Request for Proposal

Berthoud Housing Diversity Plan and

Land Use Code Amendment

Town of Berthoud, Colorado

807 Mountain Avenue

Berthoud, CO 80513

March 27, 2024
Overview

This request for proposal (RFP) is being issued by the Town of Berthoud, Colorado. The goal is to solicit proposals from qualified consultants to prepare a scope of work, propose methodology, develop a proposed budget, and a timeline to deliver the work outlined in this Scope of Work. It is anticipated that the main deliverables will include a set of data, an analysis regarding regional housing needs, and the type of housing Berthoud can best support; develop baseline data specific to Berthoud and a job aide for staff to keep the baseline data current; redline the Land Use / Development Code for revisions and present findings with proposed amendments to Planning Commission and the Town Board of Trustees; to work with staff and a steering committee; and other deliverables found in the Scope of Services Section.

This project is governed by the More Housing Now grant awarded by DOLA for a Housing Diversity Plan for the Town of Berthoud. The Town has received its contract and is approved to issue this RFP for services. The expected deliverables for this plan are outlined in the Scope of Services below and must include the adoption of at least one Innovative Housing Strategy (https://dlg.colorado.gov/innovative-affordable-housing-strategies) and the Strong Communities Strategies suggested best practices (https://dlg.colorado.gov/land-use-best-practices).

Scope of Services

The following describes the anticipated Scope of Work for each major task. It is expected that all documents generated as part of this work will be provided to the Town in both a PDF and editable format. This includes draft documents, items used for public engagement, review and research, background documents supporting conclusions, for example.

1. Task 1 Scope: Housing Needs Assessment. Present findings to a stakeholder group and to the Planning Commission.
   a. Inventory of the current range of housing options available.
   b. Identify, assess and report what the gap is, and what housing products are needed between current and forecasted regional demand and local availability of affordable and attainable housing.
   c. Clarify what the social, economic and transportation support systems / needs are associated with housing options, and determine if Berthoud is currently able to meet these needs. Provide an outline of what the social, economic and transportation support systems and needs are that are currently available in Berthoud, what is lacking, the partners able to meet the gap, and an assessment of the needs Berthoud may not be able to meet. Develop a regional approach based on the population and supportive services found in neighboring communities.
   d. Collect and disseminate baseline data to communicate what the Town of Berthoud can reasonably support in attainable and affordable housing products. Identify how Berthoud can play a role in filling the identified gaps in regional housing needs.
e. Confirm who the Town’s partners are in the development of attainable and affordable housing.

f. Develop a method to project population for Berthoud specifically and provide the methodology for staff to update annually.

2. Task 2 Scope: Land Development Code update
   a. Identify options to incorporate water conservation and energy efficiency goals into the land development Code or if the current Code addresses these goals according to Best Management Practices and current State Legislation.
   b. Identify how carbon – neutrality (net-zero) can be incorporated into attainable and affordable housing programs. Provide the source of the program, cost – benefit analysis and examples from other communities/organizations.
   c. Confirm the likelihood of success for the following programs and provide an implementation outline of the program(s) requested by the Town:
      i. Density bonus
      ii. Transfer of development rights
      iii. Land or water banking
      iv. Other idea identified/discovered during the review process
   d. Review the development code to identify land use regulatory and development review process barriers to affordable housing; and identify opportunities to remove identified barriers including but not limited to streamlining the development review process, identifying incentives, and revisions to the development/design standards.
   e. Redline the code for amendments and be present for Planning Commission and Town Board meetings to discuss the proposed amendments.
   f. Identify how the Town can reduce fees associated with Land Use approvals and the Building Permit process without causing harm to Town funds or services.
   g. Identify funding opportunities available to the Town by signing on to Proposition 123 and other state and federal funding opportunities for land and water banking.

3. Task 3 Scope: Develop and deliver an implementation action plan.

**Response Format and Requirements**
The proposal shall include the following components:

**Cover Letter.** This letter shall briefly introduce the consulting team, indicate interest in the project, and be signed by an authorized company executive. Letters should be two pages or less.

**Fees.** The proposed fees for the project should include the hourly rates and estimated hours of each member of the team assigned to the project; any fixed expenses, and any other fees or expenses anticipated. The fees should represent the cost of completing the items included in the Scope of Services. The budget sheet should be two pages or less.
Methodology and Timeline. This section shall identify the methodology proposed to address the tasks identified in the Scope of Services. The methodology and timeline should be three pages or less.

Experience of the Firm/Consultant and Statement of Qualifications. This proposal shall highlight the firm or team’s experience in completing similar projects for public agencies and include a reference for each project for the selection team to contact. This section shall also identify the key individuals that will be a part of the project team, their role and assignments in the project, and their individual qualifications/professional experience. This section shall not exceed seven pages.

Submittal Process/Contact with Town of Berthoud Staff

If you or your company is interested in responding to this proposal, please send an email to the address listed below containing contact information for your firm. This is a non-binding statement, but this will form the list of parties who will receive notification of any questions and their answers.

All questions or requests for clarification, or official submittals to this RFP should be made through the following email address:

Anne Johnson, Community Development Director at ajohnson@berthoud.org

Responses to any questions will be provided to all interested parties within 3 business days. If a more detailed response is required, you will be informed of a timeline in the initial response. The company that submits a question will not be identified in the public response.

To be considered for this RFP, an official Response submittal must be made by 5:00 PM on Wednesday, May 8 2024, and sent to the e-mail address above. Late submissions will not be accepted.

All material submitted regarding this RFP shall become the property of the Town. The Town has the right to use any or all ideas presented in reply to this RFP, regardless of the consultant awarded; disqualification of any consultant does not eliminate this right. The Town reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein.

If you want to be notified of addenda or responses to questions that arise prior to the Response due date, please email Anne Johnson, Community Development Director at ajohnson@berthoud.org with your name, email address and company name.

RFP Timeline and Selection Criteria

All time frames are expected targets with the exception of Response due date of Wednesday, May 8, 2024 at 5 p.m. Unless notified in writing, no proposals will be accepted after this date.

• Release of Request for Proposal

Wednesday, March 27, 2024
• Bid Responses Due by Electronic Delivery 5 PM, Wednesday, May 8, 2024
• Bid response review by Town Staff May 15, 2024
• Notification of any parties selected for further evaluation May 16, 2024
• Interviews of selected parties, if necessary week of May 20, 2024
• Staff recommendation and Board selection June 11, 2024

The Town reserves the right to withdraw or cancel this RFP at any time. The Town also reserves the right to select any consultant that it believes can perform the work, in its sole discretion, regardless of fee estimate. Any contract negotiated between Town staff and the selected firm is subject to Town Board approval.