Request for Proposals

Town of Frisco, Colorado

Planning/Development Services for Workforce Housing Projects at
110 S. 3rd Avenue
and 113 Granite Street

Submittal Deadline:

December 18, 2017
Time: 3:00 PM

Mandatory Site Walk and Informational Session will be held on
November 27, 2017 at 10:00 AM
RFP- Town of Frisco Workforce Housing Planning and Development Services
November 2017

INTRODUCTION

A diverse workforce composed of individuals that live and work in any community is fundamental to smart growth. The Town of Frisco is committed to development of sustainable workforce housing as it supports a stable year-round economy. A significant and growing affordability gap exists between free market housing prices/rental rates in the community and the ability of the local workforce to pay for housing. Many workers are no longer able to live in the communities where they work as they cannot afford to pay a market rate mortgage, nor can they assume the responsibility for market rate rents. The availability of long-term rental housing continues to shrink, as vacation rentals surge. The design and development of creative and cost-effective workforce housing is of paramount importance to this community.

With that in mind, The Town of Frisco, Colorado, hereby requests proposals from qualified and creative development teams with the capacity and the necessary expertise to develop two (2) workforce housing projects. Proposals are requested for the development of one or both of these projects on Town-owned property. Both parcels have readily-available access to utilities. These include the following:

1. The old Community Center/Senior Center at 110 S. 3rd Avenue. This is a .24 acre site at the corner of 3rd Avenue and Granite Street. Existing grade transitions from the alley towards Granite Street. There is an existing building on the property that will need to be demolished in order for this project to proceed.
2. The 113 Granite Street property adjacent to the Frisco Historic Park. This is a .24 acre midblock site adjacent to and just west of the Frisco Historic Park. The site is mostly level and currently contains two old residential structures that will need to be demolished or removed.

The selected team will have responsibility to complete the following for either or both properties:

1. Developing a vision for one or both of the properties with inputs from Town Council, Staff, the Housing Task Force, the Summit Combined Housing Authority (SCHA) and the community at large.
2. Creating a cost-effective development program in partnership with the Town and creating a mutually acceptable business plan including pro formas and return on investment projections to implement each program.
3. Preparing all design-build development aspects of the project, including but not limited to site-specific master plan(s), exterior and interior architectural designs, suitable traffic and parking plans, along with all necessary civil engineering and landscape plans to build the project(s).
4. Developing the necessary public outreach strategies, processing all necessary pre-application requirements, obtaining entitlements that may include rezoning, a sketch plan submittal and approval, the preliminary and final development application approvals to vest the project(s) and to commence construction by the summer of 2018.
5. Marketing and delivery of successful project(s).
6. A creative and cost-effective program for the long-term maintenance of the properties when developed, leased and/or sold, including cost-effective HOA strategies to maintain long-term affordability and liveability.

The Town of Frisco encourages Teams with experience in and a built record with successful delivery of force housing in mountain communities. Prior experience on similar or related projects will be an important consideration in selecting the team(s) for this work. Please be specific in your proposals on the experience that your Team may have, as well as references for successfully-completed work in the resort environment. We typically solicit proposals from local and/or regional teams with prior experience in the resort environment, but welcome proposals from others as well.

The Town will accept proposals until **Monday, December 18, 2017 at 3:00pm**. Late proposals will not be accepted.

**BACKGROUND INFORMATION/ OVERVIEW OF THE COMMUNITY**

The Town of Frisco is located at an elevation of 9097 feet at the headwaters of the North Ten Mile Creek in Summit County, Colorado. It is surrounded by the White River National Forest and bordered by the Dillon Reservoir which is the largest single source of water for the Denver metropolitan area. Frisco is considered by many as the center of the County and is easily accessed from I-70 from both the east and west and from Highway 9 from the south. The Summit County paved trail system provides non-vehicular access in and through the town and from the surrounding communities as well.

The 2016 Summit County Workforce Housing Demand Update estimates that there is a need for 560 owner- and renter-occupied housing units in the Ten Mile Basin where the Town of Frisco is located to accommodate growth of the local workforce until 2020. In 2006 and again in 2016, the voters of Summit County approved a sales tax and impact fee for affordable housing purposes, including the construction of workforce housing. The highest priority for the use of these funds (known as 5A Funds) in the near term is to design and deliver both rental and for sale workforce housing that is located within the fabric of the community and that will respond to the challenges in the resort environment when it comes to the availability and affordability of housing.

