



HOUSING DEPARTMENT

970.668.4210
www.SummitCountyCO.gov

0037 Peak One Dr. PO Box 5660
Frisco, CO 80443

REQUEST FOR PROPOSALS (RFP)
For
Qualified Firm(s) to Produce Permit Ready Accessory Dwelling Unit Stock Plans

Issued: 9/14/2022

Due: 10/13/2022

Summit County
Housing Department
Community Development
0037 Peak One Drive
Po Box 5660
Frisco Colorado 80443

HousingDepartment@SummitCountyCo.gov

Proposals Due: October 13, 2022 by 4:00 p.m. MST/MDT

Project Overview

The Summit County Housing Department “County” seeks competitive proposals for a qualified firm to produce a Permit Ready Accessory Dwelling Unit (“ADU”) Design Model Workbook for four dwelling models and Construction Level permit ready documents for each dwelling model. No reimbursement whatsoever will be made by Summit County for any costs incurred by potential designers related to the preparation or presentation of proposals.

The 2020 Summit County Workforce Housing Demand Update provides an estimate of the workforce housing needs projected from 2019 – 2023. The Housing Demand Update estimates that there is a need for approximately 3,066 housing units under 120% AMI to accommodate the local workforce in the County by 2023. Since the global pandemic all evidence suggests these needs have gotten even greater due to the increase in remote work and the increased desire to live where people like to recreate. To combat this crisis

the County adopted a Housing Plan on June 15, 2021 that included 27 housing strategies. One of these strategies was to create ADU stock plans for Summit County to own and provide at no or reduced cost to homeowners. In June 2022, the BOCC also adopted several amendments to Section 3809 of the Code that made it easier to build ADU's. These amendments for the first time allow for detached accessory apartments that are not above a garage.

The following documents are available on the County's website (www.summitcountyco.gov), providing a more in depth understanding of the County's demographics and housing challenges:

- 2020 Summit County Workforce Housing Demand Update
- Housing Plan-Updated July 2022
- Summit County Land Use & Development Code

Background and Context

Summit County is located among the high peaks of the Colorado Rockies, on the west side of the Continental Divide and an hour's drive from the Denver metropolitan area. I-70, the state's main east-west transportation corridor, bisects the County and enhances the accessibility of the County to Denver and other Front Range communities. This proximity to a large, growing metropolitan area has contributed greatly to the County's popularity as a mountain recreational area and vacation-home community. Summit County is home to four major ski resorts (Breckenridge, Copper Mountain, Keystone, and Arapahoe Basin), numerous summer activities such as road and mountain biking, fishing and rafting, with the Dillon Reservoir in the central area of the County being an additional year-round recreational resource. While the vibrant tourism economy affords the community many benefits, it also provides unique challenges. Of particular concern is the high cost of living and availability of moderately priced housing, which makes it difficult for local families and local employees to live in the County.

The latest census data shows that the housing crisis in Summit County is not a product of the amount of housing units, but more specifically to the allocation of the housing stock. There are approximately 31,000 full time residents and approximately 32,000 units of housing in Summit County. Due to the large number of homes being left vacant or short term rented, the County has a significant workforce housing crisis. Since 2019 and the Covid-19 pandemic, the Housing crisis in the County has become significantly worse and the County even adopted a resolution on June 22, 2021 proclaiming a workforce housing crisis in the County.

ADU Code Amendments

The County amended Section 3809 of the its Land Use and Development Code ("Code") in June 2022 to allow for detached ADU's. Previously ADU's were required to be incorporated into a single-family home or located above a detached garage. The amended ADU regulations allow stand-alone ADUs in any configuration with or without a garage or outbuilding, i.e. below, adjacent, or above. The new ADU regulations also require the detached ADU's to be subordinate to the primary structure with a maximum height of 25ft.

Maximum ADU Sizes: For lots between 20,000 sq. ft. and 5 acres, ADU's up to 1,000 sq. ft. are permitted. For lots less than 20,000 sq. ft., ADU's up to 550 sq. ft. in size are permitted. For lots over 5 acres, ADU's up to 1,400 sq. ft. are permitted. For the purposes of this RFP, the County only desires stock plans for ADU's up to 550sq. ft. in size and those up to 1,000 sq. ft. in size.

Copies of the RFP are available at www.SummitCountyCO.gov under ‘Bids & Proposals’ or by request at the Housing Department Office. Contact Brandon Howes, Housing Planner, for additional project information at Brandon.Howes@SummitCountyCO.gov or 970-668-4201.

