

REQUEST FOR QUALIFICATIONS

City of Cortez, Colorado



Park Village Housing

ISSUE DATE: March 26, 2025

CLOSING DATE: May 6, 2025

Community & Economic Development Department

123 Roger Smith Avenue

Cortez, CO 81321

970-565-3402

www.CortezCO.gov



REQUEST FOR QUALIFICATIONS

The City of Cortez Colorado (the “City”), is seeking responses to this Request for Qualifications (“RFQ”) from individuals, firms, collaborative groups, or teams interested in developing housing on a portion of a 14-acre City-owned parcel located on the north side of West 7th Street between South Oak Street and South Chestnut Street in the City of Cortez.

This RFQ and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing System website (www.bidnetdirect.com/colorado). Prospective bidders are encouraged to register with RMEPS for all City of Cortez bid opportunities.

Questions:

All questions must be submitted via Rocky Mountain E-Purchasing System website: (www.bidnetdirect.com/colorado).

Posting Date: Wednesday March 26, 2025

Question Deadline: Thursday April 24, 2025 (Local Time): 4:00 p.m. (MDT)

Responses to Questions Deadline: Wednesday April 30, 2025 (Local Time): 4:00 p.m. (MDT)

Project Title: Park Village Housing

Bid Due Date and Time: Tuesday May 6, 2025 (Local Time): 4:00 p.m. (MDT)

Deliver Proposals via: Rocky Mountain E-Purchasing Systems, www.bidnetdirect.com/colorado.

It is the sole responsibility of the bidders to see that their proposals are received before the submission deadline. Late proposals will not be considered.

This project is being bid in accordance with the City of Cortez Purchasing Policy.

Posted: March 26 – May 6, 2025



INTRODUCTION AND INVITATION

The City of Cortez owns two parcels of land located at the north side of West 7th Street between South Oak Street and South Chestnut Street (“Site”), in the City of Cortez, Colorado. The Site contains 14.02 acres (10.71 in lot 1 + 3.31 in lot 2) of land (parcel IDs 5611-263-58-001 and 5611-263-58-002). The Site is to be split into two sections, with one section to be developed into a park, and the other section to be developed into housing (type, size, amenities, etc., are to be determined based on the project’s feasibility including available financing resources).

The City is seeking Statements of Qualifications (SOQs) from individuals, firms, collaborative groups, or teams who have relevant experience developing and building housing in ways that meet the goals of the City (noted below). The bidder who the City chooses to proceed with will be able to form and implement a comprehensive and mutually agreed upon vision for the Site.

SOQ submittals should align with and achieve the housing goals of the City as described below and in the [Cortez Housing Needs Assessment Report](#).

CITY’S OFFER

The City owns the two parcels of land that compose the Site. The eastern portion of the Site is available for housing development by the Developer/Builder bidder with the submittal that best meets the goals of the City for the Site. The eastern portion of the Site (up to 7.01 acres) is designated for housing in alignment with the City’s goals and mission. The 7.01 acres on the western section of the Site is to be developed into a park.

The City of Cortez seeks bids from qualified housing developer/builders who will lead the development and building of housing on the Site, and the City intends to support the developer/builder in housing development and building activities. Respondents/Bidders to this RFQ are encouraged to describe ways in which they desire for the City of Cortez to demonstrate support.

The Site is a prime site for housing, which is a top priority for the City of Cortez. The City is open to various ownership structures for the Site, and respondents/bidders should include information about their vision for the Site, including short- and long-term ownership of the Site and the housing on it.

The City of Cortez intends to enter an exclusive negotiation process with the Developer/Builder that is selected through the RFQ process.



