



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) Affordable Housing Liaison for Affordable Housing Initiatives 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 qualifications from experienced consultants or firms to serve as an affordable housing liaison to the Town of Center to provide support for the Town's affordable housing initiatives. This work is critical to advancing the Town's goals to expedite project reviews and approvals for affordable housing initiatives, establish public-private partnerships, engage the community, collect housing data, deliver training programs, and master plan the North 90 site.

Scope of Services:

The selected consultant or firm will:

- Serve as the primary point of contact for affordable housing initiatives, facilitating communication between the town, developers, and community stakeholders.
- Cultivate relationships with developers and housing partners, encourage public-private partnerships and facilitate developers who are building affordable housing in Center.
- Assist in navigating the design, entitlement, permit processing, financing, due diligence, and project viability assessments for affordable housing projects.
- Advise on regulatory changes in land use, permitting, zoning, or code to increase the supply of affordable housing.
- Act as a liaison between the Town and the community, including attending meetings as necessary to advance affordable housing projects.
- Review and negotiate public-private partnership agreements with developers and other partners to advance affordable housing
- Identify and negotiate incentives to facilitate affordable housing projects
- Manage development review process on behalf of the Town in coordination with third party development review parties for affordable housing projects
- Ensure expedited review of development applications and permits for affordable housing projects
- Foster partnerships with public and private entities to support affordable housing development.



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Qualifications:

Respondents must demonstrate:

- Proven track record providing development advisory services to local governments, particularly for affordable housing, infrastructure, or community development projects.
- Experience working in or with rural communities, particularly the San Luis Valley.
- Experience fostering public-private partnerships and collaborating with developers, non-profits, and government agencies.
- Financial / analytical skills evaluating development projects as part of public-private partnerships.
- Familiarity with local, state, and federal housing regulations and funding mechanisms.
- 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.
2. Description of relevant project experience.
3. Proposed approach to providing affordable housing liaison services for the Town's affordable housing initiatives.
4. Resumes of key personnel who will be assigned to the project.
5. Hourly rate fee schedule by key personnel assigned to the project.

Review and Selection 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	Ability to demonstrate a thorough understanding of the Town's goals and objectives to support the Town's affordable housing initiatives	20%
Qualifications of Key Personnel	Experience, expertise, and availability of proposed staff	30%
Fee Structure and Cost Effectiveness	Proposed fee structure to perform the required services	10%

Submission Deadline:

June 3, 2025



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Submission Instructions:

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