

TOWN OF LAKE CITY, COLORADO

REQUEST FOR PROPOSALS

Housing Consultant to Implement Phase 1 of the Town of Lake City & Hinsdale County Comprehensive Housing Plan

Issued by:

Town of Lake City, Colorado
in cooperation with Hinsdale County, Colorado

RFP Title: Phase 1 Housing Plan Implementation Consultant Services

RFP Number: 2026-HOUSING-01

Issue Date: June 12th, 2026

Proposal Closing Date and Time: July 17th, 2026, at 3:00 p.m. Mountain Time

Contract Type: Professional Services Agreement

Funding Source: Department of Local Affairs Local Planning Capacity Mini-Grant

1. Request for Proposals

The Town of Lake City, Colorado, in cooperation with Hinsdale County, Colorado, is requesting proposals from qualified consultants with expertise in affordable housing governance, development, and policy to provide professional services to implement Phase 1 of the Lake City & Hinsdale County Comprehensive Housing Plan.

The Town of Lake City will serve as the contracting entity and fiscal agent for the project. Hinsdale County is participating as a project partner. The successful consultant will enter into a professional services agreement with the Town of Lake City.

Proposals must be received no later than:

Bid / Proposal Closing Date and Time:

July 17th, 2026, at 3:00 p.m. Mountain Time

Late proposals will not be accepted.

2. Background

Hinsdale County is the most remote county in the lower 48 states. The Town of Lake City is the only municipality within county boundaries. The nearest population center, the City of Gunnison, is 56 miles away. 96% of the land in the County is federally owned. The year-

round population, including the Town of Lake City, is 781. Tourism is our major industry, followed by vacation home construction. There are very few sites available in the Town or County for the development of affordable housing. There are 0 available rentals units within the County and Town.

The Town of Lake City and Hinsdale County have developed a strong partnership aimed at addressing our critical need for affordable housing. In February 2026 the Town and County mutually adopted the Hinsdale County/Town of Lake City Comprehensive Housing Plan to address the affordable housing crisis in our community.

Both the Town and County adopted affordable housing fast track policies in 2025 and have been awarded \$50,000 each in Prop 123 DOLA Local Planning Capacity incentive funding. The Town and County have signed a Housing IGA confirming the combined use of our incentive funding to hire a consultant to implement Phase 1 of the Housing Plan. We anticipate an executed DOLA LPC Incentive Funding Mini-Grant contract in August of this year.

Additionally, the Town of Lake City was awarded in 2025 a More Housing Now grant from the Colorado Department of Local Affairs for architectural and engineering services for a planned 28-unit development on town-owned land at 730 Henson Street in Lake City. Some pre-development activities for this site have already been completed. We anticipate having complete construction drawings for the 28-Unit Project by the end of this year.

3. Project Description

The Town of Lake City and Hinsdale County have jointly adopted the Lake City & Hinsdale County Comprehensive Housing Plan to address pressing community housing challenges, including limited housing availability, affordability constraints, workforce housing shortages, and barriers to development.

The purpose of this RFP is to select a qualified consultant to assist the Town and County with Phase 1 implementation of the Housing Plan. Phase 1 is intended to move the Housing Plan from planning into implementation by helping the community establish governance structures, identify and pursue funding, advance priority housing policies and goals, and develop sustainable revenue tools.

The selected consultant will work with the Town Manager, County Administrator, Town Planning and Zoning Commission, Board of Trustees, County representatives, and other stakeholders as appropriate. The consultant will report monthly to the Town Manager.

4. Scope of Services

The selected consultant shall provide professional services necessary to implement Phase 1 of the Housing Plan. At a minimum, the scope of services shall include the following.

A. Governance and Organizational Implementation

The consultant shall assist the Town and County in developing practical governance and organizational structures to support ongoing housing implementation. Tasks may include:

1. Develop annual housing work plan aligned with goals in the Hinsdale County/Lake City Comprehensive Housing Plan
2. Support formal establishment of the Lake City-Hinsdale County Housing Authority
3. Support formal establishment of the Lake City-Hinsdale County Housing Trust Fund.
4. Develop affordable housing programs and qualification systems
5. Work with Town Manager and County Administrator on Community engagement as needed
6. Identify potential intergovernmental partnerships

B. Grant Writing and Grant Administration

The consultant shall assist the Town and County in identifying, preparing, submitting, and administering housing-related grant opportunities. Tasks may include:

1. Develop a grant funding calendar and submission schedule.
2. Funding pipeline management (Monitor grant cycles and matching funding programs to housing projects.)
3. Identify, apply for, and manage grant funding to support the creation and sustainability of affordable housing programs.
4. Maintain grant compliance files
5. Acquisition/rehab opportunity scanning for the Prop 123 Pipeline

C. Policy Implementation

The consultant shall assist the Town and County in advancing priority policy recommendations from the Housing Plan. Tasks may include:

1. Draft and coordinate adoption of fee waiver policy for deed-restricted housing
2. Develop template deed restrictions and affordability covenants
3. Draft and coordinate adoption of ADU incentive program

