[Organization Logo]

EXAMPLE\_ORGANIZATION

1234 Example Street, CITY\_NAME, CO 12345

Phone (000) 000-0000

Fax (000) 000-0000

REQUEST FOR PROPOSAL

MARKET STUDY

## OVERVIEW

EXAMPLE\_ORGANIZATION is a nonprofit organization that was formed to provide more affordable housing options for CITY\_NAME’s low-income residents. It was founded in 2000 and currently owns and operates over 100 units of affordable housing in and around CITY\_NAME.

EXAMPLE\_ORGANIZATION is now soliciting proposals from qualified and licensed entities to provide Market Study services for an affordable housing development. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined in this document in its entirety.

## RFP INFORMATION AT A GLANCE

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| --- | --- |
| EXAMPLE\_ORGANIZATION CONTACT PERSON | Sample Person, Real Estate DirectorPhone: 000-000-0000, Sample.Person@exampleorg.org |
| RFP PICK-UP AND SUBMITTALS | EXAMPLE\_ORGANIZATIONc/o Sample Person, Real Estate Director1234 Example StreetCITY\_NAME, CO 12345 Email: Sample.Person@exampleorg.orgFax: 000-000-0000 |
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| --- | --- |
| RFP DOCUMENT QUESTION DEADLINE | Time: Friday, August 28, 2009 |

 | June 3, 2022 |
| PROPOSAL SUBMITTAL DEADLINE | June 30, 2022, 10:00 a.m. Mountain Time |

EXAMPLE\_ORGANIZATION’S RESERVATION OF RIGHTS NOTICE:

1. EXAMPLE\_ORGANIZATION reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
2. EXAMPLE\_ORGANIZATION reserves the right not to award a contract pursuant to this RFP.
3. EXAMPLE\_ORGANIZATION reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. EXAMPLE\_ORGANIZATION reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
5. EXAMPLE\_ORGANIZATION reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Proposals without the written consent of the EXAMPLE\_ORGANIZATION Executive Director.
6. EXAMPLE\_ORGANIZATION reserves the right to negotiate the fees proposed by the proposer entity.
7. EXAMPLE\_ORGANIZATION reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete Proposals and/or Proposals offering alternate or non-requested services.
8. EXAMPLE\_ORGANIZATION shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director

## SCOPE OF PROPOSAL

EXAMPLE\_ORGANIZATION is planning to prepare and submit an application for the Colorado Division of Housing’s DOH\_EXAMPLE\_FUNDING\_PROGRAM. The proposed project will include no less than 25 nor more than 50 multifamily rental homes. The development, tentatively named DEVELOPMENT\_NAME, will be constructed on a lot at 123\_EXAMPLE\_STREET.

The Market Study for the proposed affordable housing project must comply with all relevant market study guidelines requirements of DOH\_EXAMPLE\_FUNDING\_PROGRAM.

Qualified firms must have a minimum of five years of experience completing market studies for multifamily rental projects.

## PROPOSAL REQUIREMENTS

All proposals submitted in response to this RFP must include the following components:

* The firm’s name and contact information.
* A detailed scope of services for the preparation of the market study described in the Scope of Proposal section above.
* A proposed fee for the services.
* A proposed schedule that will have the final market study report completed and accepted by EXAMPLE\_ORGANIZATION no later than October 30, 2022.
* A demonstration of the proposer's knowledge, qualifications, experience, technical competence and capability to provide the services detailed. This should include a resume of the market analyst firm, as well as the firm’s individual analysts, detailing affiliations, designations, credentials, certifications, and licenses.
* Specification of whether your firm has a female or racial/ethnic minority owner and any related certifications of this status.
* A copy of a market study report prepared by the proposer for a project in the past three (3) years. This copy will be compared to the DOH\_EXAMPLE\_FUNDING\_PROGRAM requirements as part of the proposal evaluation. If the example provided did not fully comply with DOH\_EXAMPLE\_FUNDING\_PROGRAM requirements, the proposer can provide additional context or examples to demonstrate how these requirements would be met.
* Three client references for similar or related scopes of work in the past three years.
* A disclosure of any and all real and potential conflicts of interest, including signed waivers regarding such conflicts.
* Any other information the propose thinks would be appropriate to assist EXAMPLE\_ORANIZATION in its evaluation.

