



August 6, 2026

REQUEST FOR PROPOSAL
RFP20260807
Construction Oversight/Owner's Representative

OWNER:

Housing Authority of the City of Aurora
(AHA)
2280 South Xanadu Way
Aurora, CO 80014

PROJECT:

Residences at Trolley Park
1445 Dallas Street
Aurora, CO 80010
(Multifamily Apartments)

Overview:

AHA will be initiating the renovation of the Residences at Trolley Park, a 38-unit, multifamily apartment complex located at 1445 Dallas Street in Aurora, Colorado. The property consists of one (1) three-story apartment building with gated underground parking and one (1) two-story townhouse building, totaling 38 multifamily dwelling units. The buildings feature a total gross area of 75,367 square feet situated on 0.719 acres. The building was constructed in 2007.

According to the October 2023 Property Condition Report by Dominion Due Diligence Group (DG3), the property is in fair to good physical condition. Furthermore, each unit and all common areas, parking, trash, and exterior were inspected to identify potential scope by the AHA Maintenance Director, a construction estimator, and principal architects.

Construction delivery methods have not been determined. Both design-build and design-bid-build need to be evaluated to identify the best method to suit the project. In addition to the renovation, ownership intends to evaluate the feasibility and benefits of adding units within the existing building footprint. Timelines and milestones need to be determined with the goal of submitting a LIHTC application in 2027.

Organization & History:

The Housing Authority of the City of Aurora, Colorado, also known as The Aurora Housing Authority or AHA, has a rich history serving the diverse communities within the borders of the city. AHA was established by action of the Aurora City Council in February of 1975, as an independently operating quasi-governmental agency with both public and private sector characteristic to provide affordable housing solutions. AHA is committed to creating mission-driven housing solutions that make a difference, through asset-building opportunities combined with effective community-oriented and individual services and amenities. AHA is committed to providing safe, decent, affordable housing to our community and proudly serves many different

groups including Working Families, Single Parents, Disabled Residents, Seniors, People Experiencing Homelessness, and Veterans.

By working closely with government entities, investors, landlords, and for and non-profit organizations, we build impactful partnerships that help us serve our communities and transform lives for people with limited income.

The Aurora Housing Authority owns and professionally manages over 1,000 quality townhomes and apartments spread over 14 properties, with a new property currently under construction, and an additional supports 2,000 households through vouchers to provide affordable rental homes to thousands of residents. In addition, the agency is also Special Limited Partners for an additional 3,170 townhomes and apartments in Aurora, increasing the scale of impact across the city of Aurora.

Mission Statement

To develop and promote quality housing while supporting and encouraging economic opportunities leading to self-sufficiency and independence.

Vision Statement

To be the acknowledged leader in developing quality affordable housing in our community. (Adopted by the Housing Authority of the City of Aurora, CO December 1998.)

Values Statement

- Respect Others: We will treat co-workers, clients, and community members with dignity, respect, courtesy, politeness, and kindness.
- Act with Integrity at All Times: With the best interest of the organization, employees, clients and community in mind, we are personally accountable for the highest standards of ethical behavior including honesty and fairness.
- Maintain a High Level of Professionalism: We approach our daily activities with competence, responsibility, accuracy, reliability and confidentiality. We work cooperatively to create a friendly and quality-oriented environment.
- Communicate Clearly: We will communicate openly and honestly and listen to ideas to improve our services and overcome challenges.

SCOPE OF SERVICES

AHA is requesting the proposals for the services of a qualified person/company/agency ("Applicant") to formally act as the Owner's Representative toward the development and all construction related activities and construction management.

- Represent the owner's interests with all vendors, designers, and contractors.
- Ensure alignment between project goals, scope, budget, and schedule.
- Provide oversight and coordination across the full project team.
- Support strategic decision-making and risk management, including:
 - Business case and requirements development.
 - Team selection and procurement support.
 - Schedule and budget development.

- Design and constructability reviews.
- Cost control, risk management, and change evaluation.
- Coordination between stakeholders, vendors, and internal teams.
- Closeout, warranty guidance, and occupancy planning.

