

# Town of Mountain Village



REQUEST FOR PROPOSAL

To Provide

**Development Services**

For

**Affordable Housing  
Village Court Apartment Phase IV**

June 6, 2022

Town of Mountain Village, Colorado

SECTION I: TERMS AND CONDITIONS

A. Invitation

Qualified individuals, firms and teams (herein the “Proposer(s)” are invited to submit a sealed proposal to the Town of Mountain Village, Colorado, to provide development and construction services for the Village Court Apartments, Phase IV.

The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Town of Mountain Village to perform the scope of work described in this Request for Proposals. The complete Request for Proposals document can be obtained at the Town of Mountain Village Town Hall, or online at the Town of Mountain Village Procurement site. Additional instructions for obtaining the Request for Proposals can be found in Section I(B) of this document.

This invitation is not to be construed as a commitment of any kind on the part of the Town of Mountain Village, nor does it commit the Town of Mountain Village to pay or otherwise reimburse any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

B. Advertisement and Notice of Invitation

Requests for Proposal (herein “RFP”), including response submittal requirements for:

**Affordable Housing  
Village Court Apartments, Phase IV  
Development Services**

Are at Mountain Village Town Hall or on the Town of Mountain Village Procurement website. All questions shall be directed to Michelle Haynes at [mhaynes@mtnvillage.org](mailto:mhaynes@mtnvillage.org) and Paul Wisor at [pwisor@mtnvillage.org](mailto:pwisor@mtnvillage.org) by 3:00 pm, June 17, 2022.

C. Schedule

To be considered, the following schedule shall be strictly adhered to:

Proposals due by <b>12:00 noon</b> local time.....	<b>July 6, 2022</b>
Pre-Proposal Meeting via Zoom .....	<b>June 13, 2022</b>
<b>Mandatory meeting to be held 4-5 p.m. <a href="#">via Zoom, link to join meeting.</a></b>	
Meeting ID: 880 5266 8008	
Passcode: 586378	
RFP questions deadline at <b>3:00 pm</b> local time.....	<b>June 17, 2022</b>
Selection Interviews from <b>2:00 pm to 5:00 pm</b> local time.....	<b>July 12, 2022</b>
Selection Announcement .....	<b>July 14, 2022</b>
Project Start .....	<b>Aug. 15, 2022</b>

The Town of Mountain Village is under no obligation to comply with the schedule shown above,

provided that all prospective Proposers or other interested parties known to the Town of Mountain Village shall be notified equally of changes made to the schedule by the Town of Mountain Village within a reasonable time after any such changes are made. In no event shall any proposer or other interested parties have any redress to the Town of Mountain Village, be it financial or otherwise, in the event the Town of Mountain Village changes this schedule in any way. Responsibility for submitting the proposal to the Town of Mountain Village on or before the Deadline shall remain solely and strictly that of the proposer.

All Proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.

## SECTION II: Form of Response

This Section contains detailed instructions to which Proposers must adhere in the preparation and submittal of proposals to the Town of Mountain Village. For purposes of evaluation, Proposers are advised the proposal content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the Proposer is most important.

One (1) electronic copy (PDF) are required to be submitted by 12:00 noon, (local time), Wednesday, July 6, 2022. The proposal shall be submitted via email to Michelle Haynes at [mhaynes@mtnvillage.org](mailto:mhaynes@mtnvillage.org) and Paul Wisor [pwisor@mtnvillage.org](mailto:pwisor@mtnvillage.org) with the following subject line:

“VCA Phase IV RFP Response”

Proposals must include the following information to be considered:

- A. Cover letter describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
- B. Professional background information about the Proposer including an indication of who is the project lead and the firm or entity responsible for execution on behalf of the team.
- C. Description of relevant experience. Specifically, affordable housing developments for municipalities or special districts of similar size and magnitude in mountain resort communities similar to Mountain Village, Colorado. Please provide at least three reference contacts including name, contact information, project date, brief project description, original project budget and final project cost. Please provide an explanation of any variation from the original budget and final project cost.
- D. Description of the development approach to the project, noting project understanding, unique challenges, assessments and project interpretation and strengths the individual, firm or team brings to this project. Please be clear and concise when describing the development approach. Any new, creative or innovative ideas and approaches to the development should be addressed in this section.
- E. Confirmation the Proposer has reviewed the Bid Set (found [here](#)) and Project Manual (found [here](#)), and that the Proposer can complete the project as set forth in those documents. Other associated documents can be found at [townofmountainvillage.com/rfp](http://townofmountainvillage.com/rfp).
- F. Proposers may submit proposals for other designs for VCA Phase IV, if such approach

will result in meaningful cost saving for the overall project.