Scope of Services: The selected consultant will be expected to complete the below scope of services.

1. **Project Management.** The Consultant shall meet with County staff on a regular basis to discuss project related matters, such as project goals and objectives, project schedule, and on-going project management activities. Consultant shall stipulate the number and frequency of meetings with County staff in the Proposal narrative and Project Schedule/Budget.

Deliverables: Establish regular meeting schedule and provide meeting notes

2. **Four Prototype ADU Designs.** The County desires the consultant to produce four prototype ADU designs. Two of these designs should be for detached ADU’s under 550 sq. ft. in size and two of these designs should be for detached ADU’s under 1,000sq. ft. in size. Each prototype unit design should be of differing square footages to give potential owners size options to choose from. One of the ADU Designs under 550 sq. ft. should include a garage underneath the ADU.
 - a. **Design.** The four prototype ADU Plans shall be of compatible character to residential development in Summit County, incorporate high quality windows and doors, and include appropriate snow load and fire ratings for roofs. Exterior materials should be interchangeable to accommodate various HOA design and material requirements. The stock plan documents should be consistent with the County’s submittal requirements as outlined in Attachment A, unless the submittal requirement is specific to a certain property. (For example: A site plan or soils report)
3. **ADU Design Manual.** The County desires the consultant produce an ADU Design Manual to be utilized as an informational tool to educate the public on the type of ADU designs available and the process to get an ADU built. The ADU Design Manual should include floor plans and elevations for each of the four prototypes. For each of the four designs, the Consultant shall provide a written narrative of the design features, the associated price ranges, and/or a per square foot estimate based upon specific categories of finish materials and quality. The Design Manual shall provide a comprehensive summary of the permitting/construction process and a flowchart.
4. **ADU Construction Plans.** The County desires the consultant to produce ADU Construction Plans that can be submitted to the County Building Department with minimal modifications. These plans will need to be added to a site plan for each individual property who has selected one of the ADU prototypes. The objective is to provide the property owner with technical assistance by completing the construction plans for a building permit. The ADU Plans shall include, at a minimum, fully dimensioned plans, a floor plan, a roof plan, and full elevations. Each design shall be of sufficient detail and information (100% Plans) to allow for Building permit issuance. Please note that Summit County recently adopted the Summit Sustainable Building Code and requires stamped structural plans.
5. **BOCC meeting.** Staff anticipates the selected consultant should plan to attend one meeting with the Board of County Commissioners to review the draft stock plans and hear feedback. If any

additional meetings are required, the selected consultant would be expected to bill hourly for them.

6. **CHFA Grant.** The County is applying for a Colorado Housing and Finance Authority grant for the completion of the Scope of Work outlined in this RFP. Due to the nature of the funding source, the selected Consultant will be required to provide periodic assistance, information, and retain records in compliance with the terms of any grant received.
7. **Budget.** The budget for the completion of the Scope of Work is not to exceed \$100,000.

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the project as outlined below. Work shall be completed as set forth in a contract for this project to be negotiated with the County based upon the contractor's written proposal.

Date and time of service

Service will be performed on a regular daily schedule (Monday through Friday) to be agreed upon prior to contract. Potential schedule should be included in contractor's written proposal.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- Standard Workers' Compensation as required by law in the State of Colorado; and
- Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$400,000 on account of any one person and \$1.2 Million for each occurrence of property damage and personal injury; and
- Automobile Liability insurance in those instances where Contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$400,000 (bodily injury per person), \$400,000 (each accident) and \$400,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Submittal Format

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal. A schedule for completing the services should also be

included.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Issuing Officer

This Request for Proposals (“RFP”) is issued by the Housing Department. For questions, please contact Brandon Howes, Housing Planner, at Brandon.Howes@SummitCountyCO.gov or 970-668-4201.

B. Purpose

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

C. Scope

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Proposals must be submitted via email to Brandon.Howes@SummitCountyCO.gov by **October 13, 2022** no later than **4:00 p.m. MST/MDT**. The proposal should outline the schedule for commencement of service.

E. Inquiries and Questions

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of any requirements. Direct all inquiries to:

Brandon Howes, Housing Planner
Housing Department
970-668-4201
Brandon.Howes@SummitCountyCO.gov

Any changes, additions, or clarifications in connection with this RFP shall be issued by the County in the form of written addenda posted to the County website. Each proposer must sign the Acknowledgement of Receipt of RFP Addenda (Attachment E) and submit the executed form with the proposal.