## PROPOSAL SUBMISSION:

All Proposals must be submitted to the EXAMPLE\_ORGANIZATION Office no later than the submittal deadline stated herein (or within any ensuing addendum). Proposals can be submitted by mail, email or fax as described below. All proposals must be received by June 30, 2022 at 10:00am Mountain Time.

Questions regarding this Request for Proposal can be submitted using the same submission process. All questions and requests for clarification must be received by close of business, June 3, 2022 to allow adequate time to respond to all proposers.

If a contract is awarded pursuant to this RFP, EXAMPLE\_ORGANIZATION will notify the proposer using the contact information included in the proposal.

**Mail:** Mail completed proposals to:

EXAMPLE\_ORGANIZATION

c/o SAMPLE PERSON, Real Estate Director

1234 Example Street

CITY\_NAME, CO 12345

The package exterior must clearly denote “Market Study” and must have the proposer’s name and return address. Proposals submitted after the published deadline will not be accepted.

**Email:** Send an email to: Sample.Person@exampleorg.org with the subject line of “EXAMPLE\_DEVELOPMENT Market Study RFP”

**Fax:** Fax proposals to: (000) 000-000. The coversheet should be addressed to Sample Person, Real Estate Director and include the subject line “EXAMPLE\_DEVELOPMENT Market Study RFP”

## CONTRACT CONDITIONS

The following provisions are considered mandatory conditions of any contract award made by EXAMPLE\_ORGANIZATION pursuant to this RFP:

**Assignment of Personnel**

EXAMPLE\_ORGANIZATION shall retain the right to demand and receive a change in personnel assigned to the work if EXAMPLE\_ORGANIZATION believes that such change is in the best interest of EXAMPLE\_ORGANIZATION and the completion of the contracted work.

**Unauthorized Sub-Contracting Prohibited**

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the EXAMPLE\_ORGANIZATION Executive Director.

Any purported assignment of interest or delegation of duty, without the prior written consent of the EXAMPLE\_ORGANIZATION Executive Director shall be void and may result in the cancellation of the contract with EXAMPLE\_ORGANIZATION, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; as determined by EXAMPLE\_ORGANIZATION.

**Contract Period**

This is a single task contract. All work must be completed and the final report issued no later than October 30, 2022.

**Licensing and Insurance Requirements**

Prior to award (but not prior to submission of the proposal) the firm awarded the contract will be required to provide:

1. a copy of the entity’s business license allowing that entity to provide services within the State of Colorado;
2. an original certificate from the entity’s industrial (workers compensation) insurance carrier;
3. evidence of malpractice insurance coverage with notification;
4. original certificates (that also includes auto coverage), naming the EXAMPLE\_ORGANIZATION as an additional insured, showing the entity’s liability insurance coverage (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $5,000,000), with a deductible of not greater than $1,000;
5. evidence of professional liability coverage (minimum of $1,000,000 each occurrence), with a deductible of not greater than $1,000;

**Right To Negotiate Final Fees**

EXAMPLE\_ORGANIZATION shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after EXAMPLE\_ORGANIZATION evaluation panel has chosen an apparent successful proposer. If such negotiations are not, in the opinion of EXAMPLE\_ORGANIZATION evaluation panel, successfully concluded within five (5) business days, EXAMPLE\_ORGANIZATION shall retain the right to end such negotiations and begin negotiations with another proposer. EXAMPLE\_ORGANIZATION shall also retain the right to negotiate additional fees with any proposer, if EXAMPLE\_ORGANIZATION’s needs in these areas change.

**Billing/Payment Methods**

This is a single task contract. Payment will be made upon completion and acceptance of the Market Study. EXAMPLE\_ORGANIZATION reserves the right to make payment within 30 days of the receipt of the completed Market Study.

**Contract Service Standards**

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.