



**Steamboat Springs School District RE-2**  
**REQUEST FOR QUALIFICATIONS & PROPOSAL**  
**FOR**  
**OWNER'S REPRESENTATIVE SERVICES**

**Steamboat Springs School District Office RE-2**  
**325 7th Street**  
**Steamboat Springs, Co 80487**

**Proposals due by: August 5, 2026**

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## SECTION 1: Introduction

Affordable housing remains one of the most pressing challenges in Steamboat Springs. The Steamboat Springs School District is committed to developing sustainable, long-term housing solutions for its teachers and staff. Important pre-development works remains to be completed so that an affordable housing project with complete, actionable steps can proceed and construction begin.

The Steamboat Springs School District RE-2 (District) is soliciting Statements of Interest, Qualifications and Proposals from qualified firms to provide Owner's Representative Services to assist the District in the pre-development work and pre-construction work for new affordable employee housing. Prospective respondents (Respondents) are advised to read this information carefully prior to submitting a proposal.

### SUMMARY

The purpose of this RFQ&P is to seek a qualified Owner's Representative to complete important pre-development work, and assist in reviewing proposals from qualified developers to provide a financially feasible plan to develop the site, inclusive of utilities, and design and construct approximately 20 employee residences on an existing 2.23 acres owned by the Steamboat Springs School District near the Sleeping Giant School.

One digital PDF copy must be submitted to the Director of Finance and Operations **by August 5, 2026 at 4:00pm**. Proposals shall be addressed to Stephanie Juneau at [sjuneau@ssk12.org](mailto:sjuneau@ssk12.org), with a copy to the Facilities Manager, Pascal Ginesta, at [pginesta@ssk12.org](mailto:pginesta@ssk12.org). Proposals must be in PDF format and must be fully ADA compliant. Respondents shall be responsible for ensuring that proposals submitted are received by the Director of Finance and Operations prior to the deadline. The District is not responsible for any technical issues, including file accessibility, that prevent timely submission. If the Respondent does not receive a confirmation from the Director of Finance and Operation that the proposal has been received, Respondent should assume the transmission failed and either resubmit or arrange for another method of delivery. Respondents are also encouraged to contact the District to confirm receipt of their proposal prior to the deadline.

### QUESTIONS

Questions regarding this RFQ&P are to be directed by email to Stephanie Juneau at [sjuneau@ssk12.org](mailto:sjuneau@ssk12.org), with a copy to Pascal Ginesta at [pginesta@ssk12.org](mailto:pginesta@ssk12.org). Such contact shall be for clarification purposes only. Questions shall be submitted no later than 4:00 p.m. MST, July 15, 2026. Written responses will be available no later than 4:00 p.m. MST, July 22, 2026. Answers to submitted questions will be available on the Steamboat Springs School District website under "News and Announcements".

## **SCHEDULE AND TIMELINE**

Monday, July 6, 2026	Release of RFQ&P document
Wednesday, July 15, 2026	Question deadline
Wednesday, July 22, 2026	Written response to questions posted
Wednesday, August 5, 2026	Proposal Due Date
Week of August 17, 2026	Interviews (if District deems necessary)
Monday, August 24, 2026	Recommendation to Board of Education
Tuesday, August 25, 2026	Notice of Award

The District may revise the schedule and timeline as needed.

## **SECTION 2: Purpose**

The purpose of this Request for Qualifications & Proposal is to identify an experienced Owner’s Representative Services firm with the best combination of qualifications, to develop and assist the District with respect to pre-development work, as well as selection, oversight, and pre-construction work related to an affordable housing developer to construct District owned affordable employee housing.

### **OWNER’S REPRESENTATIVE**

The primary role of the Owner’s Representative is to act as the District’s point person responsible for pre-development and oversight of the design and construction firm chosen to develop affordable housing for the District. As the point person, the Owner’s Representative is the District’s project leader and primary coordinator between the District and the design and construction firm. All direction and communication with all entities of the project from the District runs through and is coordinated by the Owner’s Representative under the direction of the Facilities Manager.

