

179 Stanley Drive Design Team RFP

GENERAL INFORMATION

The Estes Park Housing Authority (EPHA) is soliciting bids/proposals from Design Teams to assist with the development of approximately 0.76 acres of Town-owned property located at 179 Stanley Circle Drive, Parcel # 2530213920. Starting the process with a rezone and vacating a portion of right-of-way, the EPHA intends to build approximately 12-16 housing units (depending on the amount of developable land that could potentially be added by vacating right-of-way) that would be rented to or purchased by employees of the Town of Estes Park. The Design Team should consist of an architect and a civil engineer, at a minimum, to allow the Town of Estes Park and the EPHA to progress through entitlements and secure pricing estimates based on schematic level drawings.

The Town completed an organizational housing survey of Town employees in April 2023 which demonstrated that there is a need for a variety of housing options for staff – from transitional housing for new recruits to short- and long-term rental options -to homeownership opportunities. The Town of Estes Park has owned this property since 1999 and has used the existing single-family home on the property as a duty house and transitional housing for new employees. The parcel has been identified as suitable for the development of housing to accommodate a larger number of Town staff.

The chosen Design Team will work directly with the Estes Park Housing Authority to design the project and provide the necessary information and assistance to allow EPHA to progress through the entitlement process, including a rezoning application and potential vacation of Right of Way. These elements roughly encompass Phase 1 of the project. If approval is successful and financing is obtained, Phase 2 of the project will consist of progressing the site design from schematic to construction documents, and work with the Town of Estes Park to provide the necessary permitting and approvals to break ground. Phase 2 shall be contingent upon mutually agreeable costs and terms between the EPHA and developer at some point in the future if Phase 1 is completed.

COMMUNITY INFORMATION

The Town of Estes Park is located 70 miles northwest of Denver, at the eastern entrance to Rocky Mountain National Park (RMNP). It is accessible from the east by U.S. Highways 34 and 36; and Colorado Highway 7 from the south. Estes Park is located in a mountain valley and is considered a destination community with an economy largely dependent on tourism.

The 2020 Census data indicates the Town's permanent resident population at 5,904.

The Estes Valley population is approximately 11,000. The community includes several special districts including Fire, Hospital, Library, Recreation, Sanitation, Schools, and Marketing Districts.

Estes Park is the primary gateway community to RMNP. In 2020, RMNP was the fourth most visited national park in the country even with the pandemic and two major wildfires that impacted RMNP and the Estes Valley. The Estes Valley hosts millions of visitors each year and the tourist “season” now extends from early spring into late fall and includes busy weekends throughout the winter. RMNP has documented 4.5 million visitors and 80 percent enter through the two main east entrances through Estes Park. However, Visit Estes Park, the local marketing district has data indicating that many visitors do not go into RMNP rather Estes Park is their destination.

DESCRIPTION OF PROPERTY

Access to the property currently exists off Stanley Circle Drive with emergency egress to Stanley Avenue. As currently envisioned, most units would include a garage on the lower level to reduce outdoor parking and provide storage space. A multimodal bike path on the west side of the property exists along Stanley Avenue. A strong focus on multimodal transportation should be included in the development of the property, including secure bicycle storage. Utility service is provided to the project site. A single parcel for rentals, or individually platted units for for-sale townhomes are preferred in order to avoid the excess insurance costs associated with condos.

As part of the initial feasibility analysis, the Town engaged Ayres and Associates to evaluate the site’s suitability for workforce housing and identify opportunities and constraints of the project. Based on their conceptual design, with no vacation of Right of Way, the site could include 10 townhome units. We believe density could be increased if we vacate a portion of the right-of-way (the Development Code allows for 16 units per acre for workforce housing). Their conceptual design is included (Attachment A). A site and topographic survey have also been completed (Attachment B). We also have information from a pre-application meeting that was held with the Town of Estes Park (Attachment C).

INSTRUCTIONS

INQUIRIES AND CORRECTIONS

All addenda will be available on the Rocky Mountain E-Purchasing System (BidNet) (www.rockymountainbidsystem.com) and EPHA’s website at www.esteshousing.org. The Town cannot guarantee accurate information from sources other than the Rocky Mountain E-Purchasing System and EPHA website.

It shall be the responsibility of each proposing Design Team to verify that all addenda have been received prior to submitting proposals, and to acknowledge the addenda in the space provided on Exhibit 1 Acceptance of Conditions Statement, which shall be submitted with their proposal.