- G. Specify personnel to be assigned by name, position, specific office location, and commitment of time to the project. Attach resumes of assigned personnel. Please note the local preference for this project.
- H. Provide a brief vision statement of the individual, firm or team's goals and objectives for the development and describe what a successful relationship with the Town of Mountain Village would look like. The Town of Mountain Village is most interested in evaluating how the selected Proposer intends to partner with the Town of Mountain Village to achieve mutual benefits.
- I. Provide a draft development schedule that reflects an ability to successfully complete the vertical construction of new homes on the VCA Phase IV parcel. The development schedule shall include, but not be limited to, design development, construction document preparation, and construction.
- J. Provide a fee proposal for the scope of services of the project, The fee proposal breakdown shall include a complete line item budget for the work with explanations as necessary.
- K. Draft pro forma including hard and soft costs such as construction materials cost, labor, final site work, financing, fees, taxes, insurance, legal expenses, development fee, general conditions, etc.
- L. Provide a statement of the Proposer's financial condition relative to the performance of this Project, specifically addressing ability to finance and maintain cash flow during the Project. Include an audited financial statement prepared by a certified public accountant, consisting of balance sheet, income statement, applicable notes and disclosures, and statement of changes in financial position, of the proposer's firm covering the past three (3) fiscal years (or since commencement of operations, if less than three years), and an audited financial statement of any sub-consultant(s) proposed to perform twenty percent (20%) or more of the Project work, covering the past two (2) fiscal years. The most recent year's financial statements must include either an Auditor's Report Letter or an Accountant's Review Letter.

In lieu of the detailed financial statement described above, a statement that indicates the Proposer's financial health and stability to cover the project will be accepted. More detail, as described above, will be required upon selection.

Financial information submitted to establish the financial capability, price proposal, overhead rates, and other aspects of the proposer's fiscal condition shall be handled as confidential data and utilized on a "need-to-know" basis for proposal evaluation. The Town of Mountain Village shall make all reasonable efforts to avoid disclosure to parties unrelated to the proposal evaluation process.

- M. The Proposer shall obtain and maintain in force for the term of an agreement the following insurance coverage's. Certificates of insurance evidencing such coverage's shall be furnished to the Town of Mountain Village at the time of signing of an agreement. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town of Mountain Village through its risk manager. All automobile liability and general liability policies shall include the Town of Mountain Village as an additional named insured by policy endorsement.
  - 1. Automobile Liability (including owned, non-owned, and hired) in an amount not less than one million dollars (\$1,000,000) each occurrence and not less than two million dollars (\$2,000,000) general aggregate.
  - 2. Worker's compensation and employer liability in accordance with the Worker's

Compensation Act of the State of Colorado for employees doing work in Colorado in accordance with this Agreement and with limits in an amount not less than five hundred thousand dollars (\$500,000) each accident and not less than one million dollars disease- policy limit and not less than one million dollars disease- each employee.

3. Comprehensive General Liability (including personal injury) in an amount not less than one million dollars (\$1,000,000) per each occurrence and not less than two million dollars (\$2,000,000) in the aggregate.
4. Professional errors and admission liability insurance in an amount not less than one million dollars (\$1,000,000) each claim and not less than two million dollars (\$2,000,000) in the aggregate.

- N. A written statement identifying any reservations, conditions or constraints related to the request for proposals.
- O. Upon selection, the selected Proposer shall execute an agreement with the Town of Mountain Village acknowledging that all work shall be completed in a professional and workmanship-like manner and that the Project work shall fully comply with all applicable Town of Mountain Village regulations and ordinances and State and Federal laws and requirements.

The Town of Mountain Village reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Town of Mountain Village reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the Town of Mountain Village after the proposal submittal date given in this RFP. The Town of Mountain Village assumes no liability for the use or disclosure of technical or cost data submitted by any Proposer.

Nevertheless, if a proposal contains information that the Proposer does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages \_\_\_\_\_ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Town of Mountain Village shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the right of the Town of Mountain Village to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.

