town by the deadline stated above.

Site Location

The Fireside Creek parcel is comprised of 1.9 acres (actually two contiguous parcels) located in a primarily residential neighborhood. The adjoining parcels are primarily multi-family developments; but, there are a significant number of SFRs in the surrounding neighborhoods. Fireside Creek is adjacent to Wolf Park /Playground and is walking distance to Main Street.

Fireside Creek Parcel lies between King’s Crossing Road and the railroad right-of-way. The parcel slopes down towards the railroad, losing approximately 25-30 feet in elevation over approximately 400 feet of distance. The Town has an access easement through the entry for the Silverado II Condominiums.



Background

The Town of Winter Park is located approximately 90 minutes northwest of Denver in beautiful Grand County and is nestled against the western slope of the Continental Divide. The Town is home to an estimated 1000 full-time residents and nearly two million visitors annually. In the summer months, the many amenities, idyllic climate, and numerous activities – including mountain biking, hiking, fishing, golfing, rafting, and camping – become the major attractions of the region. To draw additional visitors in the summer months, the Town sponsors numerous events including music concerts, festivals, bike racing and fairs.

As in almost all mountain resort towns, Winter Park is experiencing rising housing costs, a limited long-term rental market, and a conversion of existing housing stock to second-homes and short-term rentals. This has put significant pressure on the workforce housing market. As a result, the local workforce has been forced to live in crowded or substandard conditions, commute exceptionally long distances, or suffer economic hardship because of disproportionate housing costs. This housing shortage has severely limited the ability of local businesses to fill their staffing needs.

In order to address the housing problem, the Town has undertaken several initiatives, including the purchase of several parcels, among which are the two parcels that make up Fireside Creek.

At this time, the Town is seeking a development partner to design and build housing priced for occupancy by those members of the workforce earning between 60% and 120% of the Area Median Income.



Scope of Work

- Initial discovery meeting with Town Staff to answer questions and establish a project schedule
- Acquire necessary financing for the Project
- Create necessary site plans, as well as civil, structural and architectural drawings
- Acquire necessary approvals (Town will assist)
- Construction (including construction management) of the Project
- Sale or lease-up (and management if proposed) of all units

Town of Winter Park Responsibilities

- Provision of Town-owned property for the proposed development
- Payment to contractor within 30 days of receipt of monthly bills
- Approval or disapproval within five (5) working days of all unanticipated monetary requests that exceed \$1000.00 in total costs
- Assistance with approvals and permitting
- Assistance with sales and marketing

Proposals

Proposals submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town. One (1) electronic copy of the proposal shall be provided by the proposing firm. **The proposal is due no later than Monday, May 6, 2019 at 5:00 pm in electronic format to jcrone@wpgov.com.**

- [Letter of Submission](#). A Letter of Submission shall include the name address and telephone number of the people who will: a) serve as Project Manager for the project; and, b) serve as Principal Contact with the Town. Any confidential material contained in the proposal shall be clearly indicated and marked as “Confidential.”
- [Development Program](#)
- [Project Fee Structure and Cost Estimates](#)
- [Past Project Experience and Client References](#)
- [Project Team](#) (including known critical sub-contractors)

- **Other Information.** Provide any other information deemed necessary to support the proposal.
- **Questions.** All questions related to this RFP shall be submitted in writing to John Crone, Housing Manager at jcrone@wpgov.com no later than Monday, March 25, 2019 at 5:00pm. Responses will be issued in the form of an Addendum on the Town website, www.wpgov.com no later than Friday, March 29 by 5:00pm..



General Requirements of the Selected Proposing Firm

The successful firm shall:

- Enter into a contract with the Town.
- Maintain insurance coverage for the duration of the contract period as outlined in the contract.
- Operate as an independent contractor and will not be considered employee(s) of the Town of Winter Park.

Proposal Requirements

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- Development Program
- Project Fee Structure and Cost Estimate (Value for Budget)
- Past Project Experience and Client References
- Project Team

1. Development Program

Please provide no more than two (2) alternative concepts of a workforce housing neighborhood on the property meeting the following parameters:

- a. The development program should propose units targeted to a range of income levels between 60 – 120% of the area median income.
- b. The Town will consider combinations of deed-restricted and market-rate units; although, priority will be given to those proposals that maximize the property as a workforce housing neighborhood.
- c. The Town does not have a preference between for-sale units and rentals.
- d. The preferred Development Program should consist of primarily multi-family condominiums and/or townhomes with a mix of bedroom types.
- e. The underlying zoning is R-2 Multi-Family Residential. The zoning requirements are available in Supplemental Documents. If necessary, the Town is willing to readdress the underlying zoning requirements.

