



**Boulder County Procurement  
1325 Pearl Street  
Boulder, CO 80302**

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP-056-24

**Project Name:** Casa de la Esperanza Architecture, Planning and Design Services

**Background:**

Boulder County Housing Authority (“BCHA”) is soliciting submittals from qualified planning, architecture, landscape architecture, and design firms to provide planning, design, community engagement and cost estimating services for Casa de la Esperanza located at 1520 South Emery Street, Longmont, CO, on two separate parcels, 131515106001 & 131515106002, approximately 5.31 Acres.

The Casa de la Esperanza (Casa) was originally built in 1993. The site includes 32 units of 3- and 4-bedroom apartment units, as well as a community building and playground. The property was funded with USDA Rural Development 514/516 federal funds which restrict the units to qualified low-income agricultural workers.

The community at Casa is made up of predominantly Spanish speaking and Latino households who work in agriculture. The community at Casa is community oriented and very tight knit. Many families who currently live at Casa have lived there for many years. Throughout the years, services and resources have been tailored to the community’s needs. The community building at Casa is a major resource for the residents at Casa and the greater Longmont Community. The community building offers different programming space, which includes a learning center with a computer/multifunctional room, office for the program staff, the Casa Robotics Academy room, community kitchen, community room, and property management offices.

The community building offers residents and the local community programs such as a homework club, tutoring services, translation services, sports clubs, art and summer programs as well as the highly popular Casa Robotics Academy. The Casa Robotics Academy has been highly successful and won several awards, but due to the popularity of the program, the current programming space has

become tight, not as functional as it could be, while also limiting students to participate in the Academy.

As of 2017, the property has experienced higher vacancy rates, which have impacted operations at Casa de la Esperanza. Currently, 14 of the 32 units are vacant. Higher vacancy rates are attributed due to several reasons, such as, incompatible wages and rent limits for the larger 3- and 4-bedroom units, seeing more individual households rather than larger families, less agricultural work due to more development in the area, effects due to a large processing plant closure, effects of the pandemic, USDA funding requires approved legal working status which excludes undocumented agricultural workers, and exclusion of agriculture workers working in the cannabis industry. To remedy the high vacancy issues, BCHA has submitted a Diminished Needs Waiver request to USDA to allow qualified low-income households that are not agricultural workers to reside at Casa. BCHA will still prioritize housing at Casa for agricultural workers, but opening housing to qualified low-income families would help fill the vacant units and provide much needed 3- and 4-bedroom homes for families.

In addition to solving the operational issues, the property needs significant upgrades, rehabilitation, and there is a possibility to redevelop the property to increase density. In 2017 and 2020, BCHA ordered physical needs assessments (PNA) on the Casa property. The PNA reports described all the immediate and future work needed at Casa; work such as ADA upgrades, resurfacing of the parking lot, and unit upgrades. The property does not currently meet ADA requirements, which causes compliance issues for BCHA. In addition, the playground and community building need significant work or replacement.

BCHA is engaging in a period of due diligence to vet the potential to upgrade, rehabilitate and/or redesign affordable housing in conjunction with the stated goals for the properties as defined by Boulder County and the City of Longmont. This due diligence may include cost estimates, preliminary architectural design, environmental studies, engineering studies, financial feasibility analysis, and entitlement review, among other items.

Boulder County and the City of Longmont have specific goals related to the development of the site, and that development of the site should include, at minimum, the following:

- City Development and Design Standards and Multimodal & Comprehensive Plan
- Preservation of Affordable Housing

**Instructions:**

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

**Contact:**

To contact Boulder County Procurement or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

**Addendum:**

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

**Need Help:**

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at [support@gobonfire.com](mailto:support@gobonfire.com).

**Americans with Disabilities Act (ADA):** Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.