### SECTION III: Scope of Professional Services

The Town of Mountain Village, Colorado is seeking proposals for development and construction services from qualified Proposers to complete the vertical construction of the residential development on VCA Phase IV Parcel. The selected Proposer will be responsible for the following:

- achieving the development goals and objectives,
- development of the vertical construction,
- vertical construction entitlement approvals,
- oversight, coordination, administration and management of the vertical construction
- completion of the vertical construction and delivery of the VCA Phase IV to the Town of Mountain Village/Town of Mountain Village Housing Authority at a Guaranteed Maximum Price (GMP),
- final development budget preparation and execution,
- vertical construction financing and bonding
- vertical construction and final site work phasing
- post completion transferable construction warranty
- completion of a post-construction capital reserve fund study and recommendation

#### SECTION IV: Selection and Evaluation Criteria

The ideal Proposers will possess and demonstrate the following skills and abilities:

- Extensive knowledge and experience managing a municipal-type project and working with municipalities and/or special districts.
- Demonstrated ability and experience working with local general contractors and sub-consultants.
- Successful completion of similar developments in a similar mountain environment with similar site challenges, solutions and necessary coordination.
- Demonstrated ability to complete projects on time and on budget with a commitment to the successful completion of the development in accordance with the development goals and objectives.
- Willingness to share in the preparation of a development pro forma and perform within a mutually accepted “open book” development budget environment in an effort to promote financial success and margin transparency
- Exceptional ability to develop and maintain professional relationships through effective communication, coordination, team building and integrity.
- Proven track record of successfully delivering projects in a collaborative process with multiple stakeholders and multi-disciplinary teams.
- Demonstrated ability to make progress on multiple tasks in a dynamic and ever changing process and resolve conflicts in communication, coordination, schedule, etc.
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.
- Demonstrated acceptance to achieve a mutually agreeable construction schedule and to ensure completion of the homes within min./max. time frames.
- Extensive working knowledge of successfully incorporating practical sustainable design practices, measures and materials and products into the construction of the homes to ensure energy conservation, building structure and materials longevity, and long term affordable operating expenses for home purchasers.

In the event that only one (1) proposal is received in response to this RFP, the Town of Mountain Village may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal

received by the Town of Mountain Village is fair and reasonable.

The Town of Mountain Village maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Town of Mountain Village to be most advantageous to the Town as determined by capability, qualifications and other factors set forth above.

## SECTION V. Introduction and Background

### A. Introduction

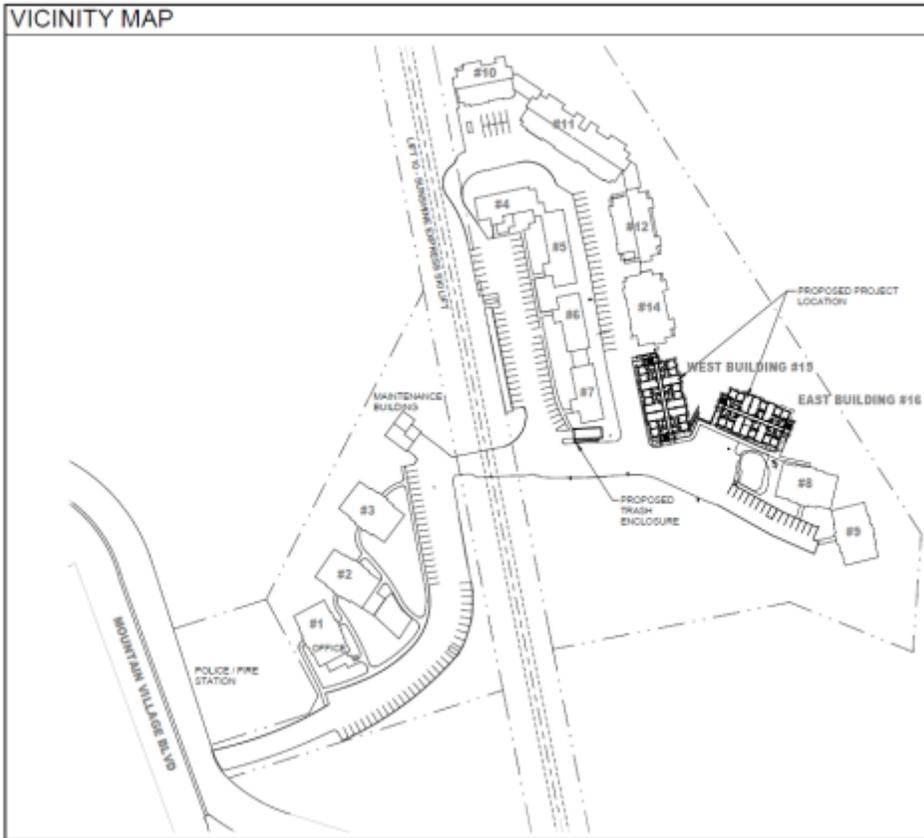
As part of the Mountain Village Comprehensive Plan Vision, the Mountain Village Housing Authority is developing a total of 42 workforce housing rental units. 34 2-bedroom and 1 ¾ bath units, 8 one-bedroom units, and one office space, associated mechanical rooms, a common laundry room per building, and one exterior sewer main access found within the basement of the west building. The project is designed to be built utilizing modular construction. The project will be funded by a Certificate of Participation and is tax exempt. The general contractor will work directly with the owner's representative for the duration of the project who works on behalf of the Mountain Village Housing Authority.