GOALS

The City's goals for the Site include:

- The newly developed/built housing helps to address housing shortages in the community and creates greater affordability and security for local residents.
 - The housing serves a range of household sizes and incomes, and people at various stages of life.
 - An emphasis on “workforce housing,” that is affordable to households with incomes between 80-120% of the area median income (AMI) is preferred.
- There is strong community buy-in and engagement for the planning and implementation of the project.
- The newly developed/built housing is financially viable to build and well-maintained.
 - The housing must be maintained by the owner(s) of the housing as is typical for housing development.
 - The Site is a neighborhood destination, where community members connect.
- Multi-modal connectivity is prioritized and there are safe pedestrian and bike connections through and adjacent to the Site.
- Resources are used in a responsible and sustainable fashion.
 - Both the housing and the landscaping should use water resources efficiently, and low-water-use and xeriscape technologies and methods should be planned.
 - Green techniques for both infrastructure and building should be planned.

Submittals should include plans for addressing these goals.

SITE TOUR AND BRIEFING

A Site tour is highly recommended for all bidders. Site tours and briefings will be held on April 17 and April 23, 2025.

To schedule a Site tour and briefing, please email Lisa Bloomquist at lbloomquist@cortezco.gov before 4:00pm on April 11, 2025.

SITE HISTORY

The City of Cortez owns the Site.

The Site was formerly a public high school. The school facilities have been demolished. The Site does not have any structures on it.

A phase 1 environmental site assessment has been completed for the Site. The only finding in the environmental site assessment was that there had been mercury-containing floors in the old high school that were remediated in 2017. The Site may contain old concrete, asphalt, and



underground infrastructure remaining from the former school, and these items may require assessment and remediation.

The City purchased the Site with a Great Outdoors Colorado (GOCO) Grant with the intention of creating a neighborhood park. A park master plan project was completed, however, the resulting park design was not financially feasible for the City of Cortez.

The GOCO grant requires that 50% of the 14.02 acre Site (10.71 in lot 1 + 3.31 in lot 2) be utilized as a park. Therefore, 7.01 acres must be used as a park, and the remaining 7.01 acres may be used for housing (lot coverage rules apply). It has always been the intention of the City for the 3.31-acre parcel on the eastern portion of the site to be developed into housing. The permitted split will increase the amount of land available for housing by up to 3.7 acres for a total of 7.01 acres on the eastern portion of the Site. The GOCO grant requires that the park land be separated from the housing land, and subdivision of the 10.71 western lot will be necessary as part of the development process. The entire Site is zoned R2, a zone that permits residential building (please see the zoning summary below), however, re-zoning in accordance with the City of Cortez Land Use Code may be possible.

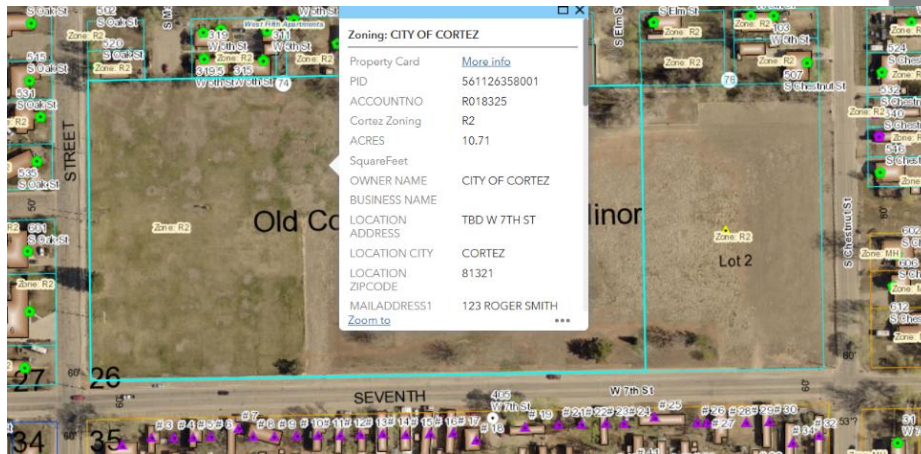
Housing is a community priority, and the City of Cortez is seeking an experienced developer/builder who will put forth a proposal for leading the process of developing and building housing on the eastern portion of the Site, while preserving the remaining 7.01 acres on the west side of the Site as a park.

