



# Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

## **Request for Qualifications (RFQ) Professional Development Review Services for Affordable Housing Initiatives Town of Center, Colorado**

**Release Date:** Oct 6, 2025

**Due Date for Submissions:** Oct 24, 2025

**Contact:** Ryan LeClair

### **Project Overview**

The Town of Center is seeking qualifications from experienced consultants or firms to provide development review services in support of the Town's affordable housing initiatives. This includes planning, engineering and building permit development review services for affordable housing projects with an initial focus on the North 90 site. This work is critical to advancing the Town's goals to expedite project reviews and approvals for affordable housing projects, hire an affordable housing liaison, establish public-private partnerships, engage the community, upgrade IT systems, collect housing data, deliver training programs, and master plan the North 90 site.

### **Scope of Services:**

The selected consultant or firm will:

- Act as Town's case manager for land use, engineering and building permit applications for affordable housing projects in the Town, including the North 90 site, to include planning, engineering and building permit review.
- Assist with code updates and training and education to communicate the zoning and codes to planning commission and citizens.
- Undertake development applications intake and completeness review.
- Review all relevant development applications, including, as applicable, zoning, site plan and building permits for compliance with local land use, zoning and building codes and applicable ordinances.
- Coordinate with utilities, Town departments and referral agencies as necessary for development applications review and comments.
- Provide comments to applicants regarding development applications and coordinate plan check comments from all reviewing agencies.
- Prepare summary reports and presentation materials for Town staff including any required public engagement and hearings as required.
- Implement streamlined review for affordable housing projects with priority processing and scheduling.
- Draft conditions of approval for entitlements and coordinate with Town parties for approval of final entitlements.

Note: Please indicate which of type of development review services the firm or consultant will be providing: (1) planning, and/or (2) engineering, and/or (3) building permits. Respondents are encouraged to partner with other firms and consultants to provide all the needed development review services.



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## Qualifications:

Respondents must demonstrate:

- Proven track record providing development review services to local governments, particularly for affordable housing, infrastructure, engineering, or community development projects.
- Strong knowledge of municipal, County, and State land use, zoning, and building codes, processes and regulations, in particular related to affordable housing.
- Ability to work collaboratively with municipal governments and multidisciplinary teams.

## Submission Requirements:

Interested firms or individuals should submit the following:

1. Cover letter summarizing interest and qualifications. **Please indicate the type of development review service the firm or consultant will be providing. Respondents can submit to provide development review services for (1) planning, and/or (2) engineering, and/or (3) building permits.**
2. Description of relevant project experience and examples of providing municipal development review services.
3. Proposed approach to providing municipal development review services for the Town's affordable housing initiatives.
4. Resumes of key personnel who will be assigned to the project.
5. Three (3) references from clients for whom similar services were provided.
6. Hourly rate fee schedule by key personnel assigned to the project or Budget estimate.
7. A proposed scope with pricing that provides: 1) development review of site plan and plat for 30-40 multifamily rental units on approximately 1-2 acres, and 10 single family home project, 2) review of engineering design for site improvements (e.g. water, sewer, storm, roads) for projects in #1, 3) building permit review for projects in #1, 4) review of updated zoning and code to be compliant with the State Accessory Dwelling Unit (ADU) program, 5) creation of a presentation and flyer that will be communicated to property owners how to understand if you are eligible to build an ADU, include options to present virtually and in person.

## Review and Selection Criteria:

Proposals will be evaluated based on the following criteria:

Criteria	Description	Weight
Relevant Experience	Demonstrated firm or consultant technical skill, experience, performance for performing the required services	30%
Overall Services Capability	Ability to provide all the required development review services (e.g. land use/zoning, engineering, building permits)	20%



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Understanding of Project Goals	Familiarity with municipal, County, and State codes, processes and regulations	15%
Qualifications of Key Personnel	Experience, expertise, and availability of proposed staff	15%
References and Past Performance	Client feedback on similar projects	10%
Fee Structure and Cost Effectiveness	Proposed fee structure to perform the required services	10%

## Submission Deadline:

Oct 24, 2025

## Submission Instructions:

Please submit all required materials electronically (PDF format) to:

Ryan LeClair, Community and Economic Development Director, [rleclair@centerco.gov](mailto:rleclair@centerco.gov)

The Town of Center reserves the right to request additional information or conduct interviews with finalists before making a final selection.

**The Town of Center values equity, inclusion, and local leadership. We especially welcome proposals from consultants with ties to the San Luis Valley and those with a demonstrated commitment to community empowerment.**