



**CALL FOR PROPOSALS  
Rental/Lease/Use of Lyons Historic Depot**

Proposals are being accepted by the Town of Lyons for a local entity to rent/lease/use the Lyons Historic Railroad Depot building and office space. Interested businesses and non-profit organizations should submit their proposal via email or via USPS in an envelope marked as follows:

**Lyons Historic Depot Proposal**

Please submit bids to:

Victoria Simonsen  
Town Administrator  
PO BOX 49  
Lyons CO 80540  
[vsimonsen@townoflyons.com](mailto:vsimonsen@townoflyons.com)

Formal proposals must be **received by January 31, 2022 at 3:00 pm**

Proposers are required to provide as much detail as possible regarding the scope of services provided, approach to and type of use needed, as well as capacity and experience to operate the service. Town staff and trustees will evaluate proposals and selection criteria to determine an acceptable tenant. The Town reserves the right to reject any or all proposals or to accept any proposal considered the most beneficial to the community, regardless of monetary compensation.

Proposals will be public information after all proposals are opened. Please direct all inquiries to Victoria Simonsen, Town Administrator, at [vsimonsen@townoflyons.com](mailto:vsimonsen@townoflyons.com)

# **CALL FOR PROPOSALS**

## **Rental/Lease/Use of Lyons Historic Depot**

### **1. INTRODUCTION**

The purpose of this Call for Proposals is to obtain proposals from local businesses and non-profit organizations who are interested in using the municipal-owned property located at 430 5<sup>th</sup> Avenue, Lyons, Colorado, also known as the Lyons Historic Depot, for the best and greatest use for the community of Lyons.

The qualified proposer should highlight why this leased building and location is necessary for their operations and how their use of the space would best benefit the overall community and how many residents (and possibly visitors) could be served with transforming the municipal building and space towards a non-profit use on a short-term or longer-term basis. Ideally, proposers should meet the following program objectives:

- Retain the historic integrity of the building and property
- Enhance the space as a locale where the community can connect
- Ensure the efficient and safe operation of the facility and grounds
- Contribute to the economic resiliency and small-town character of Lyons
- Demonstrate how the building's use enhances your organization's strategic plan
- Provide access to and services for the benefit of the public
- Provide excellent visitor/patron services and maintain positive, productive communication with residents, users, staff, and the Town

The ideal proposal will present a plan to lease the space as a part of their comprehensive strategic plan, while efficiently providing a vital community service to both residents and visitors.

### **2. BACKGROUND INFORMATION**

Lyons, Colorado experienced a catastrophic flood event in September 2013. This was a historic event, and the rainfall triggered flash floods across Boulder County and the surrounding region. In the years since, Lyons has worked diligently to rebuild. The Historic Depot Building was one of the first flood recovery projects completed and was funded with a variety of grant funding provided by State Funds.

Due to its designation on the National Historic Register and funding from the State Historic Preservation Office, the building has some historical features and permanent covenants that may be challenging for an organization. For example, the plaster walls do not allow for nails to be used and features cannot be changed without permission from the State.

The building is up to current code, complete with automated lights upon entry, handicap-accessible entries, and restroom, as well as a data server room and security system. Remodeled and update in 2015, the rooms include five sections within the building: the original waiting area, ticket office, baggage room, connecting room, and freight building. The building has historic, operating windows, a data closet, storage closet, and restroom. The sizes of the two main

buildings are approximately 10' X 20' (freight building) and 35' X 15' (public room, ticket office, baggage room, and connecting room).

A proposal that has a vision for the space, while understanding the constraints of occupying a historic building is critical. The current zoning of the parcel is Municipal Facilities and Services District. See Lyons Municipal Code for more information.

[https://library.municode.com/co/lyons/codes/municipal\\_code?nodeId=CH16ZO\\_ART3ZODIBO\\_DIV2DIUS\\_S16-3-260MMUFASEDI](https://library.municode.com/co/lyons/codes/municipal_code?nodeId=CH16ZO_ART3ZODIBO_DIV2DIUS_S16-3-260MMUFASEDI).

The Town of Lyons has a formal contract with the Colorado Historical Society for this property. As part of the agreement, the town agreed to follow specific covenants through 2034. "...no construction, alteration, movement, relocation or remodeling or any other activity shall be undertaken or permitted to be undertaken on the Property which would alter the architectural appearance of the Property, adversely affect the structural soundness of the Property, or encroach on the open land area on the Property...prior to written approval of History Colorado...". The contractor agrees to maintain the Property in a good and sound state of repair and to maintain the Property according to the Standards so as to prevent deterioration of the Property. History Colorado, or its representative, shall be permitted to inspect the Property at all reasonable times in order to ascertain if the conditions are being observed.

