



REQUEST FOR PROPOSALS — Town of Silver Cliff,
Board of Trustees
HUD NEPA Services RFP- Town of Silver Cliff Town Plaza

RFP Issued: January 13, 2025

Proposals Due: January 30, 2025, by 4 p.m.

INTRODUCTION

Town of Silver Cliff is soliciting Request for Proposals (RFP) for consultant technical assistance in completing the required National Environmental Policy Act (NEPA) application through the Department of Housing and Urban Development (HUD). The selected consultant must demonstrate working knowledge of the HUD Environmental Review Online System (HEROS). The Town is seeking assistance with the completion of the Community Project Fund (CPF) Title 24 Part 58.

The Town was awarded Congressionally Directed funding through HUD's Community Project Funding (CPF) for the Town of Silver Cliff Town Plaza project. The completion of the required NEPA application process is the first step to allow the project to proceed.

The goal of the RFP scope of services is to ensure the selected consulting firm completes all necessary due diligence processes, applications, reports and documentation for the submittal of the required Form 7015.15 to access HUD CPF for the development of Housing and other community uses at the Town Plaza location. The selected consultant is required to submit to HUD on the Town of Silver Cliff's behalf the required HEROS application by January 30, 2025. This includes any additional requirements that may be required or discovered in working through the application process with HUD.

Project Location

The project location is located north of Highway 96 (Main Street) in between Strait Street going west to Mission Drive and north to North Emery Street the property contains 41.15 acres.

Project Description

Acquisition of property for the Silver Cliff Town Plaza, develop a Master/Development Plan for this property to include a business district for businesses to build their own buildings, with the natural drainage used as green space. The Town of Silver Cliff will build its new Town Hall on 2 acres in the area, which is not included in this funding.



Project Budget

This project is funded through Congressionally Directed grant funds. Costs are anticipated to be in line with HUD's best practice protocol for the completion of the HEROS application. The selected firm is accepted to ensure all work billed is in compliance with HUD's guidelines.

SUBMISSION REQUIREMENTS

The Town is open to consideration of all creative and viable consulting services that are consistent with the objectives of this Request for Proposals (RFP). **Interested parties should review the contents and requirements of this RFP and submit their responses no later than 4:00 p.m. on January 30, 2025.**

Responses should be provided electronically in PDF format to Ileen Squire townclerk@silvercliffco.com and H.A. Buck Wenzel, Mayor mayor@silvercliffco.com.

Questions can be directed to Ileen Squire 719-783-2615 or H.A. Buck Wenzel, Mayor 719-783-2615

RFP responses should contain the following elements:

1. Cover Letter

The Town is seeking an introductory narrative. Please provide:

- Background of your firm/project team and experience with HUD's HEROS Applications;
- Your experience working with similar communities and your familiarity with the Town of Silver Cliff;
- Your firm's experience with HUD's NEPA regulations;
- Specific and recent examples of lessons learned in similar communities and the solutions you have implemented going forward; and,
- The reasons the Town should select your firm/project team.

2. Understanding & Approach:

- Details on the scope of work that is anticipated to be completed through the HEROS application;
- Your firm's approach to ensuring outreach and understanding of cost realities for the development of the HEROS application;
- Experience with NEPA;
- Your firm's ability to complete the requirements of the HUD NEPA review.
- A detailed scope of work indicating key tasks and assumptions; and,
- Any other information your firm deems relevant to your team's approach.

3. Project Schedule & Timeline

- Provide a detailed schedule for project completion with milestones that will be achieved within the tentative timeline below. The Town is especially interested in project proposals that have a final submittal by the date of March 17, 2025.

4. Team:

- Show your proposed organization chart;
- Describe the proposed team members;
- Describe team member experience with projects of this kind;
- Indicate team member availability to work on this project;
- Indicate the location of team members performing work;
- Two references of similar projects;

5. Budget

- Please provide a detailed budget. Please include itemized costs that include all aspects of completing the HUD HEROS application for CFP funding and the submittal of the required 7015.15 RROF Form application.

EVALUATION CRITERIA AND REVIEW PROCESS

The RFP selection recommendation will be made by Town Clerk and Mayor to the Board of Trustees (BOT). A Professional Service contract with the Town BOT for their consideration and execution of Professional Service Contract is required.

Selection criteria will include:

1. Qualifications of proposed project team;
2. Consideration for minority or woman owned businesses;
3. Proposed scope of work and project process;
4. Successful history and experience with past projects in similar communities;
5. Overall strength of project proposal;
6. Proposed Project Schedule;
7. Proposed Budget
8. References.

RFP TIMELINE

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|-------------------------|--|
| January 13, 2025 | -RFP issued and advertised |
| January 30, 2025 | -Proposals due by 4 p.m. |
| February 3, 2025 | -Reference checks, staff review, and final recommendation to BOT |
| February 4, 2025 | * -Applicant selection and professional service contract approval by Board of Trustees*. A Final Scope of Services and budget must be completed for the contract. (*this date is subject to change based on agenda availability or if additional information is deemed to be required for the selection process) |

GENERAL CONDITIONS

Reserved Rights:

The Town of Silver Cliff reserves the right to:

- Modify or cancel the selection process or schedule at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the Town to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents;
- Judge the respondent's written or oral representations as to their veracity, substance and relevance to development of the Property, including seeking and evaluating independent

information on any project team;

- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the County and the respondent;
- Issue revisions to the RFP or amend the scope of the RFP; and,
- The Town of Silver Cliff is an equal opportunity employer with all RFP respondents.

Hold Harmless: By participation in this RFP process, responders agree to hold harmless the Town of Silver Cliff, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc. between the Town and respondents are public information subject to the laws and regulations that govern the Town, unless specifically identified otherwise.

Expenses: All expenses related to any project team's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that project team.

We appreciate your interest and look forward to hearing from you.