If a Design Team submitting a proposal finds discrepancies in or omission from this RFP, or should require additional clarification, a written request for interpretation will be made by written addendum and will become part of the RFP and Design Team Contract. The Town will not be responsible for the accuracy of any VERBAL or ORAL EXPLANATIONS, INTERPRETATIONS, or REPRESENTATIONS. All inquiries shall be made in writing and all responses will be provided in writing as an addendum. To be given consideration, inquiries must be received according to the Proposed Schedule in this RFP.

All inquiries relating to this RFP shall be addressed in writing via email message to:
Pete Levine, Director of Real Estate Development.
Town of Estes Park
plevine@estes.org

SUBMITTAL INFORMATION

All proposals must be received according to the Proposed Schedule presented in this RFP. Proposals must be submitted electronically through one of the following means: email to Pete Levine at plevine@estes.org.

No paper copies of proposals will be accepted.

LATE PROPOSALS

Late proposals will not be accepted. Any proposals received after the submission deadline will not be opened.

CONFIDENTIAL MATERIAL

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "*Confidential Disclosure*" and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Town. If denied, the proposer shall have the opportunity to withdraw its entire proposal or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

DEFINITION CONTEXT

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

CONDITIONS OF PROPOSAL SUBMITTAL

1. The proposal must be signed by a duly authorized official of the proposing Design Team submitting the proposal.
2. No proposal will be accepted from any person, Design Team or corporation that is in arrears for any obligation to the Town and EPHA, or that otherwise may be deemed irresponsible or unresponsive by the Town and EPHA staff or Boards.
3. Only one proposal will be accepted from any one person, Design Team or corporation.
4. EPHA reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award a contract to the most responsive and responsible proposing Design Team as deemed in the best interest of the Town and supporting organization providing financial assistance to this project.
5. All proposals shall be prepared in a comprehensive manner as to the content, but no necessity exists for expensive or promotional materials. An electronic version of the proposal is required.
6. All costs incurred in the preparation of this proposal shall be borne solely by the proposing Design Team.
7. EPHA reserves the right to negotiate final terms with the selected proposer that may vary from those contained in the RFP and addenda.
8. EPHA reserves the right to request and contact a client list from the proposer, to determine potential conflicts of interest. This list shall be considered proprietary.

PROPOSED SCHEDULE

Request for Proposals Open, Advertisement	June 11, 2024
Final questions due, 5:00 pm Mountain Time	June 24, 2024
Final addenda released (anticipated)	Monday, July 1st, 2024
Proposals due, 5:00 pm Mountain Time (electronic format)	July 10, 2024
Interviews with up to 3 potential Design Teams	1-2 weeks
Design Team selection recommendation (Design Team notification and prepare recommendation for Town Board) (anticipated)	July 31 st
Anticipated project start date no later than:	September 1st, 2024
Anticipated project completion date, Final Buildings accepted by the Town and EPHA Boards	December 31 st 2025

PROPOSAL INFORMATION REQUESTED

RESPONSE TO THE RFP



The proposer shall address each item of the following sections and meet the mandatory requirements.

1. Cover letter with pertinent information regarding the proposer.
2. Summary of the proposal, an executive summary.
3. Statement of understanding.
4. The proposed approach addresses the Scope of Services.
5. Qualifications and experience in similar and relevant projects.
6. Organizational chart of the project team, including any sub-Design Teams.
7. Brief biographical sketches or resumes and other information substantiating the qualifications, expertise, and experience of the project team.
8. Name of the person who will act as the primary contact person for the Design Team's work, including primary phone number and email contact information.
9. Preliminary project schedule that outlines project tasks.
10. References, with a list of at least three clients for whom the Design Team has performed similar services in the past three years, with an explanation of those services and contact information.
11. A brief statement of compliance with conditions presented in this RFP.
12. Insurance coverages held by firm, including General Liability (single claim and aggregate limits), Automobile Liability (combined single limit), Umbrella Liability (single claim and aggregate limits) and Professional Liability (single claim and aggregate limits).
13. Cost Proposal: Design Teams costs shall be submitted a breakdown of the cost estimate for both Phase 1 and Phase 2 clearly broken out.

SPECIFICATIONS

The Proposal should include, but is not limited to, an outline of the Design Team's understanding of the project, and summary of the approach to providing the services, and any recommendations on improving efficiencies in the process. Should one or more of this data be considered by the Design Team as irrelevant or superfluous to assessing housing needs or developing related strategies, please indicate this in the response.