In 2023, the City was awarded a CHFA Small Scale Technical Assistance grant that facilitated the creation of a report that described an option for the development of housing on the Site. The CHFA report and concept design is available upon request, and may be used (or deviated from), in proposals submitted to the City.

SITE LOCATION

The Site is a half city block (14.02 acres) situated on West 7th Street between South Chestnut Street and South Oak Street. The Site is mostly level, with a gentle slope to the southeast. There are no buildings on the Site.

The Site is located within the Chamberlin's Addition neighborhood, adjacent to the Oak Meadows Mobile Home Park, and near two schools, Mesa Elementary and Montezuma-Cortez Middle School. The Site is currently zoned "R2" The Residential Multi-Family District, which is intended for a mix of single-family (detached and attached) dwellings, and multi-family dwellings. Development of the Site may require relocation of some existing utility lines to maximize the use of the Site. The Site is within Cortez City Limits and is identified in the following GIS screenshot:



LAND USES, SETBACKS AND HEIGHT

The site is currently zoned R2 (Residential Multi-Family District). The site zoning may be changed to accommodate proposals that meet the goals of the City. Please see the City of Cortez Land Use Code for more information about possible zoning options.

The current R2 zoning includes the following standards:

Purpose of R2	The Residential Multi-Family District is intended for a mix of single-family detached dwellings, single-family attached dwellings, and multi-family dwellings.
Residential Density (units/acre)	16 units/acre for all dwellings, except for single-family detached. Single-family detached dwellings must have a minimum lot size of 4,000 sf. Density may be increased by 20% where deed restricted, affordable and/or workforce housing units are provided for more than 10% of the total dwelling unit count.
Minimum Setbacks	Front: 15' to front of house 20' to garage; Side: 5' for single family dwellings, 10' for multi-family dwellings; rear: 7'
Minimum Lot Area (sq. Ft.)	4,000 sf for single family detached dwelling unit
Max Lot Coverage (%)	60% for single family detached dwellings; 80% for all other uses
Max Height (ft.)	45'
Min lot width (ft.)	50'
Parking	Single family attached dwelling: 1.5 spaces per dwelling; multi-family dwelling: 1.5 spaces per dwelling; studios within multi-family structures: 1 space per dwelling unit; dwellings that are deed restricted for senior housing: 1 space per unit; all other residential structures: 2 spaces per dwelling. If the park is part of the proposal, parking for the park should be incorporated into the proposal.



Sidewalk	The sidewalk along 7 th street should match the sidewalk along the park section of the site along 7 th street, 5' sidewalk along Chestnut Street
Landscaping	Landscaping plans that are water conscious and incorporate native and xeric plants will be viewed favorably. Please refer to section 5.06 of the City of Cortez LUC for requirements.

Additionally, the following site features should be noted:

Infrastructure	Streets, water, and sewer infrastructure are currently adjacent to or on the site.
Topology	The site is generally flat, with a very slight slope to the southeast. Rocky soil conditions exist, making management of stormwater runoff a concern.
Drainage	Drainage must be incorporated into the site design. Please note that the soil is rocky and may contain clay, making drainage challenging.
Connectivity	Proposals should show multi-modal (both pedestrian and bike) connectivity between the housing and the park.

The housing types permitted in the R2 zone are noted in Section 3.06.1 of the City of Cortez Land Use Code. Permitted residential uses include:

- Dwelling – Accessory Unit/ADU
- Dwelling – cottage cluster
- Dwelling – duplex
- Dwelling – single family attached (up to 6 units)
- Dwelling – single family detached
- Dwelling – manufactured home
- Dwelling – micro-home
- Dwelling – modular home

Conditional residential uses include:

- Dwelling – single family attached (7 or more units)
- Dwelling – multi-family
- Manufactured home park

Please see the City of Cortez Land Use Code for the use standards and additional information.

