



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) Legal Services for Affordable Housing Initiatives Town of Center, Colorado

Release Date: May 27, 2025

Due Date for Submissions: June 27, 2025

Contact: Cole Webb

Project Overview

The Town of Center is seeking qualifications from experienced attorneys or law firms to provide legal services to the Town of Center to support 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:

- Draft, review and negotiate legal documents related to affordable housing initiatives, including development agreements, affordable housing covenants, ground leases, and regulatory agreements as requested by the Town.
- Conduct legal review on land acquisitions, including review of title, easements, and property acquisition/disposition and ground lease agreements related to affordable housing initiatives.
- Advise on public-private partnerships, including urban renewal, for affordable housing initiatives.
- Assist in drafting, review, and implementation of affordable housing policies and ordinances as needed.
- Support Town staff and affiliated parties as needed.

Qualifications:

Respondents must demonstrate:

- Proven track record providing legal services to local governments, particularly for affordable housing, infrastructure, community development projects, and public-private partnerships.
- At least five years of relevant experience practicing municipal law, real estate law, or affordable housing law.
- Demonstrated experience representing public agencies in land use, housing, or development matters.
- Familiarity with local, state, and federal housing regulations and funding mechanisms.
- Ability to work collaboratively with municipal governments and multidisciplinary teams.



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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 legal 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.
6. 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	20%
References	Client feedback on similar projects	10%
Fee Structure and Cost Effectiveness	Proposed fee structure to perform the required services	10%

Submission Deadline:

June 27, 2025

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.