



January 17, 2024

Gunnison Valley Regional Housing Authority
200 E Virginia Avenue
Gunnison, CO 81230
970-641-7900

REQUEST FOR PROPOSAL HOUSING NEEDS ASSESSMENT

Background

The Gunnison Valley Regional Housing Authority (GVRHA) was formed as a “multijurisdictional housing authority” in 2012 to meet the needs of the four member-governmental bodies in the region (City of Gunnison, Gunnison County, Town of Crested Butte, Town of Mount Crested Butte) to facilitate the development of affordable housing and associated services in the Gunnison Valley. Our primary audience is the locals who work in the Gunnison Valley. We are a public resource offering property management and deed restricted sales, monitoring and compliance of deed restricted housing, loans for purchasing or rehab purposes, homeowner and tenant counseling, development consulting, and energy efficiency programming and strategic housing guidance and leadership. Our secondary audience is our member jurisdictions who need information and consultation about current housing issues.

GVRHA is working with local governments and partner organizations to complete a Housing Needs Assessment (HNA) to provide current metrics on the housing market and the needs of the community. The most recent comprehensive HNA was completed in 2016, with an update added in 2021. Due to the significant changes in the housing landscape of the Gunnison Valley in the past three years, a materially updated HNA to better predict and understand the existing and upcoming needs of the Gunnison Valley is in order.

GVRHA is inviting proposals from qualified consultants for the preparation of a Housing Needs Assessment for the Gunnison Valley, segmented for the north valley and south valley. This work will include an in depth market analysis with a graphically rich executive summary of the findings for public distribution and to support development of housing plans. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined in this document in their entirety.

Timeline

January 17: Issuance of RFP

January 31: Questions due from consultants

Feb 2: Answers provided



February 12: Proposals due

February 19: Virtual project kick off meeting to discuss and refine scope of work

February 19-April 1: Data collection and analysis. Reconnaissance interviews with property managers, real estate brokers, local housing professionals, local developers, and major employers. Stakeholder interviews regarding demand and needs.

April 15: Draft provided for staff review.

April 22: Comments due back from staff.

April 29: Report finalized

Late May: Virtual presentation of the findings to the jurisdictions of Gunnison, Gunnison County, Crested Butte, Mount Crested Butte as well as the GVRHA Board of Directors and the region Housing Task Force.

Scope of Proposal

The study area is to include both the incorporated and unincorporated areas of Gunnison County. The County currently has a total population of approximately 17,267 people. The County has three incorporated towns: Gunnison, Crested Butte and Mount Crested Butte, and two market areas: the north valley and south valley. The report will present aggregated data for the whole County as well as market specific information for the north and south valley.

The consultant will provide all necessary services, labor, equipment and supplies required for the satisfactory completion of the scope as described in this RFP. The scope of work will include the following:

1. An assessment of the current long- and short-term housing stock including, but not limited to, age of asset and product type, income and demographics of renters and homeowners, market demands including, but not limited to, sale prices and rental rates, housing gaps, and projected needs.
2. An assessment of current employment demographics including, but not limited to, total number of jobs, classifications of jobs, data on wages, percentage of workers who are residents of the county, percentage of workers traveling into the county for work, percentage of workers traveling out of the county for work, remote workers as a percentage of the total workforce, and future projection of job trends within the county.
3. Stakeholder engagement including interviews with property managers, real estate brokers, local housing professionals, local developers, and major employers. The consultant shall also identify and engage stakeholder focus groups as needed to obtain information required for the analysis.
4. Preparation of a graphic rich report that is easily understandable to the general public and elected officials and is compliant with the State of Colorado Division of Housing's Proposition 123 statute requirements for a Housing Needs Assessment.



5. Identification of the needs for different unit types by tenure, income, and location, as well as anticipated barriers in accessing housing for all types, including senior and disabled populations. Unit types by income categories shall include specific needs at or below the following AMI categories: 50%, 60%, 80%, 100%, and 120% AMI as relevant to the most recent AMI data available for Gunnison County.

