



**Town of Palmer Lake  
Request for Proposal  
Concept Development Plan for Town Property, 290-350 Hwy 105**

**May 2022**

**Contact Person:**

Dawn A. Collins, CMC  
Town Administrator/Clerk

***Submittals accepted until June 23, 2022, at 4:00 PM***

**Deliver to:**

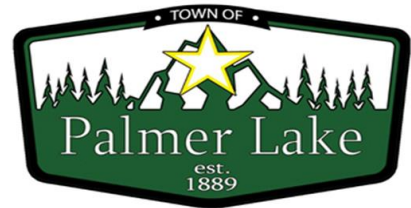
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**NOTICE:** Notice is given that proposals are invited by the Town of Palmer Lake, Colorado, to present a concept development for a 28-acre Town property located at 290-350 Hwy 105, Palmer Lake, Colorado. All submittals will be reviewed by Town staff, Planning Commission and the Board of Trustees. Successful developers will be invited for an in-person presentation at a joint workshop of the Planning Commission and Board of Trustees.

**Purpose/Background.** The Town of Palmer Lake ("Town") is soliciting proposals for a concept development of this 28-acre property. The previous use of the property was a salvation army camp and most recently a church. The property has been unoccupied since the winter of 2019, and the Town officially obtained it the fall of 2021. The Board of Trustees identified the acceptance of this property as an opportunity for future benefit to the community. The direction of the Board of Trustees is to consider a long-term lease for revenue generating use, to sustain the property, as well as a community gathering / municipal use space.

The property consists of 28 acres and includes the following structures –

- Main building has approximately 13,000 sq ft consisting of a kitchen, sanctuary, and several dormitory /office rooms (with utilities)
- Gymnasium consists of a ½ court and lounge area (electric only)
- Shed used for storage of maintenance equipment (electric only)
- Residence is a full living space (with utilities)
- Chapel/meeting area is approximately 24' x 75' (electric only)
- Multiple outbuildings – six (6) were former cabins (uninhabitable)
- Pool house with outdoor in-ground pool with extensive damage



Water lines were extensively damaged throughout the property prior to the Town’s acceptance. The Town replaced the main line as well as lines through the sanctuary of the main building but all lines need continued work. The work ceased, the building was closed and secured in 2021. The structures do not comply with current codes, the area is unsafe, and the property is not open for public use.

**Scope of Request.** The Town is interested in reviewing a concept plan incorporating some of the following:

- Community use
- Small business use
- Recreational facility rental/use
- Open space and/or connection to trails
- Retail/entertainment space to generate sales tax revenue

**Qualifications.** This project will require the developer to include the following:

- Examples of two or more successful projects
- Experience working with municipal entity
- Experience in planning/development of property
- Familiarity with the Town of Palmer Lake history and current Comprehensive/Master Plan

The successful proposal will exhibit an understanding of the importance of blending the history of Palmer Lake, the unique atmosphere of a small town with access to recreation and nature, while incorporating successful elements to generate revenue to sustain itself into the future.

**RFP Proposed Schedule:**

<u>Event</u>	<u>Date</u>
• RFP Release	May 16, 2022
• Concept Proposal Due	June 16, 2022 by 4:00 PM
• Presentation Workshop	Week of June 27 (6/29 or 6/30)
• Consideration and Award	July 14, 2022

**Submittal Requirements.** Appropriate response to this request must include the following information:

- A cover letter/statement of interest indicating the applicant’s interest in the project and highlighting qualifications to perform the project
- A sketch, imagery, drawings, etc., including a narrative describing the concept and use of the property
- Statement of related projects with a minimum of two referrals

**Proprietary Proposal Material.** Any proprietary information revealed in the proposal should be identified as such. *Note:* Material submitted may be subject to Colorado Open Records Act.



**Evaluation.** Evaluation of the concepts proposed will be based on the following criteria:

- Experience of the developer with similar projects;
- Overall quality of the concept proposal; and
- Innovative approach to the proposed concept to build community and sustainability.

**Questions.** All questions regarding this project may be directed to the Town Administrator, Dawn Collins, via email at [dawn@palmer-lake.org](mailto:dawn@palmer-lake.org). Unauthorized contact regarding this request with other Town employees or officials may result in disqualification. Oral communications are unacceptable. Questions will be answered in writing and distributed to all parties.

**Rejection of Submittals.** The Town reserves the right to reject any or all submittals and/or waive irregularities and informalities in the submittal and evaluation process. This request does not obligate the Town to accept or contract for any expressed or implied services.

**Award.** The Town reserves the right to make an award without further discussion or submittals. The successful developer will begin a negotiation process with the Town staff to be approved by the Board of Trustees. Once the Town and developer have reached consensus on a complete concept design, the Town will draft a redevelopment agreement for the proposal and the PUD amendment process will take place for the property.

The foregoing should not prohibit either party from proposing additional terms and conditions during the agreement negotiations. If the selected developer fails to sign the agreement within ten (10) business days of delivery of a notice to proceed, the Town may elect to negotiate with the next ranked developer. The Town shall not be bound or obligated until both parties have executed a final redevelopment agreement.

**Equal Opportunity Employment.** The successful developer must comply with the Town's equal opportunity requirements. The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.