



**Town of Ignacio**  
**Rock Creek Housing Project Realtor Services Request for Proposals**  
**August 2024**

**General Information:**

The Town of Ignacio (Town) is developing the Rock Creek Housing Project (RCHP) in Ignacio, which will provide affordable workforce home ownership opportunities. The RCHP consists of 21 Single Family Residential (SFR) units that will be developed and sold in two (2) phases. The Town has developed all the infrastructure and will be the General Contractor on the vertical construction phase of this project. The homes are restricted for buyers with a maximum of 140% Area Median Income (AMI) and one (1) year of La Plata County residency or work history. The homes are modular and built by Fading West development with placement and final finishes completed by a construction service contractor retained by the Town.

The Town is working with HomesFund who will work with potential buyers and verify income and other buying requirements. The RCHP has deed restrictions on housing units that ensures home owners obtain equity while owning their home and also retains income restrictions for future home buyers. The objective is to establish long-term affordable workforce housing in Ignacio. There are many unique elements to this project and there are several partners that are working collectively to bring new housing and home ownership opportunities to Ignacio, and a real estate professional is needed to join the team of professionals making home ownership a reality in Ignacio.

**Rock Creek Housing Project Scope:**

The Town is working on final infrastructure improvements and site specific improvements for each home. Fading West is working on the first 10 units and anticipates completion in early September. Homes will be shipped and placed on foundations in September/October and final improvements will be completed in October preparing the homes for sale and occupancy. The Town is preparing a website with information on the RCHP and distribution of the website link is anticipated in approximately a week.

HomesFund is the initial contact for interested home buyers. HomesFund maintains a list of home buyers interested in Ignacio housing opportunities. Interested home buyers registered on the interest list will be forwarded to the real estate professional. HomesFund will work with interested buyers and ensure they meet income restrictions for this project and provide home buyer education. HomesFund also has down payment assistance funds for buyers at or below 100% AMI and other assistance for first time home owners and employees of Fort Lewis College and Purgatory. Once a home buyer has submitted the necessary information and confirmed to meet income requirements, they will be directed to contact a mortgage lender who will work on securing permanent

financing for the home buyer. There are several lender options and home buyers can choose who they want to work with. Simultaneously, a real estate professional will begin work with the home buyer and assist with the home selection process and other processes that will take place prior to, and at closing. Ideally, several buyers will be working through the process and towards home ownership. The Town, in coordination with the real estate professional, will oversee all home buying efforts and work with HomesFund and the lender to ensure home buyers are understanding the requirements and process. There are currently interested buyers on the HomesFund interest list and work can begin immediately to screen and prequalify home buyers.

The first phase of the project will be for 10 homes that vary in size and price. Production of these homes is underway and anticipated completion is in late October of 2024. There are four different home choices that are two- and three-bedroom models ranging in size from 1024 square feet to 1364 square feet. Prices range between \$295,000 to \$398,000, and include a one-car garage. Final unit pricing has not completed but prices will be finalized prior to home contract signing. The second phase will be for 11 homes and is scheduled for 2025 and based on the demand for housing units.

The selected real estate professional will develop a purchase contract and include specific language regarding deed restrictions, potential down payment assistance and other contractual requirements. The Town will support the real estate professional and that includes information on all the available units, including size and price.

Interested applicants are encouraged to meet with the Town Manager to discuss the proposal and to pose questions or seek additional site details and information.

### **Proposal Requirements and Criteria:**

This RFP is seeking a qualified real estate professional who can become part of a team that is working on assisting home owners with the purchase of their new affordable home. The real estate professional shall be a licensed real estate professional in Colorado and can also include several professionals working together. The real estate professional must develop the purchase contract that will be used in the purchase transaction and it must be reviewed and approved by the Town, HomesFund and the lender. Terms and conditions detailing deed restrictions and other regulating requirements will be shared with the team and result in clearly denoted documentation for the home buyer. This information is not required for this proposal but will be expected if selected.

Additional services will require support and assistance to home buyers during the home buying process which includes home selection, contract initiation, coordination with the lender, title closing companies and overall closing support. Homes for sale will be available on a first come basis for qualified home buyers and depend on model availability. Buyers may choose to buy in Phase 2 if their model is not available in Phase 1. The Town will work with the team on model details and availability.

This is a unique project with a primary focus of providing affordable workforce housing that is subsidized with grant funds and services that typically add to the cost of the home. This subsidization will result in the least costly new homes in La Plata County. The selected real estate professional will become part of team working on this critical housing

effort and illustrate in their proposal that they are helping keep costs down with their fees and charges. Proposals should illustrate how the real estate professional anticipates becoming part of the team and their desire to support new households seeking to become home owners. Proposals must provide a bio or resume with detailed work history and any additional information that may be for a similar project or similar development. The proposal must also clearly denote all fees and charges and also a commitment to respond to buyers in a timely manner and for a period that will extend into 2025. References are also requested and should illustrate work with new home buyers or other associated professionals or individuals.

## **Selection Process**

### **Submittal:**

The Town will review all proposals and may request a formal presentation from desired proposals. Questions may also result from the RFP review and timely response is requested. Time is of the essence with this project so the selected real estate professional should be ready to begin work once a Professional Service Agreement is executed with the Town.

The Town is not obligated to accept any proposals and will work with applicants to gain a full and clear understanding of the proposal prior to making a final decision. All information must be received by 5:00 p.m. on September 16, 2024. Interested applicants shall submit all necessary information in hard copy and digital format to the addresses below:

#### Hard Copy:

Town of Ignacio  
PO Box 459 or 540 Goddard Avenue  
Ignacio, Colorado 81137

#### Digital Copy:

[mgarcia@townofignacio.com](mailto:mgarcia@townofignacio.com)

### **For Questions or More Information:**

Questions regarding this Request for Proposals should be directed to Mark Garcia, Town Manager at 970-563-9494 or [mgarcia@townofignacio.com](mailto:mgarcia@townofignacio.com).