The following documents are available on the Town’s website (https://www.friscogov.com/your-government/workforce-housing/) to better provide prospective developers with more in depth understanding of the Town’s demographics and housing challenges:
- 2016 Summit County Workforce Housing Demand Update
- 2013 Summit County Workforce Housing Needs Assessment
- 2017 Workforce Housing Design Charrette Summary

In order to respond to the challenges surrounding workforce housing in the mountain community, the Frisco Town Council commissioned a Task Force to develop a “Business Plan” for the delivery of workforce housing. The assignment commenced in the spring of 2017 and included the following elements:

1. Identification of vacant land parcels suitable for delivery of workforce housing
2. A prioritization of available parcels suitable for delivery of that housing
3. Establishment of cursory due diligence analysis for each of the prioritized land parcels
4. Development of preliminary cost estimates for key parcels to deliver an array of housing products that will respond to the needs of the community. The typology anticipated here will contain a mix of both “for sale” and “for rent” units to be built in Frisco

The identification of lands suitable for development of this type included both vacant parcels and those immediately suitable for redevelopment. They also included properties where a partnership of some sort could be developed with private parties, such as the School District, CDOT, and St. Anthony's Summit Centura Health Care. For each parcel identified within the Town limits the Task Force completed preliminary due diligence assessments and discussed them in the spring of 2017. The discussions resulted in full day charrette session and development of a vision for development on the parcels best suited for immediate use within the Town. The parcels that emerged as immediate priorities from the detailed charrette process included:

1. The Old Senior Center / Community Center property at 3rd Avenue and Granite Street
2. 113 Granite Street (adjacent to the Frisco Historic Park)

The websites referenced above provide details on site-specific location information, topography, zoning, existing and surrounding land uses, the adjacent roadway networks and other information that may be useful. See the results of the 2017 Town of Frisco Design Charrette completed in August 2017 for further information, as well.

The Town anticipates that a variety of housing options may be developed on the subject parcels and will be dependent upon the type, the creativity of the developer and the design for each project. The Town would prefer that proposals for each parcel refer to the recommendations from the Charrette as community context was an essential element of the visioning for the properties. Proposals should be for rental and/or owner-occupied dwelling units targeted at income levels averaging 100% of the area median income (AMI).

**SUBMITTAL REQUIREMENTS**

All submittals must contain the following items to be considered complete and to warrant review by the Selection Committee:

1. **Team Composition** – to assess the overall capability of the proposed development team, please identify the following and submit an organizational chart that identifies the roles and the responsibilities for each of the following:
   a. The Owner
   b. The Architect
c. The Builder

d. The Sales Team for the project

This is typically addressed in a cover letter along with an executive summary regarding the work anticipated in response to this Request for Proposals. Please include a brief commentary that identifies roles and responsibilities of each Team member, and how the successful proposer will utilize the expertise of the Town and the SCHA to assist with delivery of the projects anticipated in this RFP.

2. Development Program/Concept- Please provide up to two (2) alternative concepts for the workforce housing projects on either or both of the parcels. These shall meet the following parameters:
   a. The development program should propose units targeted to a mix of income levels averaging 100% of the area median income.
   b. Maximization of the residential properties as workforce housing with all products deed-restricted and targeted to the needs of the local workforce is required.
   c. The Town will consider a mix of rental and/or ownership units on each of the parcels.
   d. Proposals should demonstrate experience with complex land transactions requiring the integration of planning, design, and delivery of workforce housing utilizing multiple financial resources with a full engagement of the community.
   e. Proposals shall comply with current Town zoning and land use regulations as set forth in the Town of Frisco Unified Development Code.

Please provide unit counts, unit typology, approximate unit sizes, and the AMI target pricing as a part of this Development Program/Concept(s). The proposal should clearly identify subsidies requested from the Town for alternative development scenarios. Please articulate the subsidy costs per unit proposed in the Development Program by unit type and AMI level.

