



REQUESTS FOR PROPOSALS HOUSING DEVELOPMENT CONCEPT PLAN

RELEASE DATE:

March 2, 2026

CONTACT PERSONS:

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DEADLINE FOR SUBMISSION:

March 27, 2026

The Town of Meeker is making this Request for Proposals (“RFP”) for qualified individuals or firms for the conceptual design and development of affordable and workforce housing on public-owned property in the Town of Meeker.

Bidders wishing to participate should ensure they have all addenda prior to submission of bid. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your bid.

This RFP and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing System website (www.bidnetdirect.com/colorado) and on the Town of Meeker website (www.townofmeeker.org).

Submittal Instructions (Reference: Required Submittals Section)

Submittal requirements are outlined in the Submittals Section of the Bid Documents.

Project Title: Town of Meeker Conceptual Design for Housing Development

Proposals Due Date and Time: March 27, 2026 by 3 pm (Local Time) (MST)

Deliver Proposals via:

- Rocky Mountain E-Purchasing Systems, www.bidnetdirect.com/colorado
- Mail at:
Town of Meeker
345 Market Street
Meeker, CO 81641
- In person at 345 Market Street, Meeker, Colorado

It is the sole responsibility of the respondent to see that the proposal is received before the submission deadline. Late proposals will not be considered.

All proposals submitted shall be binding upon the respondent if accepted by the Town within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposal.



Carly Thomson, Community Development Director

INTRODUCTION

Within the town of Meeker there are two sites for potential development that are publicly-owned by the Town of Meeker (“Town”) and Meeker School District (“MSD”). The Town is soliciting RFPs from experienced and creative developers, or organizations, with the necessary expertise and experience with public-private partnership to design a housing project which aligns with the Town of Meeker Housing Needs Assessment and Action Plan and 2020 Comprehensive Plan.

The Town of Meeker is looking for a partner with a compelling vision for the site who demonstrates experience in designing affordable and workforce housing development projects to meet community goals, in accordance with the terms, conditions, and specifications contained within these documents.

The overarching goal of this Request is to explore the feasibility of the construction of and possible design options for a housing development on the subject property.

SITE DESCRIPTION

Site 1 is approximately 11.8 acres of vacant land owned by the Town and MSD located at 3rd Street and Sanderson Drive (Parcel #140923200176 and 140923200177). Site 2 is approximately 2.8 acres of vacant land owned by the Town Young Street and Sanderson Drive (Parcel #140914300232).





Site 1 is situated at the south end of the Sanderson Drive loop and has immediate access to utilities including water, sanitation and electricity. This site will need to access directly off of Sanderson Drive. Site 1 is located in the Single-Family Residential (SFR) Zoning.



Site 2 is situated at the north end of the Sanderson Drive loop and has immediate access to utilities including water, sanitation and electricity. This site will need to access directly off of Sanderson Drive. Site 2 is currently located in the Community Facilities (CF) Zoning but could be rezoned to SFR.

PROJECT DESCRIPTION

The Town is seeking Proposals from experienced and innovative designers, developers, or organizations with the expertise and capacity to partner to create a vibrant, well-designed, and contextually appropriate housing project. This may include single-family residential, multifamily residential or a combination that is suitable for workforce housing. The overall project objectives are to:

- (i) Develop a vision and conceptual plan for the development of a housing project on the approximately 11.8 and 2.8 acre sites.
- (ii) Develop a vision and feasibility for connectivity of existing infrastructure.
- (iii) Create a business plan including financial modeling, funding stack, and a development pro forma to develop the proposed project.
- (iv) Identify and explain barriers or hardships that might require additional Town subsidies or incentives aside from the land identified.

PROJECT TIMELINE

- **Release of RFP:** March 2, 2026
- **Deadline for Receipt of Proposal:** March 27, 2026 by 3 pm
- **Bid Opening:** March 27, 2026 at 4:00 pm
- **Anticipated Date for Selection of Firm:** April 7, 2026
- **Contract Pricing Guarantee:** 120 days from contract award date
- **Completion Date:** Preferred 6 month after contract award date

BID SUBMISSION

The proposal deadline is **3:00 pm MST on March 27, 2026**. The proposal should either be mailed or hand-delivered to 345 Market Street, Meeker, CO 81641 in a sealed envelope or digital proposals may be accepted through Rocky Mountain E-Purchasing Systems, www.bidnetdirect.com/colorado. All submission materials shall be retained by the Town and not returned.

*If responding by mail, please clearly mark on the outside envelope “**BID ENCLOSED**”*

To facilitate the review of proposals, all proposals are required to adhere to the following requirements. The Town strongly encourages consultants to ensure that RFP submissions are concise and clearly organized. The RFP proposal must be written and organized in the order of each line-item A-H below. If the proposal is not in this format or does not include all the listed items, it may be deemed incomplete.

- A. Cover Letter.** Provide a letter of introduction or cover page from an authorized representative.
- B. Name, Title and Contact Information.** Include the name of the person or persons who will be authorized to make representations on behalf of the consultant, with all contact information.

- C. Company History.** Provide business background/overview of services offered by your company.
- D. Qualifications and Experience.** Provide the qualifications of the consultant and specialized experience and competence that qualify your firm to provide services required. Provide the names and qualifications of outside consultants and associates that will be employed to assist on the work to be performed under your proposals.
- E. References.** Provide a list of names, addresses and telephone numbers of at least three (public sector preferred) clients for which the consultant has successfully completed similar projects to that required by this RFP within the past five years.
- F. Description of Proposed Approach.** Provide detailed information on the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks.
- G. Project Schedule.** A proposed timeline for the completion of the project, including specific areas of concentration.
- H. Project Pricing.** The firm shall provide a cost estimate for completing the entire project including a lump sum dollar figure for all consultant and subconsultant services, travel, fees, and charges as well as document and graphics preparation, reproduction and delivery. List, by partner or staff level, hourly billing rates to be charged should the Town expand the scope of the project or require additional services.

PROPOSAL EVALUATION

A Selection Committee will review all qualified proposals. The Selection Committee reserves the right to contact any or all of the Proposers during the review process for clarification and/or understanding. Additionally, Proposer(s) may be asked to sit for a committee interview.

Questions and interviews are at the sole discretion and option of the Town/committee and may not be afforded to any or all Proposer(s). Any interview will be at the sole expense of the respondents. The quantity and quality of the responses will dictate this process.

Following the acceptance of a proposal, the selected Proposer and the Town must reach a contractual agreement prior to the start of any work for with the Town of Meeker would be obligated. Successful bidder will be required to have \$1 million General Liability Insurance.

Each proposal shall be evaluated and scored based on the following criteria:

- (i) The proposal gives a clear cost for the proposed scope of work.
- (ii) The proposer clearly demonstrates their success and abilities with work with government agencies and other development projects.
- (iii) The proposer shows their ability to bring the necessary resources and team to the effort to implement the project vision.