



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-128-25

**Project Name: Boulder County Housing Authority (BCHA) Development Consultant:
Willoughby Corner Phases 2 & 3**

Background:

With a focus on sustainability and livability, Willoughby Corner offers a variety of building types, including apartments, duplexes, and town homes. Phase 1 is on track to open at the end of 2024 includes a total of 192 units serving residents making 30-60% AMI - Búho Place, a 63-unit apartment building restricted to residents aged 55-and-over, four multifamily buildings with 129 rental apartments, a community building, and robust on-site amenities. Phase 2 will include 128 units of rental multifamily apartment homes and Phase 3 will deliver up to 80 affordable for-sale homes. All units will be affordable and net-zero ready.

Boulder County Housing Authority (“Owner”) is seeking proposals for a Development Consultant to oversee, coordinate, and project manage all activities related to due diligence, financing, pre-development, design and construction required for the completion of Phases 2 and Phase 3 site work. The scope of work for Phase 2 will include delivery of 128 units of multifamily rental apartment homes, primarily financed with Low-Income Housing Tax Credits. Phase 3 will include the addition of up to 80 affordable for-sale homes. Because of the different unit types (rental vs home ownership) Boulder County Housing Authority (BCHA) will offer applicants the opportunity to submit a proposal for EITHER Phase 2 OR Phase 3 OR Phase 2 & 3.

Instructions:

Boulder County uses a [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

Important: 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 Purchasing or ask questions in relation to this proposal, respondents must register on [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

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.

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