3. Conceptual Site Plan(s) – The subject properties are currently zoned in the Central Core (CC) in the Town of Frisco. The Central Core zoning is governed by the Zoning standards and Overlay District Guidelines set forth in the UDC. As part of the proposal please provide the anticipated array of site planning options that will include location of the proposed structures, parking for both residents and visitors and the surrounding roadway network. It is essential that the conceptual plan take into consideration the requirements for snow storage, optimal solar orientation, pedestrian and transit connectivity and each plan must respect the context of the surrounding built uses adjacent to the proposed project. *We do not require that conceptual site planning results in a fully developed design for the property(ies).* The town believes that the final designs will be completed with collaboration with town council, community and staff inputs. However, the town desires to identify the Development team’s initial concepts for each site and the unique ideas that the proposer will deliver at this stage of either project.

4. Architectural Theme and Prototypical Floor Plans- Please describe the overarching architectural theme for the project and include conceptual renderings and elevations that capture the proposed architectural theme for the project. We are requesting that this task include typical floor plans that take into consideration the bedroom counts, layout of living and storage space, parking, and snow
storage for each unit proposed. We acknowledge that architectural quality is important. There is no preconceived theme that will direct the selection of the successful submittal. The Town encourages innovation in appearance, alternative delivery methodologies and requests that lower costs of construction. Suggestions for efficiency with respect to sustainability, long term maintenance and the preservation of affordability of the projects over time are also strongly encouraged.

5. Proforma/Business Plan- The Town will require a fiscally sound plan along with a realistic schedule for the delivery of the workforce housing projects identified in this RFP. The following shall be included in the proposal:
   
a. Financial statements for the most recent 12 months.
   
b. An acquisition and development strategy. What is the proposed arrangement for development and management of the project? Will it be an outright purchase, a ground lease, or another alternative ownership arrangement to successfully undertake the project?
   
c. A development schedule. Please provide a schedule for all tasks outlined in this RFP to deliver the approvals, the site development and the successful construction of the proposed workforce housing for the Town. The goal is to commence development of each site in year 2018, with phased delivery for each to be completed by year 2019.
   
d. Pro Forma. Please identify proposed financing strategies for the development anticipated on each parcel noted in this RFP. This is to include equity participation, bank debt, grants obtained and any government assistance that may be available for development and construction of “for rent” and “for sale” housing in Colorado. We are requesting specific descriptions of available subsidies, incentives, and/or personnel resources that may be required by the Town.

REVIEW AND SELECTION

Upon receipt of all requirements herein, the Town will evaluate each proposal with criteria that will include, but not be limited to experience, financial capability, project aesthetics, innovative delivery methods, targeted incomes, typology of housing proposed, the level of subsidies required, long term affordability, efficiency of long term maintenance, quality of construction, energy efficiency, etc.

The paramount selection criteria shall include the following:

a. Delivery of a creative and cost-effective design that fits well in the existing fabric of Town
b. Development of a creative and sound financing methodology for the project
c. Establishment of a proven record of timely delivery of workforce housing in mountain communities
d. Use of cost-effective marketing and sales for similar projects identified in this RFP
e. Development of a successful long-term management/maintenance strategy for the properties
f. Means to ensure the long term viability of the projects subsequent to delivery to the Town
By virtue of the fact that the Team selected to engage on this project will be a partner with the Town, we expect full faith and disclosure regarding ALL costs, budgets, and in-kind contributions associated with these projects.

The initial review of the proposals will be undertaken by a Selection Committee, with final approval by the Town Council. The review and selection shall include the following components:

a. Project development and financing and successful public-private partnerships  
b. Planning Considerations and ability to manage projects through the development review and entitlement process  
c. Public Engagement experience and ability to incorporate community input into the project design and outcome  
d. Architecture that is aesthetically pleasing, in context with small mountain town character, resource-efficient and maximizes value  
e. Long term affordability including energy efficiency, maintenance costs and HOA fees.  
f. Housing needs fulfillment including demonstrated understanding of workforce housing demand and trends  
g. Innovative engineering  
h. Sustainability and energy efficiency  
i. A submittal strategy for any and all awards resulting from successful delivery of the projects

The Town will review all submittals received and select a shortlist of the firms best suited for further consideration on this project. The shortlisted firms/teams may be contacted by telephone, and may be asked to provide additional information at that time. Upon completion of the telephone interviews, finalist teams will be asked to interview at Town Hall. The Selection Committee will conduct interviews with each of the shortlisted firms. They then will provide a recommendation to the Town Council on the best qualified team(s) to be invited for final interviews or retained to begin the project.

