



DATE: May 31, 2024

Proposal Deadline: 12:00 P.M. (Noon), June 28, 2024

REQUEST FOR FUNDING PROPOSALS (RFFP)

The City of Edgewater (City) respectfully requests proposals from responsible and qualified **non-profit community-based housing development organizations** to provide housing projects in support of the Edgewater City Council Strategic Plan Priority 5, Housing.

The City of Edgewater has set aside \$46,500 for the 2024 calendar year in support of these proposals.

The goal of this request is to provide funding to non-profit community-based housing organizations (Organization) in support of a program(s) or service (s) that will provide affordable housing opportunities to Edgewater community. The selected party will provide program(s)/ service(s) as set forth in their respective proposals tailored to the needs of the Edgewater Community as set forth in the Scope of Service.

The City of Edgewater, Colorado will accept proposals via email at lpedroza@edgewaterco.com, until 12:00 p.m. June 28, 2024. Proposals received later than the above referenced time will not be accepted for review or consideration.

ONE (1) ELECTRONIC COPY OF YOUR PROPOSAL SHALL BE SUBMITTED AND RETAINED BY THE CITY OF EDGEWATER.

RFFP SCHEDULE

A tentative schedule of key dates for the solicitation has been established as follows:

May 31	RFFP Posted
June 20	Last date for questions
June 24	All questions and answers available by request (dmaples@edgewaterco.com)
June 28	Proposal Deadline
July 16	Funding Approval
August 16	Funding Available

CONDITIONS OF AWARD

It is the intent of the City to award to the most responsive organization provided that the proposal has been submitted in accordance with the requirements of this RFFP document, and is judged to be fair and reasonable. The City shall be the sole judge of the organization's qualifications, and whether the proposal is in the best interests of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the proposals.

The City shall have the right, in its sole discretion, to terminate this RFFP process with or without cause.

CONFIDENTIALITY

Proposals submitted to the City of Edgewater for consideration shall be subject to the Colorado Open Records Act. Any confidential information in your proposal shall be identified as such. Proposals submitted and terms and conditions specified in each organization's response shall remain the property of the City of Edgewater.

AMENDMENTS TO THIS REQUEST FOR PROPOSAL

The City of Edgewater reserves the right to amend this RFFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be available on the City of Edgewater's website (www.edgewaterco.com) and it shall be the responsibility of the organization to obtain all addenda.

If revisions are of such a magnitude to warrant, in the City of Edgewater's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

JOINT PROPOSALS

Multiple organizations may form a team to submit a joint proposal. All organizations involved must be identified in the proposal. A single individual and/or firm must be designated as having overall responsibility for services. The lead individual and/or firm will serve as the City's primary contact and will be responsible for ensuring agreed upon timelines and work requirements are met.

NO CONFLICT OF INTEREST

Organizations should have no real or apparent conflict of interest.

GENERAL INFORMATION

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the organization would complete all the elements of the "Scope of Services."

All proposal work products developed by the organization's team will become property of the City upon completion of the work. The City may request copies of relevant spreadsheets or databases developed as part of the organization's work.

SUBLETTING OF AGREEMENT

The organization will agree not to assign or sublet the whole or any part of the program/service without the prior written consent of the City.

ADDITIONAL INFORMATION

Proposals will be considered only from organizations that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The City reserves the right to be the sole judge of these criteria.

The City may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The City of Edgewater reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous to the City.

QUESTIONS

Questions regarding this RFFP must be addressed in writing via e-mail by the last day for questions date to:

2024 Request for Funding: Housing
Attn: Dan Maples
dmaples@edgewaterco.com

RFP ATTACHMENTS

Section I Background
Section II Scope of Services
Section III Proposal Submittal Requirements
Section IV Evaluation Criteria

Section I: Background

The City of Edgewater, Colorado became a city in 1901. Edgewater is a Home Rule City. Edgewater is located in Jefferson County, immediately west of the City and County of Denver, in the heart of the metropolitan area. Residents enjoy the convenience of nearby metropolitan services, and the ambiance of the City's small-town character. The City is approximately one square mile in size and, as of the 2010 United States Census, had approximately 5,170 residents.

The area is primarily comprised of single-family detached houses with higher density multi-family housing around the perimeter of the City. The 2010 Census shows that the demographics of the City are changing with increases in the number of Hispanic residents and a decrease in median age. This decrease in the median age is the result of younger people moving into the City.

There are three public schools located within the City, two elementary schools and one junior/ high school. All three schools have high Latino populations compared to the City population. The City's retail areas are located along Sheridan Boulevard and 25th Avenue. Neighborhoods are the heart of our community, and we envision these areas to provide a mix of well cared for housing types that allow for all income and age groups.

The City provides a full range of municipal services including administration, finance, building maintenance, municipal court, city attorney, police, street maintenance, parks and recreation, open space, water, trash, and sewer services.