A. Pre-Construction services as a member of the Ownership Development Team alongside AHA Staff and Lead Project Manager, Architect, Contractor, and Financial Consultant hired by AHA. Services include but are not limited to the following:

Assisting the Owner in:

- (1) Identifying the development scope and best fit for construction delivery method.
- (2) Creating ideal timeline that identifies key milestones based on scope and construction delivery method.
- (3) Selecting project personnel through a competitive bid process, including affordable housing architects, contractors/general contractors, and financial consultants.
- (4) Negotiating and executing the contract with the selected architects, contractors/general contractor, and financial consultants.
- (5) Consulting and recommending solutions for issues related to closing the financing/ funding and start of construction.

B. Construction services. Services include but are not limited to the following:

- (1) Acting as Owner's Representative on all matters concerning the progress of construction and oversight of the General Contractor;
- (2) Making recommendations to the Owner regarding the approved scope of work, in-progress options, resolving schedule and other conflicts, and keeping the project completion on schedule and on budget;
- (3) Review of any proposed changes to the approved scope of work, construction budget, PCOs, change orders, or project timetable, plus recommendations to the owner on such matters.
- (4) Providing monthly reports documenting project activity and progress.
- (5) Review of all pay applications from the general contractor, performing inspections of work completed, verification of amounts claimed as work completed or material stored, and recommendation to the Owner for progress payments;
- (6) Managing any construction services that fall outside the General Contractor's scope of work. Such work is expected to be limited and will be specified at the beginning of construction.
- (7) Attendance at all construction meetings, site inspections, and any meetings with City planning officials regarding the work.
- (8) AHA development staff serve as project manager during construction, and staff relies on the Owners Rep to attending all OAC meetings and acting as the primary owner contact for each project. The owner's rep will work very closely with AHA staff and actively share their knowledge about the construction field and any design related issues with the aim of enhancing knowledge and capacity of AHA project managers.

C. Post-Completion and Warranty Period Services

Following Substantial Completion and delivery of the Project, Owner's Representative shall provide post-completion advisory services for a period of twelve (12) months, or through expiration of the contractor's warranty period, whichever occurs first. Services include but are not limited to the following:

- (1) Assisting Owner in monitoring completion of outstanding punch list and closeout items.
- (2) Reviewing and tracking warranty claims submitted by Owner and coordinating communications with the general contractor, architect, consultants, and applicable vendors.
- (3) Monitoring compliance with contractual warranty obligations and advising Owner regarding corrective action when deficiencies are identified.
- (4) Assisting with collection, organization, and transfer of final project documentation, including as-built drawings, warranties, operation and maintenance manuals, lien releases, and other closeout deliverables.
- (5) Participating in periodic warranty review meetings and conducting a final warranty walk-through approximately eleven (11) months following Substantial Completion.
- (6) Providing reasonable consultation regarding latent defects, construction-related disputes, and enforcement of contractor warranty obligations.

Owner's Representative's role during the post-completion period shall be advisory and administrative only and shall not include legal services, engineering services, design services, physical inspections requiring professional licensure, or ongoing property management responsibilities.

The specific evaluation criteria will be scored and weighted as shown in the table below:

MAX POINT VALUE		EVALUATION CRITERIA
	30	Experience
	30	References
	20	Fee Proposal
	20	Capacity and ability to prioritize AHA work
	100	Total points

Submission Requirements:

All applicant submission packages will be reviewed by an AHA Selection Committee. Selected applicants may be invited to make a presentation to an AHA committee. Any special questions that the review committee wishes to be addressed by the applicant, including questions regarding fees, will be provided in advance to the applicant. Upon selection, a contract for

services including basis for fees and work schedule will be negotiated with the applicant. AHA will consider the selected candidate's preferred form of contract for work.