DEADLINES FOR SUBMITTALS

The Town will receive written questions regarding this RFP from all respondents that may consider a submittal. These shall be transmitted by e-mail to the office of the Town Manager. All such questions and responses thereto will be available to all respondents on the Town’s website and on the Rocky Mountain Bidnet purchasing site. The deadline for inquiries regarding all aspects of the RFP is 5:00pm on Tuesday, November 28, 2017. Please direct all inquiries concerning the Request for Proposals to Randy Ready, Town Manager at the Town of Frisco, randyr@townoffrisco.com. The Town will respond to all questions in writing by Friday, December 1 at 5:00pm.

The proposals, which are to be sealed in response to this RFP, shall be received by the Town of Frisco by 3:00 pm on Monday, December 18. The Town requests that three (3) printed copies of each proposal be submitted, as well as one (1) digital version.
All proposals received after the date and time referenced above shall be deemed unacceptable and returned, unopened to the firm identified on the envelope that accompanies the submittal.

Proposals are to be delivered to:

Randy Ready, Town Manager  
Town of Frisco  
1 Main Street  
P.O. Box 4100  
Frisco, Colorado 80443

Email copies shall be sent to randyr@townoffrisco.com.

All proposals shall contain evidence of the respondent’s qualifications to do business in the State of Colorado. Absent this requirement the proposer shall covenant to obtain these qualifications. Upon award, the successful proponent shall obtain the necessary licenses and be responsible to pay all fees necessary to conduct business in Frisco, Colorado.

The following schedule outlines the process from publication of the RFP through selection of the development team(s) (subject to change).

- Publication and Distribution of RFP November 9, 2017
- Site Walk and Informational Session November 27, 2017 10am
- Deadline for Questions (email) November 28, 2017 5pm
- Responses to Questions (email) December 1, 2017 5pm
- Proposals Due December 18, 2017 3pm
- Follow-Up and Interviews of Finalists December 19, 2017-January 19, 2018
- Selection of Development Team January 23, 2017

The Town of Frisco sincerely appreciates your interest and looks forward to receiving your proposal(s).
HOUSING TASK FORCE PROJECTS GROUP UPDATE

STUDY SITES - CONNECTIVITY

CREATING COMPLEMENTARY USES

- Accomplished the goal of offering multiple housing types for the different need categories
- Site size and location created clear, efficient uses and programs
- All of the concepts are preliminary and will need to be studied further to determine exact unit mix
- Total acres of study - 1.21
OLD COMMUNITY CENTER

- At only .24 acres the site will function best with compact building footprints and unit types.
- Existing grade transition from the alley towards Granite Street creates potential foruck under parking at the townhome units.
STUDY SITES

OLD COMMUNITY CENTER | OPTION A

• Housing Type:
  - Townhomes
  - Studios
• Smaller site with less room for parking
  lends itself to smaller units
• Townhomes are parked using tuck-under
  parking off of Granite Alley
• The program of this site could be for-sale
  or for-rent
• Enhanced streetscape on Granite with
  sidewalks and street trees

HOUSING TASK FORCE PROJECTS GROUP UPDATE
STUDY SITES

OLD COMMUNITY CENTER | OPTION B

- Housing Type:
  - Townhomes
  - Studios
- Smaller site with less room for parking lends itself to smaller unit types
- Townhomes are parked using tandem tuck-under parking off of Granite Alley
- The program of this site could be for-sale or for-rent
- Enhanced streetscape on Granite with sidewalks and street trees

HOUSING TASK FORCE PROJECTS GROUP UPDATE
STUDY SITES

IST AVE AND MAIN STREET & 113 GRANITE STREET

- Housing Type:
  - 1 bedroom
  - Townhomes
- Underground parking garage at multi-family building
- Townhomes have at grade parking on west side
- Plan contemplates connections to enhanced alley and historic park with opportunities to enhance existing spaces, provides indoor flexible community / commercial space and roof top deck
- The program of this site was recommended to be for rent apartments and for sale townhomes
FLOORPLANS

1ST AVE AND MAIN STREET & 113 GRANITE STREET

LEVEL 1.

LEVEL 2 & 3.

ROOF LEVEL

HOUSING TASK FORCE PROJECTS GROUP UPDATE