

From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#)
Subject: Weekly Update 4-25-2025
Date: Friday, April 25, 2025 9:28:09 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Here is your weekly update:

Pine Ridge Metro District. You would have received a separate email regarding the public hearings for this project. We are monitoring this project to determine if the Town should be involved as an objecting party for either water or wastewater development in the district. It is our understanding that the water will be coming from the Wild Pointe Subdivision, and that sewage will be contained in an off-drainage system. If both conditions are correct, then there are no concerns for the Town.

Elizabash / Stampede Rodeo. As you may recall, street closures require an application, a map for the closure, and approval from several agencies such as PD, PW, and Elizabeth Fire. We have been working with the Chamber of Commerce to finalize all the necessary permits to no avail. Contact was made in February and forms were provided; a deadline of April 1st was set and lapsed; Mike DeVol tried to establish contact on April 23rd to no avail. These are necessary and required so that PD can determine location of Staffing, and so that PW can determine street closures, staffing, barricade locations, etc. We will continue to contact the Chamber for action, but I wanted the Board aware of these difficulties and that the timelines have passed. We can still get it done, but the window is closing.

Ward Discussion. You will receive a separate email regarding the upcoming Ward Discussion. Additional information will be provided in the Board packet in advance of the meeting on May 13th. This is to get the members of the Board up to date on the discussions that began in February 2024 on the ward system.

“Big Box” Store Analysis. Several members of the BOT have made inquiries as to the likelihood of a “big box” store, such as Home Depot, in the Elizabeth area. I am providing a separate email that makes a very surface level review of the practicalities of a large commercial retailer in Elizabeth or the greater Elizabeth area. As the Board will assuredly be discussing economic development during the May 3rd workshop, I wanted to get you this brief analysis out in advance.

Have a great weekend, and I will see you Wednesday.

Patrick

Patrick G. Davidson, Town Administrator

151 S. Banner Street

Elizabeth, CO 80107

(720) 351-4504

pdavidson@townofelizabeth.org



From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#)
Subject: Weekly Update 5-2-2025
Date: Friday, May 2, 2025 10:50:49 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Here is your newest weekly update.

Board Workshop. The BOT will have a workshop tomorrow from 9:00-Noon to discuss the Board's March 8th retreat. Department Heads are planning in being in attendance as well as Alex and Hannah. Please let Michelle or I know if you want a printed copy of the final report Todd generated.

Town Clean-Up. Town clean-up day is Saturday, May 10th. The time will be from 8:00-Noon. PW staff generally assembles around 7:00 to get things lined out. If members of the Board have items, they wish to bring for clean-up day, please do so. We can either unload your vehicle prior to the start of the event, or after, depending on the time you are available.

Meat-In. The meat-in is scheduled for Saturday, May 17th. As you may recall, there are street closures that day around the Locker Plant, and PD will likely be assisting in pedestrians crossing from Main Street to the event. I would encourage Board members to park at Town Hall if you are interested in attending.

Main Street/The Depot. The pre-construction meeting for the Depot Parking Lot will be occurring on Tuesday, May 6th. I anticipate ESI will begin to mobilize that day to begin construction activities. Triple M will be working this weekend to catch up on delays that had occurred within their schedule.

Water and Sewer Standards. You may recall that Mike presented the proposed 2025 water and sewer standards during the April 22nd BOT meeting. They will be presented again on May 13th for Board action. Should you have any questions, please let Mike or I know in advance of the meeting so that we can share any questions or responses in advance.

Fuel Island Agreement. I believe we are ready to act on the fuel agreement that has been discussed now for some time. The agreement has been executed by the Fire Chief and the School Superintendent, but the BOT will need to authorize my signature for the document. The contract was prepared by Corey, with input from the balance of the organizations, and is ready to go. It will be provided by a separate email in advance of the meeting and in advance

of the Board packet.

Wards Discussion. The topic of wards is also on the May 13th workshop. It will begin at 6:00PM. The Board will have an opportunity to discuss this matter, and to provide guidance as to how to proceed. Corey will not be in attendance that evening, however, if direction is provided during the 13th, Corey will have the appropriate documents in place for action on May 27th.

Have a great weekend, and I will see you tomorrow.

