Request for Proposals
City of Alamosa, Colorado
Housing Needs Assessment
March 20, 2020

Introduction

The City of Alamosa is requesting proposals from qualified consultants to prepare an Assessment of the City of Alamosa’s housing needs.

For the past several years, the City of Alamosa has been investing into plans and strategies to help inform policies and goals in order to promote economic development, quality residential growth, and general improvements for the protection of the quality of life for the city’s residents and businesses. In 2017, the City of Alamosa completed the Comprehensive Plan, which resulted in the new Uniform Development Code and spawned the Downtown Plan. While these plans addressed the need for housing as it relates to economic development, and there is broad agreement that the issue should be addressed, no specific strategy exists.

The City Planner and Project Specialist will serve as the City’s primary liaison to the successful firm. A group comprised of representatives from the housing sector, low-income advocates, and County and City Staff will serve as the Steering Committee for this project. RFP’s will be reviewed by the Steering Committee.

Overview

The city of Alamosa is located in Alamosa county in the San Luis Valley at the intersection of Highways US-160, US-285, and CO-17, about 125 miles southwest of Pueblo. Alamosa is located just 15 miles from the Great Sand Dunes National Park. The city, with a population of 9,410 (2018 Colorado Demography Office) is a regional hub for education, retail, service, and medical facilities. It is the home of Adams State University with almost 2,000 students and Trinidad State Junior College with approximately 600 students. The major employers are agriculture, healthcare, and government (City, County, K-12, higher education). The city has experienced challenges due to its geographical location and the long-term severe poverty of the area. The City has a very low property tax and depends mostly on revenue generated from sales taxes, of which tourism certainly plays a role. The Alamosa County Regional Airport is south of the city and located next to the city’s industrial park. The county of Alamosa, unincorporated population of 6,671, is largely rural-agricultural and is sparsely populated, with the exception of unincorporated East Alamosa, located just east of Alamosa. Other communities include the statutory town of Hooper and the unincorporated town of Mosca.

The City of Alamosa has not historically played a role in housing and is currently working on developing this expertise. Therefore, this assessment and plan will be extremely important to guide the City’s priorities moving forward.
Project Area and Timeframe

The physical scope of the Housing Needs Assessment will include the incorporated area of the city of Alamosa. Areas outside of the City’s current jurisdiction should be addressed as they pertain to potential future residential growth opportunities. Additionally, areas should be identified where it would be beneficial for the City of Alamosa and Alamosa County to have discussions on growth and development requirements that could result in intergovernmental agreements. The City’s Three-Mile Plan can provide general guidance in this area.

An add-on for the County of Alamosa with separate pricing may also be included. Priorities for the county should include an inventory of existing housing stock and vacant lots, an assessment of the development potential of existing rural subdivisions, identification of parcels for future development, and recommendations for the county to reduce sprawl, lessen the impact on groundwater resources, and encourage infill in and around the City of Alamosa.

The project should commence, be completed, and presented within a 12-month timeframe. While the City is willing to be flexible on the completion date depending on the scope of assessment and proposed cost, it will place preference on those proposals that can be completed quickly (ideally a six-month timeframe). The City anticipates the project beginning no later than June, 2020.

Scope of Services

Attached is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the assessment.

The planning process shall be such that the assessment document will be developed and submitted to the City in topical sections for review, comment and approval. Not only will this enable the project to remain at a manageable scale, but it will allow City Staff and steering committee members to more effectively monitor the progress of the work program.

End Product

The Assessment will be presented in a format and language that is user-friendly and easily comprehensible and accessible to the general public. The consultant shall minimize the use of technical terminology. The extensive use of maps, graphics and other devices that will enhance the readability and ease-of-use of the Assessment is required. At the completion of the Assessment process, the consultant must provide an Assessment complete with all maps, graphs and tables that will become the domain of the City.

A summary, in brochure and/or poster format, condensing the findings, goals and objectives of the Assessment should also be supplied. This information, like all information supplied to the
City, must also be available in electronic format. The City of Alamosa shall retain ownership of all generated data.

The final report shall be submitted in four formats:
1. 5 printed, bound, color copies;
2. An unbound reproducible original copy;
3. 5 printed copies of the overall executive summary;
4. A digital copy of entire document including the text and all graphics in PDF and Word format.
5. Additionally, all data used for analysis in organized Excel format.

Existing Documents
The following documents can be found attached to this RFP. These documents should be reviewed by the applicant.

- City of Alamosa Comprehensive Plan
- City of Alamosa Downtown Design Plan
- Uniform Development Code
- 2009 San Luis Valley Needs Assessment

Client Responsibilities
The City of Alamosa shall provide all available existing documentation to the consultant and will make staff available on an as-needed basis. City Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

Submission Requirements
In order to be considered, 12 copies of the proposal and an electronic copy must be received by the City of Alamosa on or before 5:00 pm, Friday, April 24, 2020.

All proposals must be in a sealed envelope marked:

REQUEST FOR PROPOSALS – HOUSING NEEDS ASSESSMENT
ATTN: DEACON ASPINWALL

Each proposal should be limited to 20 pages and shall contain the following information:

1. Outline of proposed work based upon the scope of work attached to this request. The consultant is encouraged to incorporate their own ideas beyond those outlined in the RFP and attached scope of work.
2. A detailed proposed timeline for the completion of the project, including specific areas of concentration (i.e. background documentation, demographic analysis, redevelopment areas, public meetings etc.)

3. A statement of qualifications, relevant experience and key personnel who will be responsible for the execution of this project, including qualifications of any sub-consultants named in the proposal. This may include addendum copies of past projects in cities of similar size.

4. A list of three professional references of similar scope with mailing address, email address, phone numbers, and date of service.

5. A cost breakdown of the project. The cost shall be all inclusive of the project and include travel, copies, etc.

6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the company during the period of the proposed evaluation.

7. A statement that the proposal is binding for not less than 75 days after the proposal due date.

8. List, by partner and staff level, hourly billing rates to be charged should the City expand the scope of the project or require additional services.

Copyright Releases

Those firms responding to the RFP shall supply a limited copyright release in order for City Staff to make copies of any copyrighted materials submitted within the proposal.

Selection Process

The deadline for submission of proposals is April 24, 2020 at 5 PM local time.

After initial review by City Staff, a short list of proposals will be forwarded to the Steering Committee for review. Several criteria will be closely evaluated, including, but not limited to the following: technical approach to the project, qualifications of consultants, logical capabilities and previous performance with planning projects in similar communities, pricing, and the proposed timeframe. Interviews will be limited to a maximum of four (4) consultants.

Following the interview process, the City will attempt to negotiate an agreement with the preferred consultant. If no agreement can be reached with the preferred consultant, that consultant shall be dismissed and the City shall proceed with negotiations with the second-preferred consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties.

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made
according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Contact Information

Firms responding to this solicitation should mail proposals to and direct all inquiries to:

Deacon Aspinwall  
City of Alamosa  
300 Hunt Avenue  
PO Box 419  
Alamosa, CO 81101  
Telephone: (719) 587-2519  
Email: daspinwall@ci.alamosa.co.us

City Reservation of Rights

The City of Alamosa reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The City further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the City. The City may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those respondents it determines can provide the most advantageous services and to negotiate with one or more respondents on contract terms acceptable to the City of Alamosa.