SELECTION PROCESS

The EPHA Development Team will use a two-step process to evaluate and select a Design Team.

Initial evaluation of the Proposals will be performed by the EPHA Development Team. After review of the Proposals, up to three (3) design firms may be invited to participate in formal interviews, conducted by the EPHA Development Team and Development Committee. After the interviews, the Development Team will make its recommendation to the Board of Commissioners of the Estes Park Housing Authority, who will make the final selection of the Design Team. The Board of Commissioners may waive any improprieties contained in the selection process and shall not be bound by any recommendations, selection criteria or proposed fees. The decision of the Board of Commissioners shall be final.

INTERVIEWS

If interviews are used, they will provide the EPHA Development Team the opportunity to discuss with the Design Team their approach to designing the Project. Shortlisted teams are encouraged to focus their presentation on the design specifics of the Project, opportunities and constraints, and how their firm's experience and personnel would strategically approach the Scope of Services and logistics of the development.

The EPHA Development Team will provide each firm invited to interview with a specific list of questions related to their Proposal that should be addressed in the interview.

Interviews will be used to clarify the Proposals received and to answer specific questions that arise during the review of the individual Proposals. Initial scoring may be modified for the finalist firms based on outcomes of the interviews. Debriefings with firms not selected will not be made available until after the selection process has been completed and the selected firm is under contract.

MANDATORY REQUIREMENTS

Personnel: The successful proposer must be capable of providing adequate, knowledgeable personnel to fulfill the requirements of the proposed contract.

Capability and capacity: The successful proposer must be financially capable and solvent in fulfilling the requirements of the proposed contract. The Town reserves the right to request financial statements from the proposer. The Design Team must be a legal entity and have the management and technical expertise to complete the project.

SCOPE OF SERVICES

REQUIRED COMPONENTS

The Design Team shall furnish all labor, transportation, and incidentals necessary to perform the pre-development, development, and management services described. Work shall be completed as outlined in a contract for this project to be negotiated with the Town based on the Design Team's written proposal.

The proposal shall outline an approach to the needs listed below including an estimated range of costs to perform the work for all tasks noted. Submittals must contain the following items to be considered complete and to warrant review by the Selection Committee:

1. Team Composition: To address the overall capability of the Design Team, please identify the following and submit an organizational chart identifying the roles and responsibilities for each of the following:
 - a. Phase 1
 - i. Pre-Development phase Design Team
 - b. Phase 2
 - i. Development & construction phase Design Team

2. Predevelopment Services
 - a. Review of existing conceptual site plans for feasibility including recommendations for alternatives as needed
 - b. Provide final recommendations for alternatives and concept drawings for alternative options. Alternative concepts are initially sought out as townhomes or apartments.
 - c. Coordinate with the Bureau of Reclamation regarding water pipeline setbacks and impacts on the property.
 - d. Evaluation of feasibility for right-of-way vacation and road realignment for Stanely Circle and Stanley Avenue intersection.
 - e. Attend monthly project meetings with the Town/EPHA, or as needed.
 - f. Provide recommendations on construction feasibility, building materials, energy efficiency systems, availability of materials and labor, etc.
 - g. Assist in the final determination of unit sizes and parking strategies in order to maximize the viability of the project
 1. The goal of the Town of Estes Park is not to maximize rents, but rather to provide attainable housing options for staff members of the town. Therefore site design & cost efficiencies will be the leading driver of viability.
3. Development entitlement services for rezoning and development plan review- Please provide plans for the entitlement services including:
 - a. Site Plan that may include landscaping, amenities, parking, snow storage, stormwater detention, etc. following the Estes Park Development Code regulations
 - b. On-site grading and engineering, infrastructure, and layout
 - c. Off-site infrastructure related to site access, traffic, utilities, pedestrian connectivity
 - d. Assist in the development of initial project budget
 - i. Development and Unit costs
 - ii. Infrastructure and off-site
 - e. Statement of intent and applicable narratives per Town of Estes Park development regulations
 - f. Neighborhood meetings and public notification following Estes Park Development Code regulations
 - g. Representation and presentation at all land use hearings per Estes Park Development Code process
4. Assistance in creating construction cost estimates

CRITERIA AND EVALUATION

An evaluation team shall review all responses and select the proposal that best demonstrates the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance. The EPHA reserves the right to include members of the Town on the proposal review team. These individuals will serve in an advisory capacity as the Town is the responsible party to the funding source for this project.