The SOQ should include plans for ongoing maintenance of sidewalks, landscaping, parking areas, etc., in the portion of the Site that is developed as housing.



MARKET AND HOUSING NEED

Bidders are encouraged to read and reference the [Cortez Housing Needs Assessment Report](#). Highlights from the report include:

- With a conservative estimate of growth rate of .78%, approximately 620 jobs will be created in Montezuma County between 2022 and 2028.
- Between 75 and 175 new housing units are needed in Cortez to help fill currently unfilled jobs, and an additional 140 to 240 housing units are needed to keep up with estimated job growth over the next 5 years.
- Approximately 57 to 107 additional housing units are needed every year from now through 2028. (Over the past 5 years, about 22 homes were permitted each year.)
- 115 to 215 additional rental units are needed over the next 5 years.
- 170 to 320 for-sale homes are needed over the next 5 years.
- The current Cortez population is approximately 9,000 people. Cortez experienced a population increase during and following the COVID19 pandemic, entirely due to positive net migration.
- The average household size in Cortez is 2.4 people.
- The housing stock in Cortez is mostly comprised of single-family homes. Over three fourths (77%) of homes in Cortez are single-family or mobile/manufactured homes. The other 23% are attached homes with two or more units.
- The current housing stock is not well aligned with the size of households in the community. For example, less than 10% of homes have one bedroom or less, yet 30% of Cortez residents are people living alone. Increasing the supply of studio and 1-bedroom homes would allow seniors to downsize and offer smaller and often less expensive housing choices for individuals and couples.
- In the wake of the COVID19 pandemic, Cortez rental rates skyrocketed. Two-bedroom units had rental rates in the range of \$800 per month prior to the pandemic are now commonly listed around \$1,200 per month, a 50% increase. This dramatic increase puts a significant strain on household budgets and people’s ability to move to the housing they need when their circumstances change. Availability of rentals is another considerable concern because very few rentals are available.
- Non-subsidized/affordable rental rates:

Asking Rent by Type and Size, September – November 2022

	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	All Unit Sizes
Apartment	\$817	\$1,022	\$1,069	\$1,350	-	\$1,044
Single family	\$700	\$1,200	\$1,462	\$1,818	\$1,988	\$1,636
Mobile home	-	-	\$1,050	\$1,300	-	\$1,200
Weighted average	\$788	\$1,038	\$1,249	\$1,680	\$1,988	\$1,167

SOURCE: CRAIGSLIST, THE JOURNAL, APARTMENTS.COM, XTROV, REALTOR.COM, FACEBOOK, CONSULTANT TEAM



- The rental vacancy rate is low (the most recent data available when the Housing Needs study was completed showed that the rental vacancy rate was only 1.4% in 2022).
- In 2022, the Housing Authority of Montezuma County (HAMC) reported a waitlist of 300 people, taking 1.5-2 years for a household to be placed in subsidized housing and 2-3 years to receive housing choice vouchers. This reveals a high demand for below-market housing.
- Median home prices increased 43.8% between 2020 and 2024. The median price for homes sold in Cortez in 2024 was \$315,000.

2024 Annual Report for the Four Corners Board of REALTORS® Market Area



Area Historical Median Prices

	2020	2021	2022	2023	2024	Change From 2023	Change From 2020
Dolores County	\$170,000	\$217,000	\$246,000	\$206,500	\$280,000	+ 35.6%	+ 64.7%
Montezuma County	\$258,000	\$300,063	\$350,000	\$340,000	\$350,000	+ 2.9%	+ 35.7%
Cortez	\$219,000	\$257,750	\$292,450	\$309,500	\$315,000	+ 1.8%	+ 43.8%
Dolores	\$319,000	\$385,500	\$455,000	\$411,100	\$502,100	+ 22.1%	+ 57.4%
Dove Creek	\$112,500	\$175,000	\$155,000	\$198,000	\$225,000	+ 13.6%	+ 100.0%
Mancos	\$352,700	\$400,000	\$477,500	\$407,500	\$445,000	+ 9.2%	+ 26.2%

SITE CONCEPT AND DESIGN

The City does not have a set concept for the Site, and bidders are encouraged to propose a unique vision for the Site. Concept design sketches created for the CHFA Small Scale Technical Assistance report are available upon request and may be used for inspiration or cost estimates.