CONTENT FOR EVALUATION
Experience: In this section, provide a company summary, team member bios and experience completing the above services as described. Include brief list and description of projects in which the firm or its principles have participated in the past three years. Please highlight any experience with projects that are: • In Aurora • Multifamily development • LIHTC • With other Housing Authorities
Cost Proposal • Pricing Structure, fees and costs to AHA • Hourly rate sheet and rates based on scope of work for a 38-unit project • All proposed costs shall remain in effect for a minimum of 90 days after the submission deadline • Final costs and payments shall be reviewed and mutually agreed upon during contract negotiations with the selected company
References: The proposer shall submit at least three (3) former or current clients, including Public Housing Authorities, for whom the proposer has performed and completed similar or like services to those being proposed herein. The listing shall, at a minimum, include: • The client's name • The client's contact name • The client's telephone number • A brief description and scope of the services(s) and the dates the services were provided
Capacity: Please indicate your company's workload and ability to manage the scope of work described herein.
Equal Employment Opportunity: The proposer must submit under this Section, a copy of its Equal Opportunity Employment Policy.
Subcontractor/Joint Venture Information (<i>Optional Item</i>): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding Sections must also be included for any major subcontractors (10% or more) or from any joint venture.
Other Information (<i>Optional Item</i>): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.

AHA only contracts with vendors that are qualified to perform the work at the sole discretion of AHA. AHA reserves the right not to award a contract to any firm or person with a history of poor performance on projects performed for AHA at the sole opinion and discretion of AHA.

The AHA will not contract with any firm or person that is listed on federal debarment lists.

References will be checked on the top two bidders. AHA reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of AHA.

General Provisions and Disclaimer:

This RFP is not a commitment or contract of any kind. AHA reserves the right to pursue any and/or all ideas generated by this request. Costs for developing submissions are entirely the responsibility of the submitting applicants and shall not be reimbursed. AHA reserves the right to reject any and all submissions, or any part thereof. AHA reserves the right to waive any requirements of this RFP if it determines that waiving a requirement is in the best interest of AHA.

General Provisions Regarding Public Nature of Submissions:

Government Code Section 6250 et. seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Record Act provides that public records shall be disclosed upon request and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

Submitting Developer's Rights regarding Confidentiality of Submissions:

AHA cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If AHA receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a proposer believes that a portion of its proposal is confidential and notifies AHA of such in writing, AHA may, as a courtesy, attempt to notify the submitting applicant of any request for the proposal. However, it would be the sole responsibility of that applicant to assert any applicable privileges or reasons why the document should not be produced, and obtain a court order prohibiting disclosure. The submitting applicant understands that AHA is not responsible under any circumstance for any harm caused by production of a confidential submission, and by its submission expressly waives any such claim against AHA.

AHA's Rights Regarding Confidentiality of Submissions:

To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, AHA and/or its officers, agents and employees retain the discretion to release or to withhold disclosure of any information submitted in response to this RFP.

OTHER REQUIREMENTS:

Conflict of Interest:

In the sole judgment of the AHA, any and all proposals are subject to disqualification on the basis of a conflict of interest. The AHA may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the AHA who influences the making of the contract.

Furthermore, AHA, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

PROPOSAL SUBMITTAL:

ALL PROPOSALS MUST BE RECEIVED ELECTRONICALLY BY

Sunday, September 6, 2026, 11:59 P.M. MST

AURORA HOUSING AUTHORITY

by email to:

Development@aurorahousing.org

Questions regarding the RFP or scope of work must be submitted by **12:00 P.M. MST on Friday, August 14, 2026**. A list of questions received and their answers will be provided on the website by Friday, August 21, 2026.

Submit questions to: Development@aurorahousing.org, subject line "Trolley Park Construction Oversight RFP" in the subject line.

IMPORTANT DATES	<u>Date</u>
RFP Issued:	Thursday, August 6, 2026
Questions Due, submitted in writing via email to: Development@aurorahousing.org :	Noon on Friday, August 14, 2026
Questions Responded, on website:	Noon on Friday, August 21, 2026
Proposals Due:	11:59 P.M. on Sunday, September 6, 2026
Interviews (if needed):	September 2026
Selection of successful applicant:	September 2026