



Town of Frisco, Colorado

**Inclusionary Housing Feasibility
and
Linkage Fee Nexus Study**

Request for Proposals

**Release Date:
APRIL 9TH, 2026**

**Submittal Deadline:
APRIL 30TH, 2026
AT 4:00pm MST**

Invitation

The Town of Frisco is soliciting proposals from qualified consultants for the purpose of completing a Nexus Study to fully understand affordable housing demand created by commercial and residential development, to inform legally defensible policy and fees, and evaluate the impact of various mitigation rates on development. Additionally, a feasibility analysis of a mandatory inclusionary housing ordinance (production-based or fee-based) is also desired. The Town is seeking a consultant who is knowledgeable of housing issues and trends in Colorado mountain communities. **All bids associated with this Request for Proposals (RFP) will be due no later than 4:00 pm MST, Thursday, April 30th, 2026.**

Background

The Town of Frisco is located within Summit County at an elevation of 9,097 feet above sea level. The Town has 3,000 year-round residents spread over 1.89 square miles and is surrounded on three sides by Federal public land and on one side by Dillon Reservoir. The Town is served by Interstate 70 with two exits and by Highway 9, which runs north to south through the Town's Summit Boulevard business district, to the Frisco Adventure Park. Tourism is foundational to Frisco's economy, with the town seeing over 4 million visitors per year due to Frisco's proximity to Denver (just 90 miles) and six ski resorts, including Breckenridge and Vail.

In 2024, the Frisco Town Council adopted the Frisco Strategic Housing Plan. The Plan includes five goals with multiple strategies which create the framework for how the Town of Frisco will address its housing needs. These goals include: Providing Diverse and Equitable Housing, Balancing Growth and Protect Against Displacement, Prioritizing Improvements for Housing Infrastructure, Preserving and Utilizing Existing Housing, and Maintaining Community While Supporting Regional Needs.

Project Goals and Scope

The Town of Frisco is seeking a qualified consultant to complete an Inclusionary Housing Feasibility and Nexus Study for the Town of Frisco. The goals of this project are:

- To build off the 2024 Frisco Strategic Housing Plan by specifically utilizing data as it applies to Action Item **2.1.A: Inclusionary Housing Ordinance/Assured Housing**.
- To evaluate current housing demand created by commercial and residential development
- To evaluate the impacts of current housing production on Frisco's economy.
- To guide the creation of effective policy to support housing, maintain a healthy economy, provide effective community services and maintain a high quality of life for residents and visitors.

Project Scope

The scope of work will include, at a minimum, the following tasks:

Task 1: Inclusionary Housing Feasibility Study

The goal of the feasibility study is to assist Town Council & Town Staff better understand the potential of an inclusionary housing policy to support production of affordable housing units, and the likely impact on private development, particularly the production of units in the 60%-150% AMI range.

The feasibility study will be used to inform policy makers, given current real market conditions, to ensure the policy doesn't impair the ability of the market to produce market rate and affordable units to the local workforce.

The study should provide answers and insights to questions such as:

- Which cities in Colorado have implemented Inclusionary Housing, particularly since the passage of HB21-1117 (Local Government Authority Promote Affordable Housing Units)?
- What has the experience of comparable cities that have implemented similar policies been?
- How would such a policy impact the financial feasibility and thus likely production of typical development, including affordable and attainable housing?
- To what degree would a mandatory policy decrease, increase, or alter unit production outcomes attributable to existing voluntary incentives offered by the Town?
- To what extent would such a policy address housing needs, particularly considering existing incentives and the Town's emergent efforts to directly invest in affordable housing development?

The Inclusionary Housing Feasibility Study scope of work will be developed in collaboration with the selected consultant. Respondents are encouraged to make recommendations for the scope of work as part of the proposal. In addition to activities necessary to complete the project, the scope of work, at a minimum will include the following:

- Identify what information already exists and understand the status of current efforts to address housing affordability. As needed, review relevant state and local laws, regulations, and plans.
- Work with Town staff to identify and assemble stakeholders to offer insights, review emerging and final recommendations, etc.
- Interview developers active in the market that have developed housing in the local market to gather current information on land costs, and hard and soft construction costs.
- The project will require a minimum of two presentations to Town Council and a meeting with the Planning Commission.
- Prepare case studies with direct relevance and application to Frisco that detail a range of potential approaches to inclusionary housing, policy requirements, economic and housing market conditions, benefits and tradeoffs, regulatory market context, and potential development tools.
- Evaluate the financial feasibility of potential incentives and inclusionary requirements to test potential affordable unit production under existing market conditions. This could include modeling development prototypes and/or pro-formas, evaluating submarket policy differentiation, potential impact on development feasibility, evaluation of set-aside requirements, or methods to establish fees/cash in lieu with CO Rev Stat 29-20-104.5 contemplations.
- In addition to policy/program design recommendations, program administration insights and recommendations are anticipated, including administration recommendations considering staff capacity and other housing-related program administration activities.
- A final report documenting affordability analysis, feasibility assessment, policy recommendations with possible ordinance adoption, and potential alternatives.

Task 2: Linkage Fee

The goal of Task 2 is to prepare a nexus study for an affordable housing fee on development of residential and commercial development that would mitigate the need for affordable housing created by development. The goal of the study is to demonstrate the nexus between the purpose of the fee, determine the maximum defensible fee amount, and to understand impacts to development of levying the fee at various rates. Coordination with the Inclusionary Housing element of the scope is expected as the tools and outcomes may be compared to one another, or they may be deployed as a suite of housing mitigation policies.