Bidders' SOQs should include a conceptual vision and design for the Site that aligns with the City's goals (noted above), works within the context and constraints of the Cortez Land Use Code, is attractive and sustainable, meets the affordability goals described below, incorporates green-building and xeric or drought-tolerant landscaping, includes multi-modal connectivity, and considers both the neighborhood and community character. Bidders should provide a site concept proposal that includes the proposed unit mix, density, parking, drainage, community amenities, and landscaping.

The proposed unit mix should be included in the SOQ, with the approximate size, number of bedrooms and bathrooms, and other amenities noted.

Estimated timing for project planning completion, and phases if applicable, should be noted.

It is anticipated that the site concept and design will be adjusted and adapted as the City and the chosen Developer/Builder work together to determine the best course of action for development



of the Site. However, during the RFQ interview process, the Developer/Builder should demonstrate that it has the vision and capacity to implement a plan and develop the Site in ways that meet the City’s goals and objectives.

AFFORDABILITY

The City encourages and prioritizes affordable/workforce housing development on the Site. Affordable/workforce housing is defined as:

"Affordable housing" means housing that is affordable to a household with an income that is eighty (80) percent or lower than area median income of households of that size. Developers will be required to provide assurances that the housing is and will remain affordable for at least twenty (20) years.

"Workforce housing" means housing that is affordable to a household with an income of between eighty (80) percent and one hundred twenty (120) percent of the area median income for households of that size. Developers will be required to provide assurances that the housing is and will remain affordable for at least twenty (20) years.

To obtain the affordable housing density bonus of increasing the permitted density by 20%, affordable/workforce units must account for more than 10% of the total dwelling unit count.

Affordability requirements may vary by proposal.

The unit mix in the conceptual design may be a mix of rental and for-sale units.

Recommended affordability for rental housing development

Proposals with rental housing that meets the following affordability requirements will be viewed favorably. Alternate affordability proposals will be considered.

- 50% of the rental units have monthly rental rates that are below those published by CHFA for households with incomes of 80% AMI for Montezuma County. The 2024 CHFA maximum monthly rents for households with incomes of 80% AMI in Montezuma County are:

80% AMI Max	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
2024 Max Monthly Rent	\$1,414	\$1,696	\$1,960	\$2,186

These rental rates are not guaranteed. Market rents may be lower than the permitted rental rates. CHFA rental rates are published annually (typically in the second quarter of the year), and the rental rates may go up as the updated CHFA rental rates are published.



- Units designated, at the time of plat approval, as market rate units or affordable units. The units designated as affordable units should be the same size and quality as the market rate units.
- Affordability restrictions should remain in place for 20 years after the Certificate of Occupancy is issued, or longer if other funders require longer affordability periods. The proposal should include information about how the household incomes will be verified.
- If developing rental housing, developer applicants should include information about how they are going to ensure compliance with ongoing affordability requirements in their proposal.
- Utilization of funding and programs that require deeper levels of rental affordability are encouraged.

Recommended affordability for for-sale housing development

Proposals with for-sale housing that meets the following affordability requirements will be viewed favorably. Alternate affordability proposals will be considered.