Only respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Design Team's ability to provide the services described herein.

When evaluating proposals the EPHA may consider all criteria relevant to the project and the Town's interests, including but not limited to:

1. Cost;
2. Design Team's reputation, experience, and efficiency;
3. The ability to perform the contract or provide the goods and services within the time specified;
4. The comparative quality of the goods and services bid;
5. Performance under previous contract with the Town of Estes Park and EPHA;
6. The number and scope of conditions attached to the proposal;
7. Interest in the project, as well as their understanding of the project scope and the specific requirements of the Town of Estes Park and the Estes Park Development Code
8. The application of all of the above criteria to any sub-consultants or products to be utilized by the Design Team.

Attachments

- A. Ayres and Associates Conceptual Design
- B. Site and Topographic Survey
- C. Pre-Development Meeting Notes
- D. Survey Showing Bureau of Reclamation Easement

HIGHLAND LN

ENTRY WITH ACCENT
LANDSCAPING AND
RETAINING WALL FOR
DRIVE

XERIC/NATIVE
LANDSCAPE, TYPICAL

FOUR-PLEX
16'x38' UNITS
2-STORY
1,216 SF ±

COMMON GREEN SPACE

STANLEY CIRCLE DR

15'
5'-0"
SETBACK

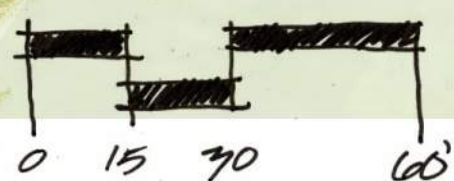
22' DRIVE

EXISTING WALK

STANLEY AVENUE

EMERGENCY ACCESS

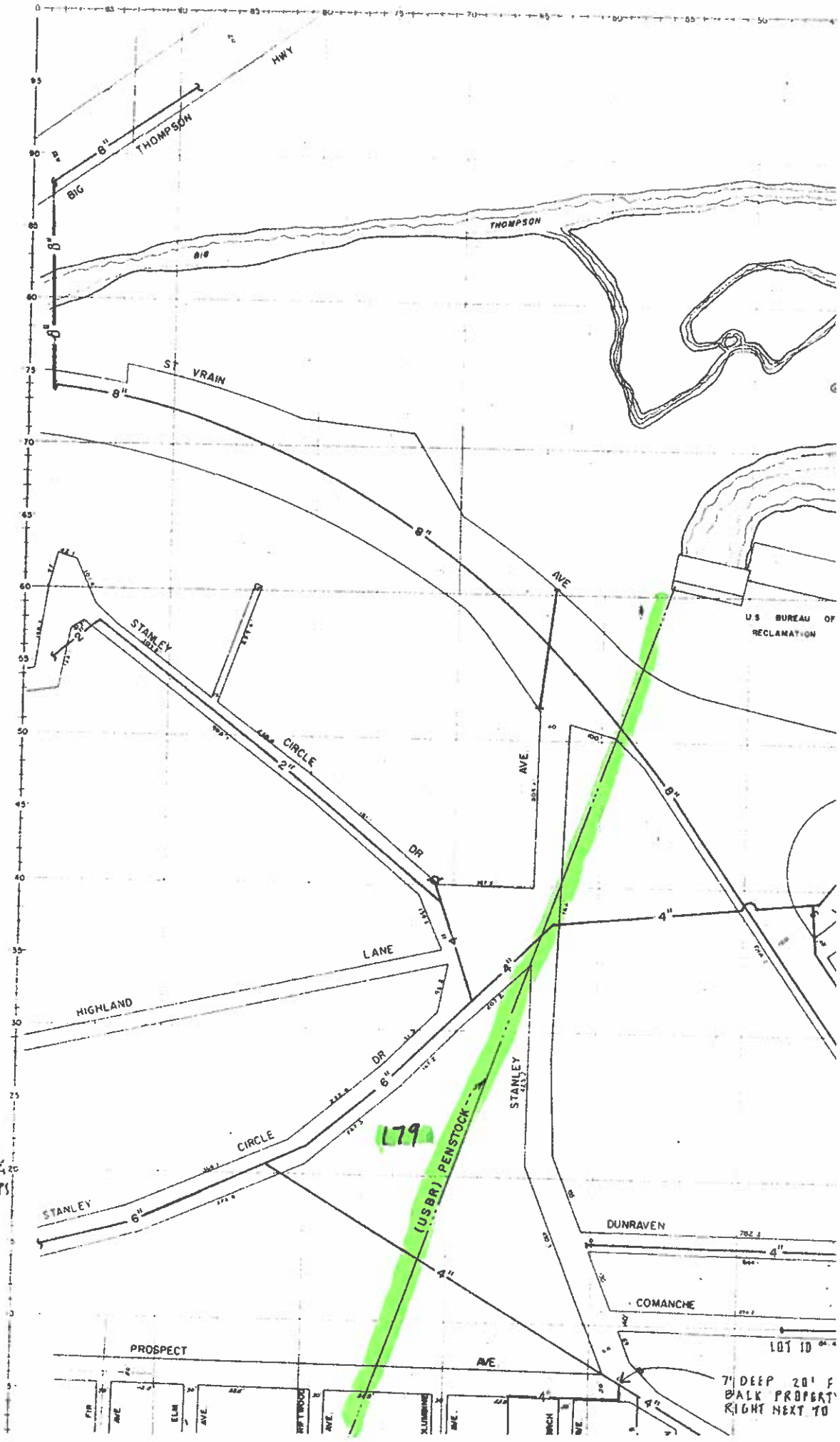
SCALE: 1" = 30' ±



12 UNITS TOTAL
16 TOTAL PARKING SPACES ±
APPROXIMATE DETENTION / WATER QUALITY INDICATED

HOUSING STUDY
ESTES PARK CO

8/29/23
ATREY



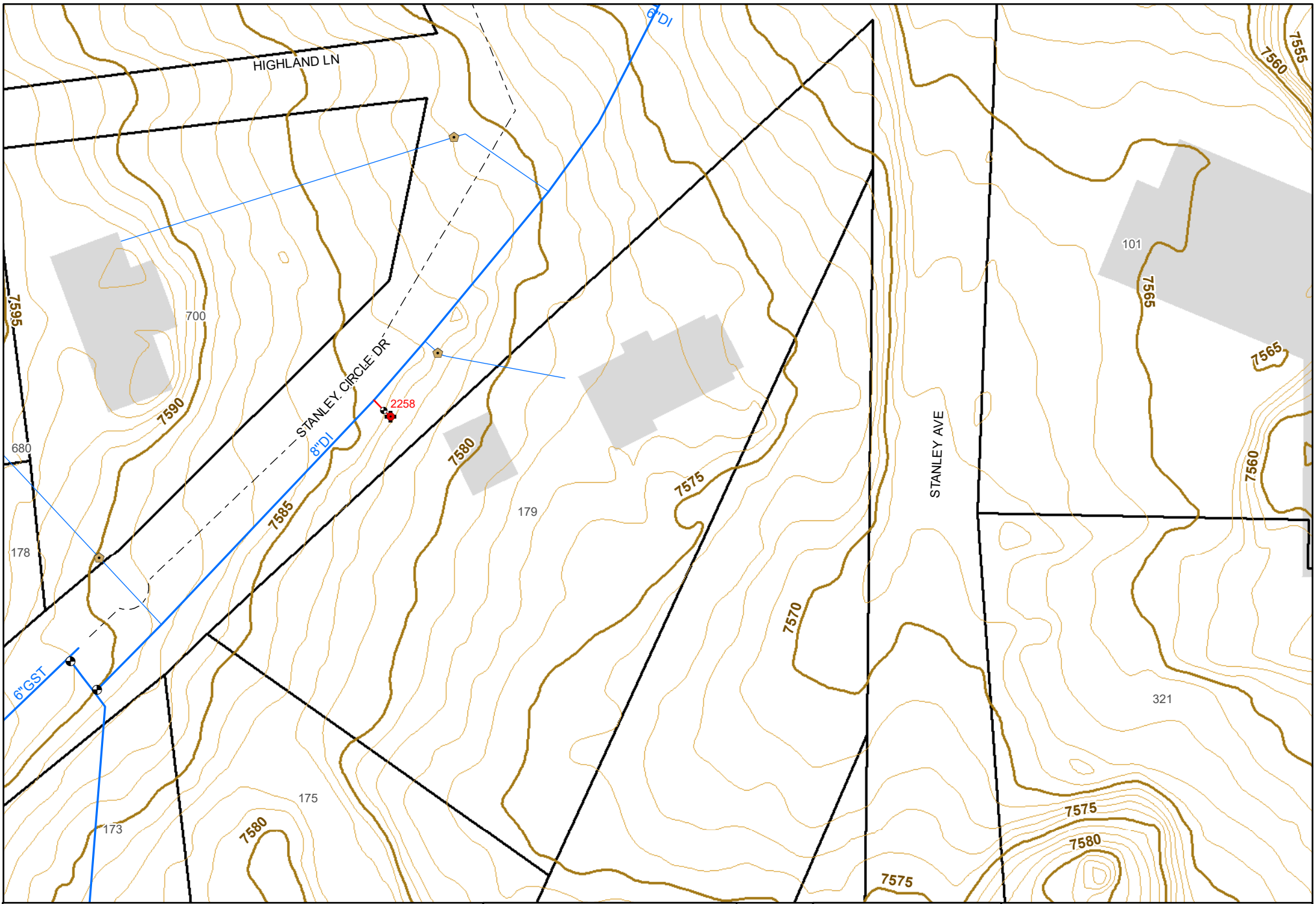
U.S. BUREAU OF RECLAMATION

FOR ADDITIONAL INFO
SEE DUNRAVEN HTS. &
ADDITIONAL MAPS
IN FILE.

L79

(USBR) PENSTOCK

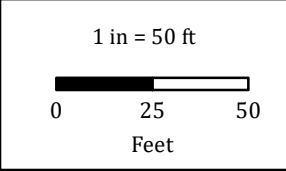
7' DEEP 20' F
BALK PROPERTY
RIGHT NEXT TO