4. Draft and coordinate adoption of ADU ordinance
5. Develop compliance systems
6. Develop tenant eligibility guidelines (AMI verification procedures)

D. Sustainable Revenue Development

The consultant shall assist the Town and County in evaluating and developing sustainable revenue options for housing implementation. Tasks may include:

1. Support public outreach related to sustainable housing funding
2. Develop revenue projections
3. Provide fiscal impact analysis

E. Project Management and Reporting

The consultant shall:

1. Participate in a project kickoff meeting with the Town Manager, County Administrator, and other designated representatives.
2. Attend regular project coordination meetings, expected to occur at least monthly.
3. Provide monthly written progress reports to the Town Manager.
4. Track deliverables, deadlines, grant-related requirements, and action items.
5. Prepare a final Phase 1 Implementation Report summarizing work completed, deliverables produced, recommendations, and next steps.

5. Specifications and Plans

This is a professional services project.

The specifications and project guidance for this RFP consist of:

1. The Lake City & Hinsdale County Comprehensive Housing Plan;
2. The Intergovernmental Agreement between Hinsdale County and the Town of Lake City regarding implementation of the Housing Plan, signed May 6, 2026;
3. Any DOLA Local Planning Capacity Mini-Grant requirements applicable to the project;
4. This RFP and any addenda issued by the Town; and

5. The professional services agreement to be executed between the Town and the selected consultant.
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6. Proposal Requirements

Proposals should be clear, concise, and complete. At a minimum, each proposal shall include the following:

A. Cover Letter

The cover letter shall identify the consultant or firm, primary contact person, mailing address, email address, telephone number, and current limits of professional liability insurance.

B. Project Team

The proposal shall identify key personnel, their roles, relevant experience, and availability. Resumes may be included as an appendix.

C. Qualifications and Experience

The proposal shall describe the consultant's qualifications, including experience with:

1. Rural or mountain community housing implementation;
2. Local government planning and policy implementation;
3. Affordable, workforce, or attainable housing strategies;
4. Grant writing and grant administration;
5. Public engagement and facilitation; and
6. Intergovernmental projects.

D. References

The proposal shall include at least three professional references for comparable work, including:

1. Project name and location
2. Names, addresses, and telephone numbers of clients
3. Fees for services provided
4. Scope of services provided

E. Work Plan and Approach

The proposal shall include a detailed approach for completing Phase 1, including tasks, deliverables, meetings, public engagement, and coordination with Town and County representatives.

F. Schedule

The proposal shall include a proposed timeline for completing the work within the anticipated DOLA LPC Mini-Grant period and ideally project completion shall be in 1 year.

G. Cost Proposal

The proposal shall include a not-to-exceed cost of \$100,000, hourly rates, estimated hours by task, reimbursable expenses, and any assumptions. The Town may negotiate final scope and compensation with the selected consultant.

H. Required Disclosures

The proposal shall disclose any actual or potential conflicts of interest, pending litigation involving the consultant, or prior work for the Town or County related to the Housing Plan.

7. Evaluation and Selection

Proposals will be reviewed based on the following criteria:

Evaluation Criterion	Points
Relevant experience with housing strategy implementation, rural communities, and local government housing policy	25
Understanding of the Housing Plan and Phase 1 objectives	20
Quality and practicality of proposed work plan	20
Grant writing, grant administration, and funding strategy experience	15
Qualifications and availability of project team	10
Cost reasonableness and value	10
Total	100

The Town reserves the right to conduct interviews, request additional information, negotiate scope and fee, reject any or all proposals, waive informalities, and select the proposal determined to be in the best interests of the Town and County.

Proposals received by the deadline will be reviewed by the Town of Lake City Planning and Zoning Commission. Final acceptance of the winning proposal will be determined by the Town of Lake City Board of Trustees.

8. Special Provisions

A. Funding Contingency

This project is contingent upon award and availability of DOLA Local Planning Capacity Mini-Grant funds and any required local approvals. The Town shall have no obligation to proceed with the project or execute a professional services agreement unless funding is awarded, appropriated, and available.

B. Contracting Entity

The successful consultant will contract with the Town of Lake City. Hinsdale County is a project partner and co-applicant for grant funding but is not expected to be the contracting entity.

C. Project Contact

The Town Manager will serve as the primary point of contact for the consultant during the term of the agreement.

D. Monthly Reporting

The consultant shall provide monthly written reports to the Town Manager summarizing work completed, upcoming tasks, issues requiring direction, budget status, and schedule status.

E. Public Records

Proposals and related materials submitted to the Town may be subject to disclosure under the Colorado Open Records Act. Consultants should clearly identify any information claimed to be confidential, proprietary, or exempt from disclosure. The Town will make final determinations regarding disclosure in accordance with applicable law.

F. Independent Contractor

The selected consultant shall perform all services as an independent contractor and shall not be considered an employee, agent, or officer of the Town or County.