The Owner’s Representative, as the District’s agent, is responsible to represent and advocate for the District’s interests in working with all entities of the project. In this capacity, the Owner’s Representative will work closely with key District officers, District administration, the Board Education and other District staff as required.

## **SECTION 3: General Scope of Services**

### **PRE-DEVELOPMENT SERVICES**

The Owner's Representative shall review information relevant to the District's affordable housing project progress to date, including previously completed surveys, preliminary site plans, and previously received development proposals.

The Owner's Representative shall determine if a new survey of District staff should be conducted, and if so, lead and design the survey process and review results.

The Owner's Representative shall lead community communications and outreach as necessary.

The Owner's Representative shall work with the Director of Finance and Operations to research, model, and develop partnerships around funding sources to ensure adequate capital is available for eventual obligations of an employee housing project.

The Owner's Representative shall lead an employee-based advisory committee to ensure staff voices are heard.

The Owner's Representative shall advise the Board of Education if a previously received developer proposal should be selected, or if a new Request for Proposal process should proceed.

If a new Request for Proposal is recommended, the Owner's Representative will work with District staff and administration to develop, publish, review and evaluate proposals.

### **PRE-CONSTRUCTION SERVICES**

The Owner's Representative shall engage in contract negotiations with the chosen developer, and advise the District regarding recommendations concerning the scope of services, timeline, and fees to complete the housing project in accordance with District goals.

The Owner's Representative shall provide advice to the District on all matters relating to the planning design, governmental approvals, construction and other activities necessary to complete the housing project.

The Owner's Representative shall review and submit to the District a preliminary estimated schedule for completion of the design and construction of the project, including the various major activities to be undertaken in connection with the project and the approximate timing for the commencement and completion of said activities. The Owner's Representative shall assist the District in evaluating and establishing a project budget based on preliminary estimate of project costs.

The Owner's Representative shall consult with the District regarding all site evaluation activities, including but not limited to evaluating any further soil reports or studies required, evaluating site plans, survey, topographical survey, schematic designs and elevations for the project, and determining the need for any additional actions required related to underground utilities, access, encroachments or other development limitations.

The Owner's Representative shall coordinate with the various municipal and other governmental agencies having permit responsibilities for the proposed project, and shall represent the District at meetings of the applicable governmental unites.

The Owner's Representative shall review and comment on the drawings and specifications for the project, and coordinate their review with the District.

The Owner's Representative shall assist the District in the evaluation and recommendation of appropriate design alternatives in consideration of the District's housing goals, budget and desired schedule.

The Owner's Representative shall assist the District in setting a final project budget, based on the approved design, project schedule and financial considerations determined during the pre-development phase.

## **SECTION 4: Proposal Guidelines and Format**

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the District by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFQ&P shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFQ&P, and should not contain redundancies and conflicting statements.

Proposals shall be formatted with easy-to-read font size and style, pages shall be numbered, and individual sections shall be divided for easy identification.

Proposals shall contain the following information in the order listed:

## **1. INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Stephanie Juneau, Director of Finance and Operations  
Steamboat Springs School District RE-2  
325 7th Street  
Steamboat Springs, Co 80487

The letter should be signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The Letter must contain a commitment to provide the services described herein and the personnel proposed for the assignment. The introductory letter is intended to highlight the contents of the proposal and provide the District evaluators with a broad understanding of the Respondent's technical approach and ability.

## **2. AVAILABILITY**

Provide a statement regarding general availability and potential existing project conflicts over the ensuing twelve (12) months from date of award to complete pre-development and pre-construction services for the District

## **3. QUALIFICATIONS AND EXPERIENCE**

Provide a narrative describing a brief history of the firm, and an overview of specific qualifications and affordable housing projects within the K-12 school market. Please include names of school districts and descriptions of the work performed by your firm for projects similar in size, scope and complexity. Include additional information the Respondent feels is a unique qualification and is of direct benefit to the District's affordable housing project, including but not limited to the following:

- a. Key staff, including brief resumes that include length of time providing such services and contact information (including location, phone and email address). The proposal should indicate each team member's responsibility for project tasks. Identify the lead person who will be the primary liaison.
- b. General approach to managing projects on time and on budget.
- c. Number of years the firm has provided Owner's Representative Services for K-12 school districts.
- d. The firm's view and approach to the role of District's Owner's Representative in partnering with the District, community, and chosen developer.

