

Southeast Colorado Regional Housing Authority Request for Qualifications/Proposals

RFQ Issued: November 10, 2025

Proposals Due: November 21, 2025, by 12 p.m.

Introduction

The Southeast Colorado Regional Housing Authority (SECRHA) is soliciting Request for Qualifications (RFQ) for website design services for the design of a new website, hosted under www.seced.net, to engage the community members of our region with our next phase of affordable single-family home construction over the next two years. The website will serve as the project phase home for all interested parties and will host all information including: house plans and elevation views, an interactive site map, homebuyer inquiry process and forms, homebuyer application process and forms, and community feedback platforms.

The goal of the RFQ scope of services is to ensure the selected firm completes all necessary website design work to allow the SECRHA to begin the project community engagement process by December 16, 2025.

RFQ Requirements

The format of this submittal is a formal PDF document.

1. **Cover Letter** (not to exceed two pages)
 - a. Background of your firm/project team and experience with design and development processes.
 - b. Your experience working with similar communities and your familiarity with Southeast Colorado.
 - c. Please provide specific and recent examples of lessons learned in similar communities and the solutions you have implemented going forward.
 - d. The reasons why the SECRHA should select your firm/project team.

2. **Scope of Design Services**

The selected firm will be required to develop a fully-functional website to be hosted under www.seced.net. The website will serve as the project phase home for all interested parties and will host all information including: house plans and elevation views, an interactive site map, homebuyer inquiry process and forms, homebuyer application process and forms, and community feedback platforms. Home design plans and other content will be provided. The design firm will work side-by-side with the SECRHA and the architectural firm under contract with the SECRHA to fully develop the website. Google Forms are preferred. Design in such a way that the website can be updated and maintained internally at SECED/SECRHA.

3. **Presentation**

The selected firm will be asked to present the website to the SECRHA Board of Directors on Tuesday, December 16, 2025, at 1pm. Virtual presentation is possible.

4. **Project Approach**

Describe the team's proposed approach to designing websites focused on community engagement.

5. **Project Schedule and Timeline**

Provide a detailed schedule for project completion with milestones that will be achieved within the tentative timeline below. The SECRHA is especially interested in project design proposals that have a final completion date of December 15, 2025.

6. **Team**

- Show your proposed organization chart.
- Describe the proposed team members.
- Describe team member experience with projects of this kind.
- Describe project team experience in developing websites and engaging with rural local governments; include previous examples applicable to this project.
- Indicate team member availability to work on this project.
- Indicate the location of team members performing work.
- Two references of similar projects.

7. **Budget**

Provide a detailed project budget including hourly rate and approximate number of hours required to complete the project.

Submission Requirements

The SECRHA is open to consideration of all creative and viable website design services that are consistent with the objectives of this Request for Qualifications (RFQ). **Interested parties should review the contents and requirements of this RFQ and submit their responses no later than 12:00 p.m. on November 21, 2025.**

Responses should be provided electronically in PDF format to Teale Hemphill at teale.hemphill@seced.net RFQ questions can be directed to Teale at (719)931-3488 or by email.

Evaluation Criteria and Selection Process

The RFQ selection recommendation will be made by SECRHA staff and consultants to the SECRHA Board.

Selection criteria will include:

1. Qualifications of proposed project team;
2. Proposed website designs, scope of work, and project process;
3. Successful history and experience with past projects in Southeast Colorado;
4. Overall strength of project proposal;
5. Proposed Project Schedule;
6. Proposed Budget;
7. References.

RFQ Timeline

November 10, 2025	-RFQ issued and advertised
November 21, 2025	-Proposals due by 12 p.m.
November 21-25, 2025	-Reference checks, staff review, and final recommendation to SECRHA Board of Directors
November 26, 2025	-Firm selection by SECRHA Board of Directors -Execution of Professional Service Agreement
December 15, 2025	-Website completion deadline
December 16, 2025, 1pm	-Presentation of website to SECRHA Board

General Conditions

Reserved Rights:

The SECRHA reserves the right to:

- Modify or cancel the selection process or schedule at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFQ and to seek new proposals when it is in the best interest of the SECRHA to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to financial status;
- Judge the respondent's written or oral representations as to their veracity, substance and relevance to development of the Property, including seeking and evaluating independent information on any development team;
- Incorporate this RFQ and the selected team's response to this RFQ as a part of any formal agreement between the SECRHA and the respondent;
- Modify the development opportunity available to potential development teams.

Hold Harmless: By participation in this RFQ process, responders agree to hold harmless the SECRHA, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc. between the SECRHA and respondents are public information subject to the laws and regulations that govern the Colorado Sunshine Law, unless specifically identified otherwise.

Expenses: All expenses related to any development team's response to this RFQ, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

We appreciate your interest and look forward to hearing from you.