



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

## **SUBMISSION INSTRUCTIONS**

---

**Reference Number:** RFP-189-25

**Project Name:** Landscape Architect for Willoughby Corner Phase 2 and 3

### **Background:**

The Boulder County Housing Authority (BCHA) is soliciting proposals from qualified landscape architecture firms for the design of all landscape and exterior amenity improvements associated with Phase 2 (128 affordable rental homes) and Phase 3 (80 affordable for-sale homes) of the Willoughby Corner neighborhood in Lafayette, Colorado. The selected landscape architect will provide full design services from conceptual design through construction documents and construction administration. The work shall include but not be limited to: site landscape and planting design, irrigation plans, amenity area and hardscape detailing, conceptual plaza layouts, outdoor seating and site furnishings, and enhanced landscaping at key frontage and entry locations. Coordination between civil engineering and landscape architecture is a critical factor in BCHA's decision to include landscape architecture within the overall site design scope. The successful firm must coordinate closely with the civil engineer, architect, and other consultants to ensure an integrated and cohesive site design.

### **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](mailto:support@gobonfire.com).

**Americans with Disabilities Act (ADA):** Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email [ADA@bouldercounty.gov](mailto:ADA@bouldercounty.gov), or call 303-441-1386. [View the county's accessibility statement](#).