In 2022 the City Council adopted the City of Edgewater City Council Strategic Plan. This plan lists the following as priorities:

Strategic Priority 1: Diversity, Equity, Equality, and Inclusion (DEEI): Provide programs, services, and events that are representative of, and accessible to, our diverse community and create an atmosphere where diversity is celebrated, encouraged, and supported.

Focus Areas

- *Internal City Policies and Procedures*
- *Community Engagement and Events*
- *Access to Services*



Strategic Priority 2: Community Safety and Well-Being: Prioritize holistic, diverse, and preventative measures to ensure that the entire city is, and feels, safe, secure, and well-cared for.

Focus Areas

- *Community Policing*
- *Mobility Safety*
- *Mental Health*
- *Neighborhood Compliance*



Strategic Priority 3: Sustainability and Resilience: Proactively work to manage resources responsibly and mitigate risks to ensure the needs of today and tomorrow can be met

Focus Areas

- *Environmental Adaptability*
- *Clean Energy*
- *Green Building Codes*
- *Community Vibrancy*



Strategic Priority 4: Business Community/Economics: Foster a cycle of mutual support between the city and the community, including residents and businesses, where we invest in each other.

Focus Areas

- *Economic Vitality*
- *Diversity of Commercial Tax Base*
- *Business Relationships*



Strategic Priority 5: Housing: Cultivate pathways that support the full spectrum of affordable and attainable housing needs within our community and empower people to access and/or remain in their homes for as long as they choose.

Focus Areas

- *Housing Stability*
- *Housing Access*
- *Homelessness Support*



Strategic Priority 6: Community Experience: Offer a diverse range of amenities and activities for residents, businesses and visitors that honor the city's history and support the arts, parks/recreation, and neighborly community gatherings.

Focus Areas

- *Heritage and Culture*
- *Recreation/Neighborhood Amenities*
- *Community Events*



Strategic Priority 7: Plan Alignment and Implementation: Proactively align existing and future plans and initiatives to create an integrated and holistic approach that improves quality of life for our community.

Focus Areas

- *Implementation Strategies*
- *Quarterly/Annual Benchmarking*
- *Plans and Coordination*



Section II: Scope of Service

The City of Edgewater (City) is requesting proposals from non-profit community-based housing organizations to provide housing support for the Edgewater Community. The City has set up funding that can be shared with organizations to further the strategic goals of the City Council.

More specifically with this request, the City of Edgewater is interested in programs that:

- Assist with keeping community members in their homes.
- Provide legal services for tenants and landlords.
- Maintain affordable units in Edgewater.
- Promote age in place opportunities for long term community members.
- Provide services and resources to the un-housed population.

Section III: Proposal Submittal Requirements

Interested organizations shall submit deliverables that clearly demonstrate their ability to provide the services as outlined in this Request for Funding Proposals. The following submittals shall be organized in the order listed below to facilitate fair and equitable evaluation of the responses.

1. **Cover Letter:** A cover letter shall be provided which succinctly explains the organization's interest in the project. The letter shall contain:
 - a. The name, address, and phone number of the person who will serve as an organization's principal contact and manager of the project with the City and shall identify individual(s) who will be authorized to make presentations.
 - b. Description of the organization's program, methodology, and approach for this project. Indicate how your process and approach will accomplish the scope of services.
 - c. The funding the Organization is requesting for the program/ service.
 - d. The timeline for the project/ service.
2. **Qualifications of Key Personnel:** Submit summarized resumes of all those who will be involved in completing the scope of services. Please include their experience in performing the required and necessary services or functions.
3. **Organization's Experience and References:** Provide at least three (3) references for completed projects of similar size and scope, including at least two (2) references for projects completed during the past two (2) years. Include the name of the organization, a brief summary of the work performed, and the name and telephone number of the responsible contact person.
4. **Program/ Service Budget:** Each proposal shall include a proposed budget for programs/services.

All questions, inquiries and requests for clarification shall be submitted via email to Dan Maples (dmaples@edgewaterco.com) by no later than the date listed on the RFFP Timeline above. The City shall make responses available by request by the date listed.

Proposals are required to be emailed to Lenore Pedroza, at lpedroza@edgewaterco.com. The City reserves the right to reject all proposals and further reserves the right to award the project to any organization.

Section IV: Evaluation Criteria

Evaluation Criteria

The City shall determine whether organizations have the basic qualifications to complete the project/ service. A committee of the City staff will evaluate the proposals based upon the following criteria:

1. The organization's experience as it relates to Section II,
2. Qualifications of key personnel that will be assigned to the project,
3. Narrative and project approach,
4. Timeline and completion of project/ service, and
5. Cost effectiveness.

Note: All respondents must initially represent themselves solely by their written submittal. After the selection committee has reviewed the proposals, the finalists may be asked to provide a personal presentation on site at the organization's sole expense, or the committee may conduct phone or video interviews. It is likely that initial presentations will be conducted virtually.