

REQUEST FOR PROPOSAL (RFP) FOR CITY OF CREEDE, COLORADO PLANNING CONSULTING SERVICES

INTRODUCTION

The intent of this REQUEST FOR PROPOSAL is to obtain a qualified person, firm, or corporation, hereafter referred to as Consultant to provide to the City of Creede, one or both of the following:

- A. Land Use Code:** Coordinate updates to Creede's Land Use Code in coordination with Creede's Planning and Zoning Commission. In addition, update the zoning map by the consultant or subcontracted to a GIS professional.
- B. Housing Needs Assessment:** On behalf of the City of Creede, partner with Mineral County Colorado and Creede School District in a Housing Needs Assessment, Inventory and Housing Action Plan.

To be eligible for consideration, the Planning Consultant must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Katie Sickles, City Manager
City of Creede
P.O. Box 457
Creede, CO 81130
Office (719)658-2276, Ext 1
Mobile (719) 663-0901
Email: manager@creedetownhall.com

SUBMITTAL DATE & LOCATION

All proposals must be delivered prior to 12:00pm noon, March 11, 2026. Proposals must be submitted via email addressed to the Katie Sickles manager@creedetownhall.com with the subject line plainly marked "Planning Consultant Response to RFP."

A. LAND USE CODE (Estimated Budget \$10,000)

The City is requesting proposals in updating, in coordination with the Planning and Zoning Commission, portions of the Land Use Code regarding zoning. The City's existing Land Use Code, which is codified as Chapter 9 Development Code was last updated in 2016. The intent of this project is to update and modernize the zoning portion of the Code in coordination with the Planning and Zoning Commission supported by city staff. While it is anticipated that this portion will be minor in relation to an expansive Code Update the intent is to maintain the existing Code's overall format and structure.

The last update of the Zoning Map was 2011. The City is seeking a consultant that has GIS experience or can subcontract with a GIS professional to update the zoning map. The deliverable shall include a shapefile of the zoning code districts that can be managed by the City Engineer. (Datum: NAD 83 (2011,) State Plane Coordinate System, Colorado South 0503 (US feet))

B. HOUSING NEEDS ASSESSMENT SCOPE (Estimated Budget \$40,000)

Outline of phases: 1) Phase 1 on behalf of the City of Creede focus on developing a specific local housing needs assessment and building alignment in coordination with Mineral County and the community and 2) Phase 2 focus on implementation and pre-development as funds are available.

Phase 1: Housing Needs Assessment and Alignment by assessing:

- Inventory of homes for rent and for sale
- Housing units occupied by non-year-round residents
- The prevalence and impact of short-term rentals
- Vacancy patterns and seasonal use

Focus on housing demand. Rely on target data collection and stakeholder input to understand who needs housing, what they need, and the extent to which housing challenges affect daily life in Mineral County, such as:

- Surveys of employers and employees
- Outreach to community organizations
- Interviews or surveys with property managers and housing stakeholders

Examine housing preferences, current housing costs, housing burden, and the ways housing availability influences residents' ability to live, work, and remain in the community. Use the supply and demand findings, identify feasible housing opportunities. Focus on translating need into realistic options by examining:

- The types of housing most needed, with an emphasis on missing middle housing
- Where housing could realistically be built or converted
- Availability of buildable land, underutilized parcels, or vacant homes
- Constraints related to zoning, infrastructure, and land use

Evaluate feasibility and financial considerations. What scale of housing production or conversion is achievable, the costs associated with creating or incentivizing needed housing, and high-level funding and financing considerations. This analysis will also explore the broader economic and fiscal impacts of improved housing availability, including workforce stability and potential local revenue generation.

Findings to be shared with City Leadership, County Commissioners and key stakeholders. Community conversations shall be facilitated to gather feedback. This input should be used to refine priorities and recommendations and build alignment around a clear set of next steps.

Phase 2: Implementation and Pre-Development Support

Provide City of Creede with subject matter expertise and capacity needed to carry forward the recommendations that emerge from Phase 1. While Phase 1 may focus on analysis, alignment, and strategy, translating that work into real housing outcomes.

The City will be seeking dedicated pre-development support, rather than adding this work to existing staff responsibilities. The consultant will lead the implementation-oriented tasks that Phase 1 identifies as necessary to accomplish housing. Throughout this phase, City of Creede will remain the decision-maker and owner of the project. The role of the consultant is to advance the work, elevate clear options and analysis, and support informed decision-making.

Late proposals will not be accepted under any circumstance.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing consultants shall submit the following with response to the Request For Proposal addressing one or both requests:

1. Cover Letter
2. Full Name of Person, Firm or Corporation
3. Site and Mailing Address
4. Email Address
5. Contact Telephone Number
6. All price quotes must be firm for a period of (60) days following the opening of the proposal.

The City of Creede reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the proposal to the most responsive and responsible proposal as deemed in the best interest of the City of Creede.

EVALUATION OF PROPOSALS

The Board of Trustees of the City of Creede and the City Manager will evaluate all proposals.

The City MAY interview those prospective consultants. During the interview and evaluation process, the City reserves the right to accept or request additional information

EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in service cost and the scope of the services offered.
- B. Responsibility of the consultant and experience in dealing specifically on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the term of the Request for Proposal.