



## **Request for Proposal Short Term Rental Ordinance Enforcement Ouray County, Colorado**

### **Overview**

Ouray County is a small rural County in Southwest Colorado that attracts a large tourist population. Within Ouray County are two municipalities, the City of Ouray and the Town of Ridgway. The entire region is experiencing a housing crisis that has resulted in a severe shortage of workforce housing.

Ouray County has an existing Ordinance that addresses Short Term Rentals (STR), Ordinance Number 2018-003. The Land Use Department of Ouray County currently relies on complaint-driven enforcement, and is working at capacity to handle a large increase in building permit applications and address other issues. This has led to an expectation of non-enforcement among short term renters.

Ouray County limits the quantity of STRs to one hundred (100), and permits run for one year beginning on January 1<sup>st</sup>, and ending on December 31<sup>st</sup> of the same year.

Ouray County is seeking services to assist in enforcement of the Ordinance 2018-003 addressing Short Term Rentals.

Ouray County Short Term Rental Website

<https://ouraycountyco.gov/351/Short-Term-Rental-Permitting>

Ordinance Number 2018-003: Regulations for Short Term Rental of Residential Properties

<https://ouraycountyco.gov/DocumentCenter/View/11418/Ordinance-2018-003-Short-Term-Rental-Regulations>

## **Request for Proposal & Scope of Work**

Ouray County is soliciting requests for proposals from responsible and qualified firms to assist our Land Use Department in monitoring and enforcing Short Term Rentals in unincorporated Ouray County pursuant to Ouray County Ordinance 2018-003. This area excludes properties within the municipal boundaries of the City of Ouray and the Town of Ridgway.

Short Term Rental (STR) is defined as the rental of a single-family dwelling or accessory dwelling, or any portion thereof, for not more than thirty (3) days, where no meals are served or provided to those leasing or renting the dwelling space.

Short Term Rental Permits are limited to a maximum quantity of one hundred (100) permits issued by the Land Use Department.

### General Services

- Make available to the Land Use Department an up-to-date list of all STR advertised in unincorporated Ouray County.
- Maintain a database and make available to Land Use all actions conducted including issuance of communication, dates of communication, records of receipt of communication (certified mail), etc.
- Maintain a waiting list of STR applications
- All communication sent by contractor must be pre-approved by the Ouray County Attorney.

### For Short Term Rentals Permitted by the Ouray County Land Use Department:

- Verify that all ads for STR in all media shall include the County license number or the Colorado sales tax license number as identification. 9.B(1)
- A disclaimer shall be provided on the advertisement by the owner to all short term renters advising that emergency services may not be readily available to the property because of the rural nature of the County. 9.B(3)
- Verify that only one dwelling unit per parcel, that has received a valid Certificate of Occupancy from the County, may be used for STR, meaning that either the primary dwelling may be used for STR, or an accessor dwelling unit may be used for STR, but not both per 9.A(4)
- Notify the Land Use Department if a sale or transfer of a property with a STR permit occurs. Issue a certified letter and email to the property owner and the Local Owner Representative informing them of their obligations under 9.A(11) and 9.A(12). If the STR permit holder does not follow these obligations, issue a letter and email informing them that their permit was rescinded, and recommend the next applicant on the waiting list to the Land Use Department.

For Short Term Rentals NOT permitted by the Ouray County Land Use Department:

- Verify the listing is not associated with a permitted STR.
- Issue a cease and desist letter to the property owner and the Local Owner Representative, with a copy of Ordinance 2018-003 by email and via certified mail with receipt confirmation. The cease and desist letter must be pre-approved by the Ouray County Attorney.
- On the day after the fair warning period expires, if the advertisement is still active on any platform, issue a second email and letter delivered via certified mail with receipt confirmation that a fine of \$1,000 per day is being assessed for a violation of Ordinance 2018-003 and C.R.S. 30-15-402. Include information on how to pay the fine to the Ouray County Treasurer.

*The Ouray County Board of County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, or to accept the proposal for the contract which in its judgment best serves the interest of the County, and the right to disregard all non-conforming, non-responsive, or conditional proposals. Awarding of the proposal is not based solely upon low quotation price, but on overall service, quality, and “best value” to the county in accordance with the Ouray County Purchasing Manual.*

<https://ouraycountyco.gov/DocumentCenter/View/2556/PROCUREMENT-CREDIT-CARDS-AND-GRANT-POLICY>

## **Submission of Additional Information**

Please include information about additional services that are offered which were not specifically outlined in this scope of work.

Additional information concerning qualifications may be submitted with proposal. This information may include additional references, brochures, educational information, organizational information, and summaries of previous work, etc. It is requested that this information be brief and concise.



## Signature Page

The undersigned certifies they have examined the contents of this Request for Proposal in its entirety and has submitted a proposal based upon its contents.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_