Town of Estes Park
 Utilities Department

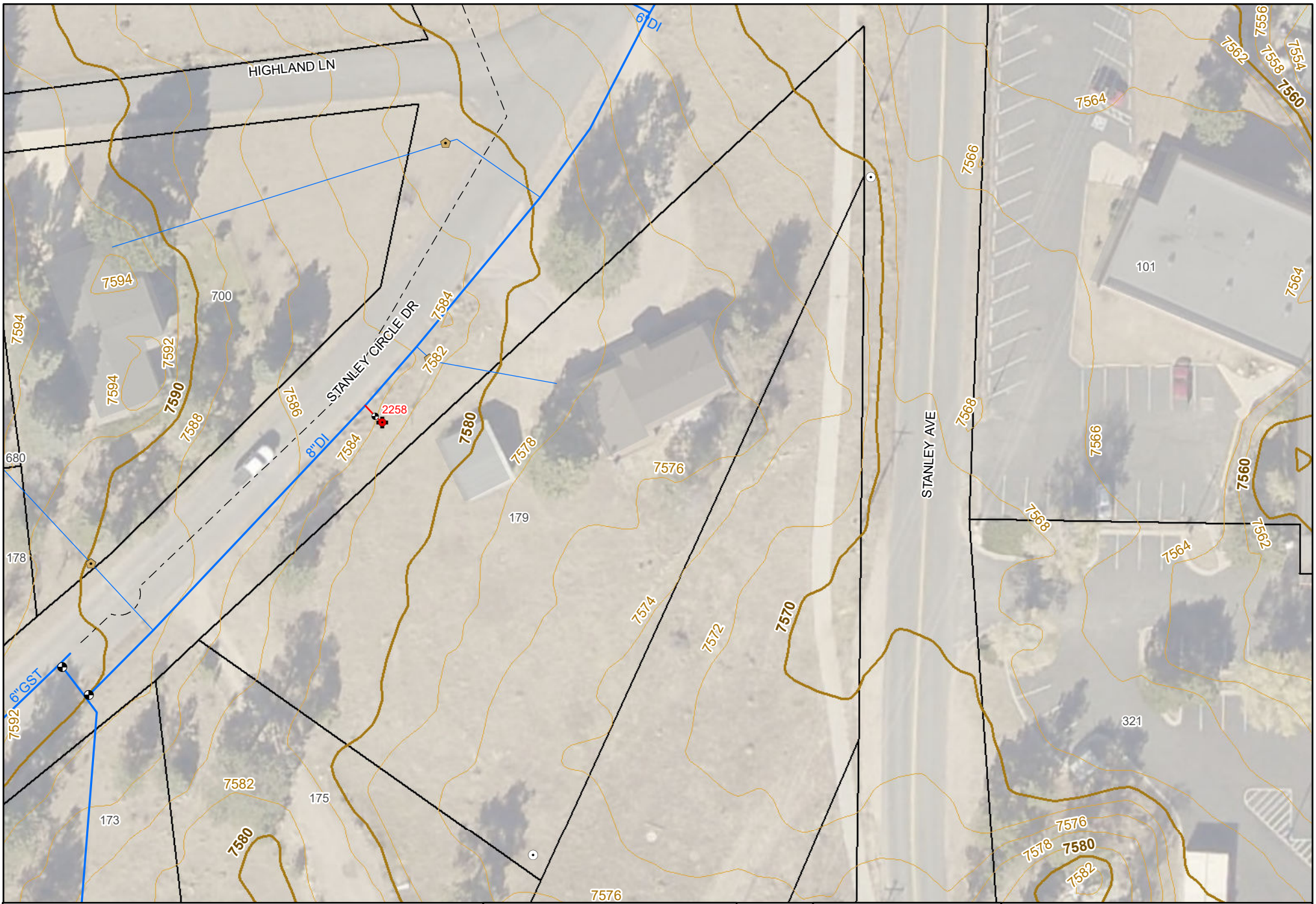
179 Stanley Circle Dr
1-Foot Contours

Printed: 9/19/2023
 Created By: RBergsten



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Town of Estes Park
 Utilities, 2 FT Contours, 2013

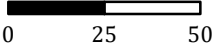
ESTES PARK
 COLORADO

**179 STANLEY
 CIRCLE DR**

Printed: 9/18/2023
 Created By: RBergsten



1 in = 50 ft



0 25 50
 Feet

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Development Review Team
March 21, 2024

If the intent is for the units to be a mix of for-sale and for-rent then it makes more sense to break up the parcel into individual lots. This would require a townhome subdivision plan, which is a 2-step process, for a total of 4 projects: Rezone, Development Plan, Preliminary Plat, and Final Plat. Although this may sound like extra work, this process would likely create the most flexibility. This is how the townhomes to the south were done. This method creates outlots for common areas and open space.

Rezone Review Steps (Project 1):

The first step is the Pre-App.

The second step is the neighborhood meeting. The record of that meeting is required as part of the Rezone submittal. Refer to Section 3.2.B for details

The third step would be to submit the application for the Rezone. Submittal requirements include a development plan but staff can waive this requirement if it makes sense to. A draft of the preliminary plat and/or dev plan as a conceptual exhibit may be sufficient. In addition, we'd need another application form, fee, and statement of intent. If the density bonus is requested (Section 11.4) then there will need to be a restrictive covenant or deed restriction for the subdivision part of the process. A draft for the rezone project would be beneficial but likely not required (we'd need to confirm with Dan). Once everything is submitted, staff reviews it and provides comments. Once revisions are complete, we'd get you scheduled for EPPC and then TB.

