

Updated 12/3/20



Town of Frisco, Colorado
Request for Proposals
Granite Street Workforce Housing
A Colorado Department of Transportation and Town of Frisco Partnership

Town of Frisco
Community Development Department
1 East Main Street
PO Box 4100
Frisco, Co 80443
www.FriscoGov.com

Release Date: November 17, 2020
Submittal Deadline: December 18, 2020

Introduction

The Town of Frisco and the Colorado Department of Transportation (henceforth referred to as the Owners) have partnered together to develop plans for an affordable housing project to be located at 619 Granite Street, Frisco, Colorado. Increasing the availability of workforce and affordable housing units is a shared goal of CDOT and the Frisco Town Council and as such the two have entered into a joint Workforce Housing Planning Agreement to develop a workforce housing project on the CDOT-owned property. Moving this project forward will help satisfy the critical demand for workforce housing being experienced by the Frisco community and essential employers such as CDOT. The Owners are seeking competitive bids from qualified contractors to provide Architectural, Engineering, and Site Planning services for the Granite Street Workforce Housing Project.

Overview of Project Need

As Frisco continues to grow as a community and tourist destination, the enriched economy and housing costs have created a divide between what workers can afford and what is available. Living in smaller spaces and taking on extra roommates can only go so far in making the area more affordable, which is why the Town of Frisco is taking action and seeking creative solutions. In November 2006, Frisco, Summit Combined Housing Authority, Summit County, and the other incorporated municipalities received funding from voters in the form of Measure 5A, a sales/use tax and impact fee. The sales tax and impact fee are to be used for “affordable housing purposes to help local workers and their families continue to live in our community, including but not limited to constructing affordable workforce rental and owner-occupied housing units.”

Increasing the number of workforce and affordable housing units is one of the Frisco Town Council’s highest priorities. In March 2017, Frisco Town Council created a Housing Task Force to look at how the Town can help fill in the gap through workforce housing initiatives such as the Workforce Housing Planning Agreement between the Town and CDOT.

CDOT’s Housing Challenges

Since Colorado has become a year-round recreation/vacation destination and heavily dependent on tourism and access to outdoor recreation, Colorado’s high country is becoming more difficult to afford as housing (cost of living) prices are going up.

CDOT Maintenance and Operations employees, who are required to live within 30 miles of their assigned work location, and often begin their careers just above minimum wages, have had difficulties finding affordable housing in traditional high-cost areas across our state. As a result, CDOT has continuous difficulty filling maintenance and operations positions in the mountain (resort/ski) communities, like Summit County. CDOT believes that affordable housing is essential to recruit and retain staff in these hard to fill areas. Currently, the lack of affordable housing has contributed to lower levels of service along state-owned roads because of high employee vacancy rates.

In order to overcome the Department's difficulties in finding affordable housing CDOT has taken a three-pronged approach to our Housing Strategies; (1) Provide housing stipend, either a set rate or income adjusted. (2) Construct new housing units managed by a third-party entity. Housing would be offered to employees at affordable rates in lieu of stipend. (3) Engage in partnerships with local public agencies and private developers to provide housing.

CDOT is continually seeking affordable housing programs for its employees to reduce barriers to being successful at work and increase employee retention. Employees who actually live in the counties they serve have an easier time building relationships within the community, which, in turn, makes CDOT employees better at their jobs. In addition, residents more readily trust the decisions made by CDOT employees who live in their county and are active members of their community.

Background

Property Ownership

For a number of years, the Town of Frisco has discussed the opportunity to enter into a partnership with CDOT to develop a workforce housing project on the lot owned by CDOT located at 619 Granite Street, Lots 18-24, Block 12 in the Town of Frisco. Throughout 2019 and early 2020, the Town actively negotiated a Work Force Housing Planning Agreement with CDOT, which was formally approved in August of 2020.

The agreement directs CDOT and the Town to jointly undertake all necessary actions to design and develop a workforce housing project. The agreement requires CDOT and the Town to share all costs (excluding each agency's staffing and personnel costs) to develop 80% construction drawings and final construction cost estimates for the designed project by December 31, 2021. The agreement sets forth the parameters allowing the Town to lead in the selection and possible engagement of professional consultants and contractors, subject to the approval and participation of CDOT. The agreement does not bind CDOT or the Town to the final construction of the project.

General Zoning Information

The property was acquired by CDOT in 1974, and was previously used as a mobile home park to provide affordable housing for CDOT employees. The owners are now looking to redevelop the site as a workforce rental housing project. The property is located one block south of Main Street in downtown Frisco. Studies conducted by EPS in 2017 show that 20-25 units may be possible here.



