



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-171-25

Project Name: Dover Capital Improvement Project (CIP)

Background:

Boulder County Housing Authority (BCHA) is seeking qualified vendors to complete a Capital Improvement Project (CIP) at its Dover property. This initiative is part of BCHA's ongoing efforts to preserve and enhance the quality, safety, and longevity of its affordable housing portfolio.

The Dover property is a critical component of BCHA's housing infrastructure, and the planned improvements are necessary to ensure compliance with current building standards, address deferred maintenance, and support the long-term sustainability of the site. The scope of work will focus on targeted infrastructure and building upgrades, with specific components to be outlined in the full project specifications.

This RFP is intended to identify a vendor with the capacity, experience, and qualifications to carry out the proposed work efficiently and with minimal disruption to residents. The selected contractor will be expected to collaborate closely with BCHA staff and designated project managers to ensure that all project milestones are met on time, within budget, and in accordance with applicable codes and regulations.

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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