Proposal Requirements

All proposals submitted in response to this RFP must include the following components:

1. The consultant's name and contact information.
2. A detailed scope of services for the preparation of the market study as described in the Scope of Proposal section above.
3. A proposed fee for the services.
4. A proposed schedule that will have the final market study report completed and accepted by GVRHA no later than April 29, 2024.
5. A demonstration of the proposer's knowledge, qualifications, experience, technical competence, and capability to provide the services detailed. This should include a resume of previously completed needs assessments, as well as the consultant's individual analysts, detailing affiliations, designations, credentials, certifications, and licenses.
6. A copy of a Needs Assessment prepared by the proposer for a similar project in the past two years.
7. Two client references for similar or related scopes of work in the past two years.
8. A disclosure of all real and potential conflicts of interest, including signed waivers regarding such conflicts.
9. Any other information the proposed thinks would be appropriate to assist GVRHA in its evaluation.

Reservation of Rights

1. GVRHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
2. GVRHA reserves the right not to award a contract pursuant to this RFP.
3. GVRHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. GVRHA reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
5. GVRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days after the deadline for receiving Proposals without the written consent of the GVRHA Executive Director.
6. GVRHA reserves the right to negotiate the fees proposed by the proposer entity.
7. GVRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete Proposals and/or Proposals offering alternate or non-requested services.



8. GVRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Proposal Submission

All Proposals must be submitted to the GVRHA Office no later than the submittal deadline stated herein (or within any ensuing addendum). Proposals can be submitted by mail, email or fax as described below. All proposals must be received by February 12, 2024 at 12:00pm Mountain Time.

If a contract is awarded pursuant to this RFP, GVRHA will notify the proposer using the contact information included in the proposal.

Proposal Submittal: Please submit proposals electronically to director@gvrha.org with the subject line of "GVRHA HNA RFP". Confirmation of receipt of the proposal will be delivered via email within 24 hours of delivery. If you have challenges delivering the proposal due to size, please reach out to 970-209-0404.

Contract Conditions

The following provisions are considered mandatory conditions of any contract award made by GVRHA pursuant to this RFP:

Assignment of Personnel

GVRHA shall retain the right to demand and receive a change in personnel assigned to the work if GVRHA believes that such change is in the best interest of GVRHA and the completion of the contracted work.

Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the GVRHA Interim Director.

Any purported assignment of interest or delegation of duty, without the prior written consent of the GVRHA Interim Director shall be void and may result in the cancellation of the contract with GVRHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; as determined by GVRHA.

Contract Period

This is a single task contract. All work must be completed, and the final report issued no later than April 29, 2024.

Licensing and Insurance Requirements

Prior to award (but not prior to submission of the proposal) the firm awarded the contract will be required to provide:



1. A copy of the entity's business license allowing that entity to provide services within the State of Colorado;
2. An original certificate from the entity's industrial (workers compensation) insurance carrier;
3. Evidence of malpractice insurance coverage with notification;
4. Original certificates (that also includes auto coverage), naming the GVRHA as an additional insured, showing the entity's liability insurance coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;
5. Evidence of professional liability coverage (minimum of \$1,000,000 each occurrence), with a deductible of not greater than \$1,000;

Right To Negotiate Final Fees

GVRHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after GVRHA evaluation panel has chosen an apparent successful proposer. If such negotiations are not, in the opinion of the GVRHA Board of Directors, successfully concluded within five (5) business days, GVRHA shall retain the right to end such negotiations and begin negotiations with another proposer. GVRHA shall also retain the right to negotiate additional fees with any proposer, if GVRHA's needs in these areas change.

Billing/Payment Methods

This is a single task contract. Payment will be made upon completion and acceptance of the Market Study. GVRHA reserves the right to make payment within 30 days of the receipt of the completed Market Study.

Contract Service Standards

All work performed pursuant to this RFP must conform to and comply with all applicable local, state and federal laws.

Contact Information

Julie Baca, Interim Director (director@gvrha.org)

970-641-7900 x4

970-209-0404