G. Compliance with Law

The selected consultant shall comply with all applicable federal, state, and local laws, rules, and regulations, including applicable grant requirements.

H. Equal Opportunity

The selected consultant shall not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.

I. Conflict of Interest

The selected consultant shall avoid actual, potential, or perceived conflicts of interest and shall promptly disclose any conflict that arises during the procurement process or contract term.

J. Addenda

Any changes to this RFP will be issued by written addendum. Consultants are responsible for confirming receipt of all addenda before submitting a proposal.

K. Reservation of Rights

The Town reserves the right to:

1. Reject any or all proposals;
2. Waive minor informalities or irregularities;
3. Request clarification or additional information;
4. Negotiate scope, schedule, and fee with the selected consultant;
5. Cancel or reissue this RFP;
6. Award a contract in whole or in part; and
7. Take any action deemed to be in the best interests of the Town.

9. Insurance Attachment

The selected consultant shall maintain, at its own expense, insurance coverage satisfactory to the Town throughout the term of the professional services agreement. Prior to beginning work, the consultant shall provide certificates of insurance naming the Town of Lake City and Hinsdale County as additional insureds where applicable.

Minimum Insurance Requirements

A. Commercial General Liability

Minimum limits:

- \$1,000,000 per occurrence;
- \$2,000,000 general aggregate;
- \$2,000,000 products/completed operations aggregate, if applicable.

Coverage shall include bodily injury, property damage, personal injury, contractual liability, and independent contractors.

B. Workers' Compensation

Coverage shall comply with Colorado law for all employees performing work under the contract.

Employer's liability limits shall be not less than:

- \$500,000 each accident;
- \$500,000 disease policy limit;
- \$500,000 disease each employee.

Sole proprietors or consultants claiming exemption shall provide documentation acceptable to the Town.

C. Professional Liability / Errors and Omissions

Minimum limit:

- \$1,000,000 per claim
- \$2,000,000 general aggregate.

Coverage shall apply to professional planning, consulting, policy, grant, and advisory services provided under the contract. Claims-made policies shall be maintained for at least two years after completion of the project, or the consultant shall purchase extended reporting coverage.

10. Pre-Bid / Pre-Proposal Meeting

Pre-Bid / Pre-Proposal Meeting: Not required.

No mandatory pre-bid or pre-proposal meeting is scheduled for this RFP. The Town may, at its discretion, issue written responses to questions or schedule an optional meeting if doing so is in the best interests of the project.

If the Town elects to hold an optional meeting, notice will be issued by addendum and will include the date, time, location, and virtual access information.

11. Written Questions

Because no pre-bid meeting is required, all questions must be submitted in writing.

**Deadline for Written Questions:
June 26th, 2026, at 5:00 p.m. Mountain Time**

Questions shall be submitted by email to:

Alexander Mulhall, Town Manager
Town of Lake City
Email: townmanager@townoflakecity.co
Phone: 970-944-2333

The subject line should read:

“Questions — Phase 1 Housing Plan Implementation RFP”

Responses to timely submitted questions will be issued by written addendum. Oral responses shall not be binding.

12. Proposal Submission Instructions

Proposals must be submitted by the bid closing date and time stated below.

**Bid / Proposal Closing Date and Time:
July 17th, 2026, at 3:00 p.m. Mountain Time**

Submission Method

Proposals may be submitted electronically in PDF format to:

townmanager@townoflakecity.co

The email subject line should read:

“Proposal — Phase 1 Housing Plan Implementation Consultant Services”

Alternatively, proposals may be submitted in hard copy to:

Town of Lake City

Attn: Alexander Mulhall, Town Manager

P.O. Box 544

Lake City, CO 81235

Hard-copy proposals must be received by the Town before the closing date and time. Postmarks will not be accepted as proof of timely submission.

13. Anticipated Procurement Schedule

Event	Date and Time
RFP issued	June 12th, 2026
Pre-bid / pre-proposal meeting	Not required
Written questions due	June 26th, 2026, at 5:00 p.m. MT
Responses to questions / addendum issued	July 1st, 2026
Proposal closing date and time	July 17th, 2026, at 3:00 p.m. MT
Proposal review by Planning and Zoning Commission	July 23rd, 2026
Board of Trustees consideration / award	August 5th, 2026
Contract negotiation and execution	August 19th, 2026
Notice to proceed	Upon contract execution and funding confirmation

The Town reserves the right to modify this schedule by addendum.

14. Award and Contract

The Town anticipates awarding a professional services agreement to the consultant whose proposal is determined to be most advantageous to the Town and County, taking into consideration qualifications, approach, experience, availability, cost, and overall value.

Award of a contract is subject to:

1. Successful negotiation of scope, schedule, and compensation;
2. Approval by the Town of Lake City Board of Trustees;
3. Availability and appropriation of funds;
4. Compliance with applicable grant requirements; and
5. Receipt of required insurance documentation.

The Town Manager will communicate with the selected consultant regarding contract negotiation and implementation.

15. Attachments

Attachment A: Lake City & Hinsdale County Comprehensive Housing Plan