- At least 25% of units priced at levels affordable to households with incomes below 120% AMI.
- At least 25% of units priced at levels affordable to households with incomes below 80% AMI.
- All designated affordable units (excluding only the units that are priced as market rate units) should be price restricted through a deed restriction, community land trust, or other legal instrument for ensuring ongoing affordability, for a minimum of 20 years. Applicants should provide information about how they will create and enforce affordability restrictions for the required period. Partnerships with organizations that have expertise in managing ongoing affordability requirements are recommended.
- Example calculations of affordable purchase prices are below. The developer applicant will need to show similar calculations for the for-sale units proposed using up-to-date information.

Household Size	AMI %	2024 Max Household Income (CHFA)	Monthly Max Housing Payment (30% of max income / 12)	Estimated Monthly Taxes + Insurance + MI + HOA	Available for First Mortgage P&I	Estimated Interest Rate	First Mortgage Loan Amount	Down Payment (5% of First Mort Loan Amount)	Affordable Purchase Price
3	80%	\$67,840	\$1,696	\$450	\$1,246	6.75%	\$192,100	\$9,605	\$201,705
3	100%	\$84,800	\$2,120	\$450	\$1,670	6.75%	\$257,500	\$12,875	\$270,375
3	120%	\$101,760	\$2,544	\$450	\$2,094	6.75%	\$322,800	\$16,140	\$338,940

The following plans and resources will help inform and give prospective bidders a more in-depth understanding of the City’s demographics and Site background for planning purposes:

- [Cortez Housing Needs Assessment](#)
- [Cortez Housing Action Plan](#)



- [Proposition 123 in Cortez and Montezuma County](#)

SCOPE OF SOQ

The SOQ should include (but is not limited to):

- Propose a strategy for community outreach and consent-building;
- Prepare a preliminary conceptual site-specific plan that includes:
 - Unit count and layout
 - Preliminary information about exterior and interior architecture and design
 - Parking and sidewalk plans
 - Landscape plans
 - Access and drainage plans
- Clearly state how the proposed housing will address the community’s needs as described in the Cortez Housing Needs Assessment;
 - Identify how affordability goals will be met, what income or AMI levels the housing will serve, which units will be designated as affordable, and what experience you, your firm, or partners have developing similar housing.
- Propose an approximate timeline for completion of construction, including phased development if applicable;
- Estimate costs and present a proposal for how the project may be funded, including bank loans, developer/builder equity, nonprofit/foundation grants, federal, state, or local contributions;
- Note partnerships (including funding partners) that will be sought and the role(s) of the partner organization(s).
 - Note what support will be requested from the City of Cortez.
- Include a plan for the long-term management and maintenance of the project, when developed, leased, and/or sold.

SOQ SUBMITTAL REQUIREMENTS

Statements of Qualifications (SOQs) should provide a description of the bidder’s capacity to satisfy the requirements of the RFQ. Emphasis in each proposal should be on completeness, clarity of content, and brevity in meeting required contents.

Please include the name(s), addresses and telephone numbers of the people who will serve as project manager for the project and as principal contact with the City. Any confidential or proprietary material contained in the proposal shall be clearly indicated and marked as “confidential.” All documents and materials included in a proposal that are not marked as “confidential” will be available for public inspection after the conclusion of the selection process. Bidders may not mark their entire proposal as “confidential,” and any such attempt shall result in a disqualification of the bid.



This RFQ sets forth parameters allowing the City to gauge the interest of housing Developers/Builders in building housing on the Site. The City intends to enter into negotiations toward the engagement of a selected Developer/Builder to identify what is feasible regarding development and building of housing on the Site. This RFQ does not bind the City to selecting a Developer nor does it create an obligation to develop any specific project.

Any cost incurred by the applicants in preparing or submitting a response to this RFQ or interviewing for this project shall be the bidder's sole responsibility.

The proposal submitted should address the following major topics in the following order:

1. Information Sheet

Attached to this RFQ.