#### **4. CONFLICT OF INTEREST STATEMENT**

Submit a statement regarding any activities or relationships of the Respondent that might create a conflict of interest for the Respondent or the District, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the District to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

#### **5. PRICING**

The Respondent shall provide pricing including but not limited to proposed professional fee, reimbursable items and schedule of invoicing.

#### **6. REFERENCES**

Provide of at least three (3) references with contact names, title and current telephone numbers and e-mail address, who can provide information concerning the Respondent's experience in similar projects.

## **SECTION 5: Evaluation and Selection Criteria**

### **PROPOSAL EVALUATION**

Only complete proposals will be considered. The District will compile a Review Committee for the evaluation of submitted proposals. The Review Committee shall select a firm or individual for recommendation to the Board of Education on the basis of the following criteria:

#### **Qualifications and Experience (50%)**

- Experience with pre-development and pre-construction activities, specifically those supporting affordable housing projects for K-12 school districts.
- Experience with pre-development and pre-construction activities, specifically within Colorado mountain resort towns.
- Strength, stability, and experience of team members individually and working as a team.

#### **Pricing (20%)**

- Assessment of pricing to provide pre-development and pre-construction services

#### **References (20%)**

- Number and assessment of Respondent's relevant references

#### **Availability (10%)**

- Availability to provide services over the ensuing 12 months from date of award

## **SECTION 6: General Policies**

### **LATE PROPOSALS**

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each respondent assumes responsibility for timely submission of its proposal.

### **WITHDRAWAL OR MODIFICATIONS OF PROPOSALS**

Any proposal may be withdrawn or modified by a written request signed by the respondents and received by the District prior to the final time and date for the receipt of proposals. After the deadline, proposals are considered final, and respondents will be expected to fulfill the terms outlined in their submission.

### **PROPOSAL ACCEPTANCE AND REJECTION**

The District reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process.

### **PROPOSAL EVALUATION AND AWARD**

Evaluation will be made on the basis of the weighted scoring as noted in Evaluation and Selection Criteria section. Proposals shall be evaluated by the Review Committee. Nothing herein shall obligate the District to award a contract to any Respondent.

### **DISCLOSURE OF SUBMITTED MATERIALS**

After selection and execution of the contract(s), (or prior thereto if required by law) all information and materials provided in each submittal received is subject to disclosure through a public records request pursuant to the Colorado Open Records Act, or otherwise as may be required by law. The District will comply with applicable legal requirements regarding the release of confidential or proprietary information and will evaluate any requests for confidentiality in accordance with those laws.

### **WAIVER OF IRREGULARITIES**

The District retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the requirements of this RFQ&P, and the District reserves the right to award a contract to a Respondent submitting any such non-compliant proposal, all in the District's sole discretion.

### **QUALIFICATION/INSPECTION**

Proposals shall only be considered from Respondents normally engaged in providing the

types of services specified herein. By responding to this RFQ&P, the Respondent consents to the District's right to inspect the facilities, products, personnel, and organization at any time, or to take any other action necessary to determine Respondent's ability to perform. The District reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The District reserves the right to interview any or all Respondents and/or to award a contract without conducting interviews.

## **PERFORMANCE**

It is the intention of the District to acquire products or services as specified herein from a Respondent that will give prompt and convenient service.

## **AGENCY DISCRETION, NON-LIABILITY WAIVERS, AND HOLD HARMLESS**

The information in this RFQ&P is intended to provide general information regarding the District's affordable housing goals. This information is not intended or warranted to be a complete statement of all of the information the Respondents might be required to ultimately provide.

This RFQ&P does not commit the District to pay any costs incurred in the preparation of a response. The District reserves the right to accept or reject any proposal in part or in its entirety. The District reserves the right to choose any number of qualified proposals. In addition, the District reserves the right to issue written notice to all participants of any changes in the proposal submission schedule or other schedules, should the District determine, at its sole discretion, that such changes are necessary.