### B. Site Description

- Located at 415 Mountain Village Boulevard, Mountain Village, Colorado.
- Vacant site
- Owned by the Town of Mountain Village

Prospective Proposers are encouraged to inspect and view the site.

### C. Site Location



D. Special considerations in scope:

- Provide and install gas submeters per the specification.

- Meters will need to be installed at the factory and hooked up on site.
- Provide and install electrical submeters per the specification. Meters will need to be installed at the factory and hooked up on site.
- Streets, driveways, and parking lots must be kept free of mud, dirt, gravel and other debris caused by excavation and export/import operations.
- Access to be maintained for pedestrians and vehicles to the west of VCA Building 14 and the new west building, with the exception of minor temporary road closures.

E. Special considerations in scope:

- Provide and install gas submeters per the specification. Meters will need to be installed at the factory and hooked up on site.
- Provide and install electrical submeters per the specification. Meters will need to be installed at the factory and hooked up on site.
- Streets, driveways, and parking lots must be kept free of mud, dirt, gravel and other debris caused by excavation and export/import operations.
- Access to be maintained for pedestrians and vehicles to the west of VCA Building 14 and the new west building, with the exception of minor temporary road closures.
- Relocation and extension of all utilities, both existing and new. Include primary power extension to the new transformer location. The SMPA costs relating to the transformer installation and the SMPA facility reinforcement fees will be paid by the Owner. The existing sewer main will remain in its current location under the West building.

F. Site Constraints

- Wetland in close proximity. Wetlands must be fully protected and cannot be disturbed.
- Steep slopes
- Constrained working area that is difficult to access on the lower portions of both Buildings
- Dense urban environment with buildings, people and cars in close proximity to the construction area
- Aggressive construction timeline
- Securing modular construction within the specified timeframes.
- Constructing staging within an active built environment consisting of 220 apartment units and surface parking.

Construction Schedule

July 21, 2022 - Recommend Preferred Contractor and Award Contract (Town Council)

April 15, 2022 - Begin Construction of Phase 1 (weather permitting)

October 15, 2023 - Completion of Construction of Phase IV

SECTION VI. Information Provided

The Town of Mountain Village has the following information that may be used by prospective Proposers for the purposes of responding to this RFP:

- Development progress to date, including studies, reports, drawings, presentations, consultants, program information and memos at [insert link].

In the event of a conflict or inconsistency between the RFP, attachments, and information provided including drawings, specifications, reports, etc. thereto, the Town of Mountain Village will work to resolve such conflict or inconsistency and provide written notice of the single interpretation to all known proposers by written addendum.

## SECTION VII. General Information

### Limitations and Award

This RFP does not commit the Town of Mountain Village to award or contract, nor to pay any costs incurred, in the preparation and submission of proposals in anticipation of a contract. The Town of Mountain Village reserves the right to reject all or any submittal received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP. After a priority listing of the final firms is established, the Town of Mountain Village will negotiate a contract with the first priority firm. If negotiations cannot be successfully completed with the first priority firm, negotiations will be formally terminated and will be initiated with the second most qualified firm and, likewise, with the remaining firms.

### Selection

Initial evaluation will be based upon the qualifications of the applicant. The Town of Mountain Village reserves the right to waive interviews, and to make its final selection based solely upon the qualification statements and evaluation criteria.

### Equal Employment Opportunity

The selected consultant team will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

### Contract Phasing

Proposed tasks within this RFP may be eliminated or expanded by the Town of Mountain Village at any time due to the progression and sequencing of the scope of work. The contract for professional services will be adjusted accordingly.