Development Plan and Subdivision Review Steps (Projects 2, 3, & 4):

The process is similar to the above. The Pre-App can count for all the projects as long as all are discussed. However, if more than 6 months elapses between the applications, a separate Pre-App should be held. Likewise, one neighborhood meeting can cover all but it might be better practice to separate them: one for the rezone and another for the Dev Plan and Subdivision.

The application process is 3-part: Development Plan, Preliminary Subdivision (Townhome) Plat, and Final Subdivision (Townhome) Plat. Each will need a separate application, fee, and statement of intent and of course, the actual plans/plats. Dev Plans go to EPPC, Preliminary Plats go to EPPC and TB, Final Plats go to TB only. The Final Plat submittal will also require construction documents for public improvements and a letter of credit, etc. There are a lot of details that go into subdivisions, including open space requirements. This can be discussed in the Pre-App or at your convenience.

Timing

These projects can be reviewed concurrently and can even go to public hearings back-to-back. However, if it's not time sensitive then it is a much cleaner process to separate the projects. The rezone should come first. Once that is through EPPC and TB then proceed with the Dev Plan

and Prelim Plat. Since the Dev Plan and Prelim Plat are sort of contingent on each other, it makes sense to bring them to EPPC together. This is how it was done for the Mountain Wood Townhomes adjacent to the property (staff report attached). After that, there would be a TB meeting for the Prelim Plat and another TB meeting for the Final Plat. That's 5 total meeting dates. I hope that all makes sense!