The development program should include unit counts, types, approximate size, and AMI target prices. The Town will provide land or land management subsidies, as well as waiver of permit and inspection fees. If additional subsidies are requested as part of the proposal, the specific types of subsidies, as well as the cost per bedroom, should be included in the Project Fee Structure.

Although the Town has expressed a preference for unit types in the Development Program, if you believe that there are other unit mixes or pricing options that would better serve the Town's interests, please propose it as one of your alternatives. The Town will consider all proposals that are submitted and is willing to work with any proposal that will best meet the Town's goals of providing a range of workforce housing.

Conceptual Site Plan – The Development Program should include a Conceptual Site Plan that shows consideration for view corridors, solar and wind alignment, community amenities (if proposed), and pedestrian connectivity. The Town is only looking for your team's initial concepts.

Architectural Theme and Floor Plans – Please provide conceptual elevations and/or renderings that exhibit the overall architectural style of the proposed development. The proposal should also include typical floorplans for the proposed units. The Town would prefer a cohesive design standard that fits with existing neighborhoods, without the repetitiveness of a “cookie-cutter” neighborhood. It is the Town’s strong preference that all units be provided with enclosed garages and sufficient storage space for objects such as bicycles and skis. Although the Town is committed to quality design and architecture, the Town is willing to consider alternative construction methods that contribute to a lower construction cost or lower maintenance and operating costs.

2. Project Fee Structure and Cost Estimate

Please provide a business plan and a development schedule that demonstrates your ability to provide a timely completion at an affordable price.

Development Schedule – Provide a schedule for development of the project from design to final sale or rental of the units. Describe any phasing of the project as well as proposed sale or lease-up schedules. The Town has a waitlist of close to 200 households and will be willing to take an active role in the sale of the units.

Pro Forma / Business Plan – Provide a pro forma or business plan for the project that includes the following:

- a. Financing tools proposed for the development including equity, bank debt, grants, tax subsidies, and government assistance. Please also describe any subsidies, incentives, waivers, or assistance that may be requested from the Town. If the Project will require a mix of market-rate units and restricted units, please detail the proposed division.
- b. Land-management tools such as a ground lease or other alternative ownership proposals that may be needed for the project.
- c. Anticipated operating costs for any necessary HOAs or rental management.

3. Past Project Experience and Client References

Provide information on past projects focusing on:

Similar Project Experience in Colorado – Include project name, date, owner, and location of project. Include information on any projects that included mountain communities.

References – List references (at least three) identifying each client, a contact person, the client’s e-mail and telephone, for similar projects completed by the contractor.

4. Project Team

Provide background information on all senior members of the project team including critical sub-contractors.

Review and Selection

The Town's Evaluation Committee will assess each proposal as it addresses the preferences, concerns, and issues described herein. The Evaluation Committee will be giving strong consideration to quality of design, achievable price points and financing requirements, and proven successful completion of similar projects.

Since the Town will be partnering in the Project, the Town expects full disclosure of all costs and budgets. [Please mark as "Confidential" any information that you do not want disclosed to the general public.](#)

Preliminary Project Schedule:

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|---------------------------|----------------------------------|
| 1. Issue RFP | Tuesday, March 12, 2019 |
| 2. Deadline for Questions | Monday, March 25, 2019 at 5:00pm |
| 3. Answers Issued | Friday, March 29, 2019 by 5:00pm |
| 4. Proposals Due | Monday, May 6, 2019 at 5:00pm |
| 5. Interviews | May 13-17, 2019 |
| 6. Contract Award | Tuesday, May 21, 2019 |
| 7. Notice to Proceed | Wednesday, May 22, 2019 |

The Town of Winter Park reserves the right to either select the proposal that in its view constitutes the best overall value for the Town or not select any proposal. Firms participating in the contractor selection process will be responsible for all costs incurred in responding to this RFP. All proposals submitted in response to this RFP shall be considered public information.