2. Letter of Interest

Please submit a letter of intent that includes an overarching description of the development you are proposing and your qualifications for completing the development being proposed. Include:

1. **Understanding of Cortez:** Provide information that demonstrates your understanding of the City of Cortez and the economic and housing challenges in the City.
2. **Statement of Approach:** Describe how the applicant will ensure the project's success, including a description of the applicant's overall project management approach, description of staffing, strategies for managing similarly complex projects, and working with multidisciplinary teams.

3. Methodology, Approach, and Conceptual Site Plan

Provide a description of the approach the developer/builder applicant will take to develop the parcel in ways that further the City's goals for the project. The plan description should include unit counts, types, approximate size(s), designation of units as rental or for-sale, and affordability features and AMI target rents or prices. Include the bidder's housing development approach with focus on distinguishing characteristics or services, experience working in housing development and building, demonstration of ability to manage complex, long-term development projects, methods of quality control and scheduling, and philosophical approach.

4. Business Plan, Development Schedule, and Preliminary Proforma

Provide information about how the bidder will approach timing and cost for each phase of the project. Demonstrate financial capacity for completion of the project as proposed including information about lenders, grantors, and other funders that the bidder anticipates working with to complete this project.



Provide information about any partnerships that are proposed. Describe the desired role of the City in completion of the project as envisioned.

Provide an estimated construction budget (or budgets if there are multiple phases).

Provide an estimated sources and uses table for each phase of development.

Provide an estimated schedule/timeline for the development of the project from design to sale or rental of the units. Describe any phasing of the project as well as proposed sales or lease-up schedules.

Provide an estimated operating proforma or business plan for the project.

5. *Developer Qualifications and Team*

The Statement of Qualifications should focus on the bidder's past experience with similar projects, highlighting key personnel that the bidder expects to contribute to the project. Responses should provide evidence of the capacity of the bidder to accomplish the housing construction within a reasonable timeframe. Please indicate specific experience with the following: a) Planning and execution of similar projects. b) Integration of open space and recreational areas in residential and mixed-use neighborhoods. c) Sustainable design approaches for infrastructure, buildings, streets, and open spaces. d) Entitlement process for complex residential and mixed-use developments. e) Community outreach and public meeting coordination for similar projects. f) Grant writing and grant management experience. g) Financial capacity of bidder. h) Ongoing property management experience of the bidder's partners or subcontractors.

Please provide project examples that demonstrate the bidder's experience working in these or similar types of arrangements. Include brief descriptions of each project, relevant visuals, the client's name, address, and telephone number, and descriptions of the developer/builder's responsibilities on each project.

Include information about partners, if applicable, and their qualifications and background.

6. *References*

Provide a minimum of three professional references including direct contact information.

BID SUBMISSION

General

Submit Bids electronically via www.bidnetdirect.com/colorado prior to deadline. **Please submit all your required documents in a single pdf file in the bidder's company name.**



Retain one copy for your records.

Successful Developer/Builder must be in good standing with the Colorado Secretary of State and the Department of Housing and Urban Development.

The City of Cortez reserves the right to reject any and all bids.

Single Applicant Responsibility

Single applicant responsibility is required under this RFQ. Each bidder responding to this RFQ must bid all professional services, special services, equipment, materials and supplies to fulfill the terms of this RFQ and, if awarded the contract, must be the sole contracting party with City of Cortez, responsible for all aspects of the project.

The requirement for single-point responsibility does not prohibit subcontracts or joint ventures, provided that the single successful Developer/Builder assumes the following responsibilities:

1. Serves as the sole contractor with City of Cortez.
2. Assumes full responsibility for the performance of all its subcontractors, joint ventures, and other agents.
3. Provides the sole point of contact for all activities through a single individual designated as project manager.
4. Submits copies of all contracts and other agreements proposed to document such arrangement.

Further Notice to Applicants

This RFQ does not commit the City of Cortez to negotiate a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in submission of a contract.