Meeting Notes

RFP- develop an RFP for the development plan

Conceptual drawing is good for the preapplicatoin

Traffic impact which can be a memo -about \$1,000

Rezone and Development Plan- done concurrently, the development plan is an exhibit to the rezone

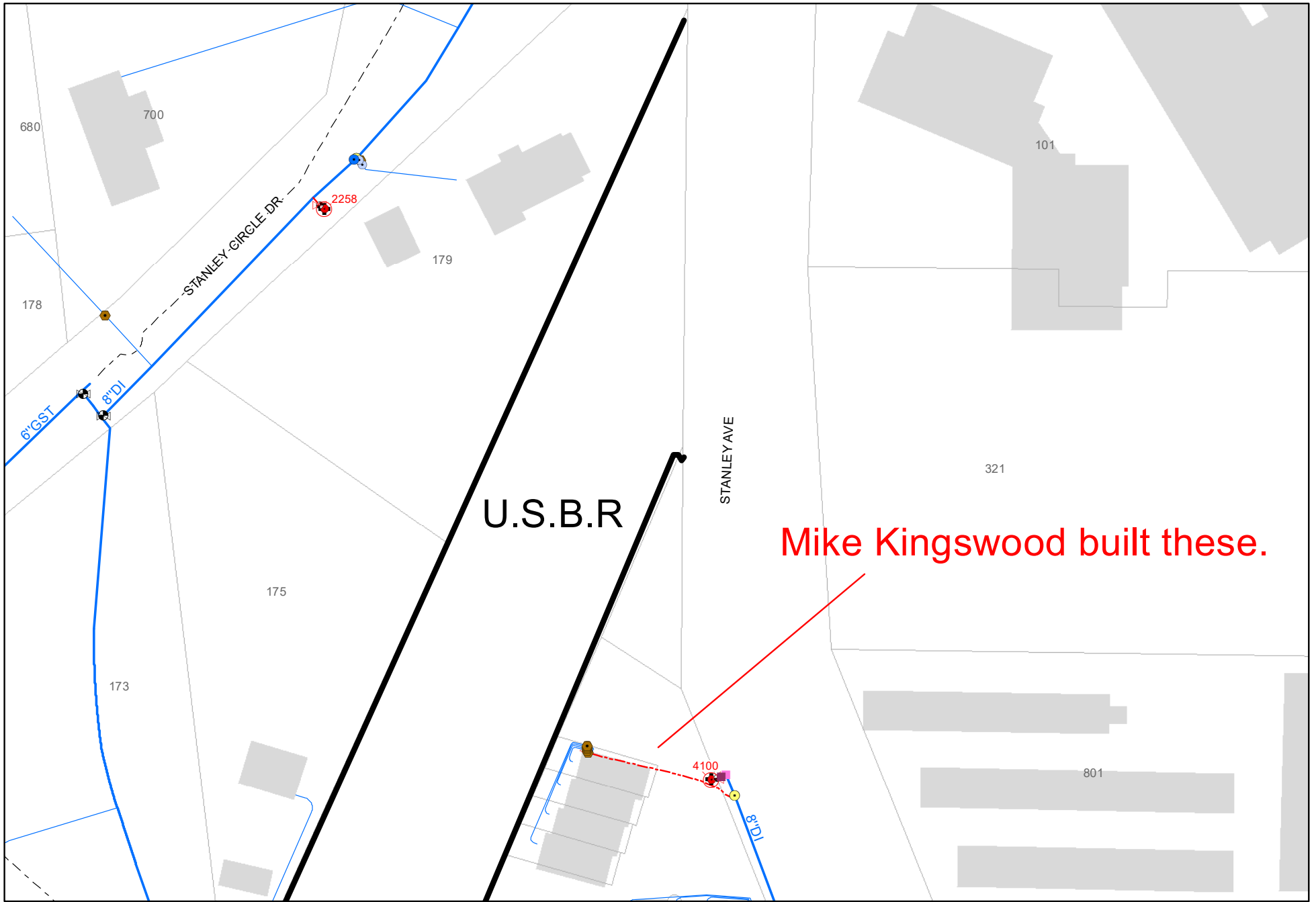
Both go to the planning commission at one hearing, back-to back

Rezone would then go to TB

Curb and gutter only on Stanely Ave, previously water drainage issues from Stanely Cir Dr so likely pursue

High voltage lines so they can either be underground or set back

20 or more parking spots, we'd need to meet standards - two spots for every unit (garage spot counts)



ESTES PARK
COLORADO

Town of Estes Park

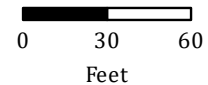
Water Division

Water Distribution System

Printed: 3/26/2024
Created By: SKrell



1 in = 69 ft



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