Zoning: The approximately 0.58 acre site is located in the Central Core (CC) District. The CC district allows for a wide range of permitted uses that include restaurants, retail, and residential development. All residential development within the CC District is subject to the Residential Development Standards which are intended to promote high quality development that enhances neighborhood character and contributes to a walkable streetscape. The standards establish minimum standards related to scale, mass, architecture, materials, and overall design character of development and provide incentives to help achieve desired attributes.

Density: The maximum density in this zone is 16 dwelling units per developable acre. Based on this size of the property (25,300 square feet), a maximum of 9 units are allowable. However, the Town allows a density bonus for the incorporation of deed restricted affordable units. Assuming that the exclusive use of the property will be affordable housing, density as a land use consideration has minimal impact.

Parking Requirements: The CC zoning district requires a parking ratio of one space per bedroom for residential uses, up to a maximum of four per unit. Deed restricted affordable units are capped at one space per bedroom up to a maximum of two parking spaces per deed restricted unit. Visitor parking spaces and accessible parking space requirements are also applicable to residential developments.

Size, Setbacks, and Building Height: The minimum lot area in this zone is 3,500 square feet and the site has required setbacks of five (5) feet along front, side and rear property lines with an exception of three (3) feet along alley. The maximum building height in this zone is 40 feet with a pitched roof and 35 feet with a flat roof. Other considerations such as bulk plane and step back requirements may also apply.

Previous Studies and Project Goals

Colorado's mountain and resort communities have become synonymous with out-of-reach housing costs, a housing supply constrained by land, labor shortages, high construction costs, and the second homeowner market, as well as increasing commutes. In 2017, CDOT commissioned a Feasibility Analysis to conduct an initial evaluation on the development of workforce housing at the project site. The findings from this report are the baseline for project goals and expectations.

The 2019 Summit County Housing Needs Assessment, commissioned by the Summit Combined Housing Authority, reexamined the housing conditions of the county and documents existing housing gaps and demographic characteristics of housing supply and demand.

The State of Colorado's Energy Management Program sets a High Performance Guideline of LEED Gold for all state buildings. The Town of Frisco has also adopted Sustainable Building Code requirements that in some cases exceed the LEED Gold standards. It is expected this project will meet or exceed both State and Town of Frisco building energy goals.

The following plans and reports will help to inform and define the project's program goals:

- [Frisco Community Plan, 2019](#)
- [2019-2020 Town Council Strategic Plan](#)
- [2019 Summit County Housing Needs Assessment](#)
- [2019 Climate Action Plan](#)
 - Reduce emissions from electricity 100% by 2035
 - Reduce emissions from building energy use 21% by 2030 and 35% by 2050
- [Town of Frisco Resolution 19-14](#): 100% renewable energy sources community-wide by 2035

***Plans are available at www.frisco.gov. Relevant Town and surrounding area GIS data will be made available to the selected firm.*

Scope of Work

The intent of this project is to create a set of 80% Construction Documents and construction estimates that meet all of the Owners goals for this project.

Management, Meetings, and Schedule

The Consultant will be expected to produce a project schedule that meets the deadlines established in the Workforce Housing Planning Agreement and the program goals and expectations of the Owners. It is anticipated that all meetings will be conducted online and presentation materials will be submitted digitally. Possible meetings: Kickoff workshop with Owners, progress and coordination meetings with Owners, three presentations to Town Council, two presentations to Planning Commission, and two general community wide meetings to inform the public, answer questions, receive feedback. Schedule and duties may be adjusted as necessary during the process.

Estimated Project Timeline:

January 19, 2021 – Consideration of design contract by Town Council

February 2021 – Design Charrette

March 2021 – Review progress with Town Council at a Work Session

March-April 2021 – Project Design

May 20, 2021 – Planning Commission Sketch Plan application review – Site Plans (Sketch plan, development plan, preliminary plat, comply with the State Buildings Program Code/per Office of the State Architect requirements)

July-August 2021 – Check in with Town Council at a Work Session

September 2, 2021 – Planning Commission Major Development Application (Public Hearing)

October-November 2021 – 80% construction drawings to be created

December 1, 2021 – Obtain Estimate of Probable Cost for project construction

December 31, 2021 – Workforce Housing Planning Agreement initial term shall terminate on **December 31, 2021**

Task 1 - Conceptual Design Phase

Outline of Tasks:

1. Existing Conditions Analysis and Program Development – The Owner will provide existing conditions/topographical survey, geotech report, title report, zoning information, and other policy documents relevant to this project (town goals and CDOT goals) for review and analysis by the Consultant.
2. Development Scenarios – The Consultant will develop project program options outlining the unit types, density, phasing, and other design considerations. Contractor will provide illustrative plans and perspective renderings to depict options for the project.
3. Summary of Project Goals and Housing Strategies – An outline of the key project goals and development issues.