SELECTION PROCESS

A Selection Committee will review all qualified proposals. The Selection Committee reserves the right to contact any or all of the bidders during the review process for clarification and/or understanding. Bidders with complete and acceptable submissions will be asked to attend an interview with the Selection Committee interview. The City reserves the right to decline to interview bidders who submit an incomplete or otherwise unacceptable application.

Following the acceptance of a SOQ, the selected developer/builder and the city must reach a contractual agreement prior to the start of any work for which the City of Cortez would be obligated.

Each proposal shall be evaluated and scored based upon the following criteria:



1. The bidder has the qualifications and necessary experience to complete the proposed housing.
 - The bidder has the capacity to build the proposed housing.
 - The bidder has a history of creating attractive and affordable housing.
 - The bidder has the financial capacity to build the proposed housing.
 - The roles of the bidder and its partners or subcontractors (if any) are clearly stated and those roles are reasonable and feasible.
 - The role of the City is described.
 - The bidder describes the project management approach.
 - There is a designated (preferably local) person that will move the project forward.

2. The housing proposal meets the needs of the City and surrounding community.

- The bidder demonstrates understanding of the City's housing needs.
- The conceptual design incorporates the City's land use requirements and other requirements noted in the RFQ.
- The development aligns with the City's affordability goals and the Housing Needs Assessment.
 - Designated affordable units are incorporated into the plan.
 - There is a management plan for the affordable/workforce units.
- The development plan describes the mix of rental and for-sale units.
- A feasible multi-modal plan is described.
- "Green" building techniques are described.
- Low water usage plans are described.
- The development plan includes proper drainage, snow storage, and fire department access.

3. The proposal gives a clear estimation of timetables and costs for the proposed development.

- The project timeline is feasible and well thought out.
 - The bidder has the financial capacity to complete the project as proposed.
 - The bidder has a relationship with lenders and a history of obtaining the loans necessary to complete similar projects.
 - The bidder has relationships with grant or equity funders and a history of obtaining housing grants or equity investments.
 - The estimated budget is realistic and well thought out.
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4. The bidder clearly demonstrates its past success and abilities with community outreach and engagement.

- A plan for community outreach and consent-building is included.
 - The proposed housing fits well into the neighborhood.
 - The bidder has a history of successful community outreach and consent-building.
- The bidder has attended a site visit.
- A plan for cooperation between the City and the bidder is described.
 - The bidder has experience with public private partnerships.

5. The bidder shows their ability to bring necessary resources and team to the effort to implement the project vision.

- The bidder is familiar with local building resources.
 - The bidder has a history of successful completion of similar projects.
 - The bidder has a history of working well with partners, including cities similar to Cortez.
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Direct contact with City of Cortez elected officials or City staff, other than the Purchasing Administrator or for the purposes of scheduling and conducting a site visit, during the proposal process may render the proposal as non-compliant. At the Purchasing Administrator’s discretion, no further consideration may be given to the proposal and will be rejected.

TIMELINE

RFQ Publication	Wednesday March 26, 2025
Applicants Questions Due	Thursday April 24, 2025 by 4:00 p.m. (Local Time)
Responses to Questions Due	Wednesday April 30, 2025 by 4:00 p.m. (Local Time)
Proposals due	Tuesday, May 6, 2025 by 4:00 p.m. (Local Time)
Initial Interviews	Tuesday May 20, 2025
Final Interview	Thursday May 29, 2025

RESOURCES

1. Information Sheet: Attached
2. Environmental Assessment: Attached
3. Plat Map: Attached
4. City of Cortez Housing Action Plan: <https://www.cortezco.gov/867/Housing-Action-Plan>



5. City of Cortez Housing Needs Assessment report:
<https://www.cortezco.gov/860/Housing-Needs-Assessment>
6. City of Cortez Land Use Code: <https://www.cortezco.gov/844/Land-Use-Code-Housing-Policy-Update>
7. CHFA Technical Assistance Report for this site: Available upon request