



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) Community Housing Consultant for Engagement + Training Town of Center, Colorado

Release Date: May 27, 2025

Due Date for Submissions: June 3, 2025

Contact: Cole Webb

Project Overview

The Town of Center is seeking a qualified Community Housing Consultant for Engagement + Training Consultant for Housing to support its affordable housing initiative through inclusive outreach, bilingual education, and local capacity building. This project aims to engage residents in shaping future housing solutions while expanding opportunities for community members to actively participate in the process.

Scope of Work

The selected consultant will be responsible for the following:

- **Community Outreach & Housing Needs Survey**
 - Design and implement a bilingual (English/Spanish) outreach strategy to identify community housing needs and preferences.
 - Distribute and collect surveys across diverse community groups.
 - Conduct engagement sessions and focus groups with translation support to ensure full participation.
- **Educational Campaign & Training Services**
 - Develop and deliver training sessions to inform residents about options such as Accessory Dwelling Units (ADUs) and other affordable housing opportunities.
 - Launch an educational campaign to build public support for affordable housing and address common concerns.
 - Ensure all materials and sessions are accessible in both English and Spanish.
- **Community Capacity Building**
 - Actively shape and promote opportunities for local citizens to be involved in the project as contributors and subcontractors.
 - Identify and help develop local talent to assist with translation, facilitation, outreach, or other project-related tasks.



Town Of Center

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

Qualifications

Ideal candidates will demonstrate:

- Experience in community engagement in rural or underrepresented communities
- Knowledge of affordable housing and homeowner-led development models (e.g., ADUs)
- Bilingual capacity or access to professional translation services
- A track record of inclusive practices and empowering local residents

Submission Requirements

Interested firms or individuals should submit the following:

1. Cover letter summarizing interest and qualifications
2. Description of relevant project experience
3. Description of your approach to outreach, training, and local capacity building
4. Resumes of key personnel who will be assigned to the project
5. Draft timeline and work plan
6. Budget estimate OR Hourly rate fee schedule by key personnel assigned to the project

Review and Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Description	Weight
Experience and Qualifications	Demonstrated quality firm or consultant technical skill, experience, performance for performing the required services	40%
Understanding of the Project and Objectives	Proposed approach to outreach and training	35%
Local Engagement	Plan to engage local residents as partners	15%
Fee Structure and Cost Effectiveness	Proposed fee structure to perform the required services	10%

Submission Deadline:

June 3, 2025

Submission Instructions:

Please submit all required materials electronically (PDF format) to:
Cole Webb, Town Administrator, cwebb@centerco.gov

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.