Meetings:

1. Kick-off meeting to review project scope and schedule, team member roles. Review of project goals and desired outcomes.
2. Review meeting for development scenarios.
3. Presentation to Town Council.
4. Community outreach or public meeting – by Owners.

Deliverables:

1. Illustrative plans and renderings for up to three development scenarios.
2. Summary document outlining project goals and programing, key issues, etc.

Task 2 – Schematic and Design Development Phase

Outline of Tasks:

1. Develop Schematic drawings based on the approval and outcomes from Phase 1. Plans should be based on the approved Concept Plan and Project Program and incorporate feedback from Owners. Schematic drawings will be reviewed and approved by Owners prior to step 2, below.
2. Submit Sketch Plan for Major Site Plan Review – The Consultant will develop plans, in accordance with the submittal requirements, for a Sketch Plan review by the Planning Commission. *Specific Requirements can be found in Unified Development Code §180-2.5.* This is a required, informal review to ensure general development regulations are being met. Plans will include, at a minimum: site plans with access, parking, and circulation; elevations and renderings with materials to illustrate architectural character; floor plans with bedroom and square footage calculations.
3. Preliminary Cost Estimates and Implementation Strategies that may include the following
 - a. Cost Estimate that includes building and site development costs
 - b. Analysis of different construction materials and cost implications for design, such as wood, steel, or masonry
 - c. High Performance Building strategies to achieve required LEED ratings and compliance with, or exceedance of, the Frisco Sustainable Building Code

Meetings:

1. Progress meeting to review Schematic Plan development.
2. Progress meeting to review Sketch Plan Submittal (can serve as pre-app meeting)
3. Presentation to Planning Commission for Sketch Site Plan.
4. Presentation to Town Council of Preliminary Cost Estimate and Construction Strategies.

Deliverables:

1. Schematic Design Plan set for internal review.

2. Submittal Plan Set and supporting documentation for Sketch Site Plan review.
3. Estimate of probable construction costs and strategies.

Task 3 – Final Design Development Phase

Outline of Tasks:

1. Develop Final Design drawings based on the approval and outcomes from Phase 2. Plans should be based on the approved Sketch Site Plan and incorporate feedback from Owners.
2. Submit plans for Major Site Plan Review – The Consultant will develop plans, in accordance with the submittal requirements, for a Major Site Plan review by the Planning Commission. *Specific Requirements can be found in Unified Development Code §180-2.5.* This is a required, final review to ensure specific development regulations are being met. Plans will include, at a minimum: site plans with access, parking, landscaping, and circulation; elevations and renderings with material samples; floor plans with bedroom and square footage calculations; grading and drainage plans and reports; utility plans including gas meter and electrical panel locations and connections; and traffic studies.
3. Updated Cost Estimates and Implementation Strategies

Meetings:

1. Progress meeting to review Major Site Plan development.
2. Progress meeting to review Major Plan Submittal (can serve as pre-app meeting)
3. Presentation to Planning Commission for Major Site Plan.
4. Presentation to Town Council of Update on Cost Estimate and Construction Strategies.

Deliverables:

1. Major Site Plan set for internal review.
2. Submittal Plan Set and supporting documentation for Major Site Plan review.
3. Updated summary of estimate of probable construction costs.

Task 4 - Construction Drawings

Outline of Tasks:

1. Develop 80% Construction Drawings and Specifications based on the approval and outcomes from Phase 3. Plans should be based on the approved Major Site Plan and incorporate feedback from Owners. 80% Construction drawings shall at minimum include the following:
 - a. Civil Engineering Drawings that include site plan, grading plan, utility plans, storm water management plans, landscape plans, and associated details
 - b. Architectural drawings that include floor plans, ceiling plans, elevations, wall sections and associated details. The design shall be in accordance with locally adopted building codes and ADA requirements

- c. Structural drawings that include foundation plans, framing plans and associated details
 - d. Mechanical, Electrical and Plumbing drawings that include the HVAC system proposed for the project, plumbing plans including domestic water and sewer connections and proposed fixtures, and electrical plans including power and lighting plans and associated one-line diagrams and coordination with the electrical utility provider
 - e. Outline Specifications that describe the products, materials, and equipment. These should be of sufficient detail to provide a detailed cost estimate for the project
2. Updated Cost Estimates. At this stage the cost estimate should consist of a division break out of costs using MasterSpec Format divisions, which is the standard that is used most often for formatting construction specifications (Construction Specifications Institute).