The nexus study should address considerations such as:

- The degree to which an essential nexus can be established for housing needs which can be mitigated through production and programmatic responses.
- How to best document and present technical analysis that's easy to understand by a variety of audiences.
- Lessons learned from peer communities, including policy and program administration considerations.
- How the development fees overall would increase with new linkage fees.
- Methods to avoid potential "double counting" of impacts (e.g., service sector jobs generated by residential uses, etc.).
- Assessing fees Townwide vs. submarkets, including varying fees.
- What options may exist as alternative to payment of fees and/or fee exemptions.
- Pros and cons of payment timing and type: lump sum, installments, at what point in development process, etc.
- Methods for annual/periodic adjustments that can be calculated and enacted by staff, when warranted by fee type.
- Potential administrative needs related to setting and collecting fees.

The final scope of work will be developed in collaboration with the selected consultant. However, respondents are encouraged to make recommendations for the scope of work as part of the proposal. In addition to activities necessary to complete the project, the scope of work, at a minimum, must include the following:

- Analysis of the nexus between development of market-rate ownership, including to the degree practicable seasonal ownership, and rental housing and the demand for affordable housing units.
- Employment generation/demand for local jobs by worker household income level.
- Affordability gap between units built and worker households generated at different income levels.
- Computing maximum linkage fee per market rate unit.
- Employment density and compensation estimates for non-residential prototypes necessary to derive fees.
- A final report with a recommended fee schedule for residential and commercial development as supported by technical analysis.

Timeline

The Consultant will demonstrate successful experience on projects of similar scope and character, and production capacity to meet the project goals and schedule. The Feasibility and Nexus Studies are expected to be completed within six months of entering a contract.

Budget

The Town of Frisco has budgeted a maximum of \$55,000 for this project.

Submittal Information

Important Dates

- RFP Release Date	Thursday, April 9th, 2026
- Questions Due	Thursday, April 16th, 2026, by 4:00 pm MST
- Responses to Questions	Wednesday, April 22nd, 2026, by 4:00 pm MST
- Proposals Due	Thursday, April 30th, 2026, by 4:00 pm MST
- Proposal Opening	Thursday, April 30th, 2026, at 4:01 pm MST
- Interviews (virtual or in-person – TBD)	May 5-7, 2026
- Potential Bid award by Town Council	Tuesday, May 26th, 2026

Proposal Requirements

1. Letter of Proposal and Commitment: This letter should identify the firm(s) and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
2. Qualifications: This refers to the ability of the proposer to meet the terms of the RFP and should include at least two examples of projects (with contact information for lead client staff contact of such projects) completed within the past three years that will confirm the proposer's expertise in providing the requested planning services. Examples must be specific to the key staff identified in (1) and be at or near completion at the time of submitting the RFP.
3. Methodology and Approach: Provide a comprehensive description of proven methods and plans for carrying out the Project Scope as detailed above. A philosophical approach to individual and teamwork should be considered as a part of this request.
4. Additional Items: Include all other pertinent information regarding this RFP, particularly anything that the proposer feels addresses why its business or team would be a good match for this project.
5. Schedule: Proposer shall submit a preliminary timeline of dates, products, interim and final reports, and schedule for the planning process including, but not limited to, start date, proposed end date, Town Council meeting dates, draft product dates, etc.
6. Rate Schedule: Proposer shall submit a schedule of rates and total costs applicable to the RFP. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc. Fees should be allocated to each individual task described above.

Evaluation Criteria

The successful firm or team will be motivated to work with staff, community members, and elected officials. The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications and Experience	30%
Methods and Approach	30%
Understanding of Frisco, Summit County, and Housing Issues	20%
Proposed Fees and Costs	20%

Deadline and Instructions

Please submit digital copies of the proposal either via email to the address below or via flash drive delivered to the address below. There is no limit to the number of pages or proposal size, but concise proposals are encouraged. Please note: files over 10 MG cannot be accepted via email and must be delivered via flash drive or through a file share service such as Dropbox or Google Drive. Submittals must be received no later than **4:00 pm on Thursday, April 30th, 2026.**

Email: jamesg@townoffrisco.com
Delivery: Town of Frisco
Attn: James Gorham
1 Main Street
PO Box 4100
Frisco, Colorado 80443

The Town will not accept late proposals.

The submittal of a proposal shall be taken as evidence that the proposing consultant has full knowledge of the scope, nature, quality and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Town of Frisco to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Town staff and the approval of the Frisco Town Council.

Questions and Answers

All questions concerning this RFP must be submitted by email to James Gorham, Economic Development Manager for the Town of Frisco, at JamesG@townoffrisco.com by Thursday, April 16th, 2026, by 4:00 pm MST. Addenda, reports, and responses to questions will be distributed by Wednesday, April 22nd, 2026, by 4:00 pm MST. Please check the Town of Frisco website and Bidnet for any addendums to the RFP.

Proposer Interviews

The Town plans to conduct interviews with selected firms May 5-7, 2026. The Town requests the proposers seek to make themselves available during this time. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

Attachments

- Attachment 1: 2023 Summit County Housing Needs Assessment
- Attachment 2: 2024 Frisco Strategic Housing Plan
- Attachment 3: Example Town Contract for Goods and Services