Time Schedule:

Publication of RFP: 09/02/2022 and 09/09/2022

Deadline for Questions: 10/06/2022

Proposals Due: 10/13/2022

Bid Opening: 10/13/22, 4:00 p.m.
Interviews of Selected Teams: 10/17/2022-10/21/2022
Selection and Award of Contract: 10/24/2022

F. Instructions for Submission of Proposals

It is imperative, when submitting a proposal, that the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address: Brandon.Howes@SummitCountyCO.gov

Subject Line: <Vendor's Name> - Proposal for: Summit County ADU Stock Plans

The proposal should include the following:

1. Cover Letter. Summarize the project approach and the key attributes that this firm will bring to the project. If the proposal describes a team approach with multiple firms, identify the lead firm and project manager, and provide the name and contact information for all project team members (include address, telephone numbers and email addresses).
2. Qualifications. Provide a general description of the expertise of each of the firms on the team, identifying the individuals that would be working on the project, with a description of their qualifications, credentials, and related experience; and details regarding their specific role proposed for the project.
3. Project Examples and References. Provide a description of relevant project creating ADU stock plans. Please include a description of the firm's resources and activities as they relate to knowledge and understanding of the public sector, and list all public entities that the firm has provided both the same and/or similar services to, and the dates of these services.
Please provide a minimum of three (3) professional references. The name, address, telephone number and email for a contact person for the local government/organization shall be provided, along with a brief description of the work completed, including the project dates and project description.
4. Project Approach. Describe the proposal to complete the scope of work, including the techniques, approaches and methods to be used in completing the project. This should include a description of the work program, including a description of the deliverables and activities. An outline of the proposed work plan should accompany the narrative, and any recommended revisions to the scope of work described above should be identified.
5. Schedule. Present an initial project schedule for identifying project tasks to be performed, including a timeline with milestones and deadlines for each task. Indicate the total time required to implement the tasks and prepare for ongoing administration.
6. Fee Estimate. Provide a detailed cost proposal with a breakdown of the costs to complete the project. Proposals should itemize individual project components in a manner that allows the County to differentiate between the costs of each service included in the overall proposal, based on hourly rates for team members and estimated hours to complete project tasks.

7. County Staff Time and Resources. Provide an estimate of County staff time and any additional resources that will be required for input into this project. The information, assistance and/or other Housing Authority resources needed to complete the project should be identified in the proposal.
8. Insurance. Provide a summary of the team's insurance coverage, including public liability, property damage, workers' compensation, automobile, and professional liability.

Any additional information that would assist in evaluation of your team's qualifications for this project

G. Late Proposals

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to the Housing Department by 4:00 p.m. MST/MDT on October 13, 2022

H. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

I. Response Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

J. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

K. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

L. Acceptance Time

The County intends to make a proposal selection within 20 business days after the closing date for receipt of proposals.

M. Budget

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

Scope of Work

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART III – PROPOSAL EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

As provided herein, the County intends to engage the most responsive, qualified Consultant available for this assignment, in the sole discretion of the County, while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the Consultant's qualifications to conduct this service in a thorough and efficient manner.

Selection of a Consultant will be made based on qualifications, experience, competence, payment terms and fees for services, without emphasis on any one factor to the exclusion of the others. Contract negotiations will take place with the most qualified Consultant. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified Consultant.

The County will arrange for in-person or over the phone interviews with some or all respondents during the week of 10/17/2022 – 10/21/2022. The County reserves the right to conduct such discussions with respondents or other entities, as it deems necessary to assist in the evaluation of any submittal. The County may request supplemental information or clarification of stated requirements provided up until a final selection is made.

The County shall be under no obligation to comply with the schedule shown above, provided that all prospective proposers or other interested parties known to the County, shall be notified equally of changes made to this schedule by the County within a reasonable time after such changes are made. In no event

shall any proposer have any redress with the County, be it financial or otherwise, in the event that the County alters this schedule in any way.

Selection Process.

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals (“Proponents”) or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County will select the Consultant based on a variety of factors including but not limited to the quality of the proposed approach, quality of previous work, cost, references, as well the following:
 - a. Cost;
 - b. The reputation, experience and efficiency of the Proponent;
 - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
 - d. The comparative quality of the goods and services bid;
 - e. The Proponent’s performance under previous contracts with Summit County;
 - f. The number and scope of conditions attached to the proposal;
 - g. The Proponent’s interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
 - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent’s standard contract if the County’s standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.

Attachment A: Summit County Community Development Permit Submittal Checklist