**3. PROPOSAL REQUIREMENTS**

This section summarizes the requirements necessary for the Town of Lyons to recommend the proposal to the elected Board of Trustees.

The Town would like to encourage proposals that align the use of the public facility towards the organization’s (proposer’s) strategic plan. The proposal should outline what the organization can commit to as a reasonable lease and utility rate.

The Town expects the proposal to define how leasing the space will allow the organization to contribute to the economic resiliency and independence of the Town. Since the building is zoned as Municipal, the Town would prefer that the lessee be a non-profit, or not-for-profit organization (or soon to be formed).

The organization/lessee would need to agree to a lease agreement with the Town of Lyons as well as provide proof of the required insurance needed per the contract with the Town.

**4. SUBMISSION REQUIREMENTS**

The Town is requesting that the proposal address the items outlined in Section 3 while also offering a proposal that identifies the use, the participants, the organization and its mission, the desired length of a lease, a proposed lease rate, how utilities will be handled, and how the indoor and outdoor space would be utilized and maintained.

Due to the nature of this proposal, it is requested that each proposal be brief and to the point and consist of no more than five pages. Each proposal shall provide the following information:

**Letter of Transmittal:**

The letter of transmittal must contain the following statements and information:

- Organization name, address, telephone number(s), and website.
- Name, title, email address, and telephone number of the person(s) to contact and who is authorized to represent the organization.
- Federal and State taxpayer-identification numbers and status of the organization
- A brief statement of your understanding of the need to utilize/lease the space and a positive commitment to provide services as specified in the proposal
- The letter must be signed by a person authorized to bind the vendor to the proposal and cost schedule.
- A statement indicating that the proposal will be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with the Town.
- Provide a short profile of the organization, including Mission Statement and Goals.

**Proposal:**

1. Description of the approach the organization intends to use in providing the services requested. Include a description of how the organization is positioned to provide the services requested, with a history of experience in providing similar services. A local approach towards helping to solve a need in Lyons is an important consideration.
2. Naming of staff and/or volunteer resources, with identification of principals and key personnel,
  - a. who are available to provide the services (The town prefers one primary point of contact/project manager);
  - b. experience and expertise of staff and/or volunteers;
  - c. role and responsibilities that each staff member will have.
3. Include any scope of services beyond the required information that the organization can provide which may be of interest to the Town.

Proposal summary, including why the organization is pursuing this unique space and how it is qualified to perform the services.

**Cost Proposal:**

The Town is requesting that the organization submit a FIXED FEE service contract for the rental/lease of the municipal space, for at least one year, renewable for up to five years beginning in April 2022.

Organizations may also submit other alternative ideas that they feel would meet the needs of the Town that may not have been considered in creating this call for proposals and submit them as an alternate proposal.

## **5. Evaluation Criteria**

A selection committee, appointed by the Town Administrator, will review the proposal's qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. The Board of Trustees will award the contract to the proposer who provides a proposal that it determines provides the best use and alignment for the Town. The criteria are shown below and are listed in relative order of importance:

- 1. Concept and Approach**
- 2. Staffing and Experience**
- 3. Community Need**
- 4. Pricing/Cost**

A rating system will be used to evaluate the proposals based on the above criteria. The award of the contract will be made to an organization, whose proposal receives a favorable evaluation and recommendation from the selection committee, with final approval by the Board of Trustees. The Town reserves the right to accept whichever proposal is felt to be in the best interest of and provide the best value to the Town of Lyons as well as to reject all bids for any or no reason.

## **6. Miscellaneous**

The Town reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the town's sole judgment, best meets the requirements of the program.

The call for proposals creates no obligation on the part of the Town to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The Town reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

The Town further reserves the right to make such investigation as it deems necessary, to determine the capability of the proposers to furnish required services, and proposers shall furnish all such information for this purpose as the Town may request.

Proposers must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information or trade secrets. However, the vendor should also understand that information submitted may be subject to Colorado Open Records Act Laws and may be disclosed if requested.

All requests for additional information must be made in writing (including email), and this information provided will be made available to all vendors at the discretion of the Town.