Meetings:

1. Progress meeting to review outcomes from Phase 3.
2. Progress meeting to review Construction Doc updates and program goals.
3. Presentation to Town Council of final plans, cost estimate and implementation recommendations.

Deliverables:

1. Progress meeting to review outcomes from Phase 3.
2. Progress meeting to review Construction Doc updates.
3. Final estimate of construction costs and implementation recommendations.

Submittal Information *(updated 12/3/20)*

Important Dates

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| RFP Release Date | Tuesday, November 17, 2020 |
| Pre-proposal Meeting (via zoom) | Wednesday, December 2, 2020 at 1:00 pm |
| Questions Due | Monday, December 7, 2020 by 4:00 pm |
| Responses to Questions | Friday, December 11, 2020 by 4:00 pm |
| Proposals Due | Friday, December 18, 2020 by 4:00 pm |
| Virtual Bid Opening (via zoom) | Friday, December 18, 2020 @ 4:00 p.m. |
| Virtual Interviews at Frisco Town Hall | Week of January 4-8, 2021 |

Proposal Requirements

1. Format – submittal as a PDF
2. Letter of Proposal and Commitment: This letter should identify the firms and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should

also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.

3. Firm Background and Project Team: Provide background information on the firm including location, resources, and experience. Identify the project team members and provide a statement of qualifications, expertise, and level of experience.
4. Qualifications and References: This refers to the ability of the proposer to meet the terms of the RFP, and should include at least three examples of projects (with contact information for lead client staff contact of such projects) completed within the past five years that will confirm the proposer's expertise in providing comprehensive architectural, engineering, and planning services. Examples must be specific to the key staff identified in (1) and be at or near completion at the time of submitting the RFP.
5. Methodology and Approach: Provide a comprehensive description of proven methods and plans for carrying out the Project Scope as detailed above. Philosophical approach to individual and team work should be considered as a part of this request.
6. Understanding of Frisco: Provide information that demonstrates your understanding of the Town of Frisco and the housing challenges in the community, and how that knowledge will support your approach to project design.
7. Additional Items: Include all other pertinent information regarding this RFP, particularly anything that the proposer feels addresses why its business or team would be a good match for this project.
8. Schedule: Proposer shall submit a preliminary timeline of dates and schedule for the project including, but not limited to, start date, proposed end date, progress meeting dates, draft deliverable dates, etc.
9. Rate Schedule: Proposer shall submit a schedule of rates and the total costs to complete the scope of work applicable to the RFP. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

Evaluation Criteria

The following is a list of weighted criteria that will be used to evaluate proposals:

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| Proposer Qualifications and experience | 30% |
| Methods and approach | 30% |
| Creativity and understanding of Project | 20% |
| Proposed fees and costs | 20% |

Questions and Answers

All questions concerning this RFP must be submitted by email to Eva Henson for the Town of Frisco, at EvaH@TownofFrisco.com by **4:00 pm MST on Monday, December 7, 2020**. Addenda, reports, and responses to questions will be distributed by 4:00 pm MST on Friday, December 11, 2020.

Deadline and Instructions

Please submit digital copies of the proposal either via email to the address below or via flash drive delivered to the address below. Please note: files over 10 MG cannot be accepted via email and must be delivered via flash drive or through a file share service such as Dropbox. Submittals must be received no later than **4:00 pm MST on Friday, December 18, 2020.**

Email: EvaH@TownofFrisco.com
Delivery: Town of Frisco
Attn: Eva Henson
1 Main Street
PO Box 4100
Frisco, Colorado 80443

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

Proposer Interviews

The Town plans to conduct interviews with selected firms during the week of **January 4-8, 2021**. The Town requests the proposers seek to make themselves available during this time. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

Attachments

1. 2019 Summit County Housing Needs Assessment
2. 2018 Frisco Housing Task Force Report
3. 2017 EPS Feasibility Analysis Report
4. Workforce Housing Planning Agreement
5. Topographical and existing conditions survey (In progress, will be provided when it becomes available)
6. Title Report (In progress, will be provided when it becomes available)
7. GeoTech Survey (In progress, will be provided when it becomes available)