Patrick

Patrick G. Davidson, Town Administrator
151 S. Banner Street
Elizabeth, CO 80107
(720) 351-4504
pdavidson@townofelizabeth.org



From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#)
Subject: "Big Box" Store Analysis
Date: Friday, April 25, 2025 10:36:00 AM
Attachments: [Home_Dep_Analysis-04252025102906.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning Mayor, Mayor Pro Tem, and Members of the Board of Trustees,

As you are aware, there have been a series of discussions within the community as to the practicality or possibility of a "big box" store in the area to help support the local economy. As is the case with any smaller municipality, there is a constant pressure as to whether roof-tops or commercial properties should form the bases of a local economy. While this analysis does not in any way address that broader issue, it should provide a method of the underlying economic and infrastructural requirements that a larger retailer likely would need to compete. The following analysis is for "Home Depot", and while it is not complete, it provides a look into the underlying requirements for such a business in Elizabeth.

Have a great weekend.

Patrick

Patrick G. Davidson, Town Administrator
151 S. Banner Street
Elizabeth, CO 80107
(720) 351-4504
pdavidson@townofelizabeth.org





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: April 24, 2025
SUBJECT: Analysis of a Home Depot or other "Big Box" commercial property within the greater Elizabeth community

INTRODUCTION

Recently there have been various discussions among members of the community, elected officials, and representatives of "Smart Growth Elizabeth" that have stressed the importance in securing a "Home Depot" or similar "big box" store in Elizabeth for tax stability. In the alternative, some have specifically dismissed any interest in a larger retail business, often citing impacts on locally owned businesses. The following data, using Home Depot as an example, should prove useful in discussing such a venture in Elizabeth.

BACKGROUND STAFFING DATA

Total Home Depot Retail Stores:	2,298 ¹
Total Associates in US:	500,000
Ave. Associates per Retail Location:	218
Ave. Starting Wage Range:	\$12.75 to \$21.69/hr.
Minimum Customer Base:	55,000 households w/in 10-minute drive ²

Colorado Retail Stores:	46 ³
Total Colorado Associates:	10,100 ⁴
Ave. Associates Per Colo. Location:	220
Ave. Colorado Starting Wage:	\$16.05/hr. ^{5 6}
Minimum Customer Base:	50,000 households w/in 10-minute drive
Elbert County Households:	10,829 (2023 US Census Data) ⁷
Elizabeth Households:	4,909 (10-mile radius <u>not</u> 10-minute drive) ⁸

¹https://corporate.homedepot.com/sites/default/files/2021_Q2_FastFacts.pdf#:~:text=The%20Home%20Depot%E2%80%99s%20total%20revenue%20for%202020%20was,Our%20tagline%20is%20%E2%80%99CHow%20Doers%20Get%20More%20Done.%E2%80%9D

² <https://www.numerator.com/snapshots/home-depot/>

³ https://corporate.homedepot.com/sites/default/files/2023-10/Economic_Impact_2023_CO.pdf

⁴ The term "Associates" does not include contract staffing within the Store, such as Loss Prevention, Human Resources, Janitorial Services, and other duties.

⁵ <https://www.indeed.com/cmp/The-Home-Depot/salaries?location=US%2FCO>

⁶ https://www.payscale.com/research/US/Employer=The_Home_Depot_Inc./Hourly_Rate

⁷ <https://censusreporter.org/profiles/16000US0823740-elizabeth-co/>

⁸ <https://data.census.gov/all?q=80107>

Total Population 80107: 13,766⁹

LEASE HOME DEPOT PROPERTY PROFILE AND CAP RATES (2020 DATA)¹⁰

U.S. Average Construction Price Range:	\$10MM – \$25MM
Cap Rate:	5.25%
Net Income:	\$750,000
Price Per Square Foot (2020):	\$150.00/sq. ft.
Building Size (2020):	100,000 sq. ft.
Lot Size:	12 Acres
US Average Store Size (2025):	119,500 sq. ft.
Colorado Average Store Size (2025):	104,000 sq. ft. store, 24,000 sq. ft. seasonal

ANALYSIS

Lot Location. The Abraham Lot is the only tract of land within the jurisdiction of Elizabeth that is of sufficient size to accommodate a “big box” store. The Abraham Lot lacks sufficient access points in which to provide for a “big box” store. Commercial property does exist along the Elbert County Economic Development Zone (EDZ) along HWY 86 that meets the overall space requirements and does not likely support sufficient fire flow through a water or sewer system.

Minimum Consumer Base. The Town of Elizabeth and the area within a 10-minute radius do not include enough households to meet the minimum criteria for a Home Depot. Presumably, it also would not meet the minimum requirements for other larger “big box” stores.

Construction Costs. The data found regarding the necessary land for a large retail structure was from a 2020 study of construction prices. These are inaccurate for 2025. Applying a simple CPI calculation to the 2020 construction costs increases the range to \$12.4MM - \$31MM for basic construction. This, of course, does not include required inventory for operations.

Compensation. With an average wage of \$16.05/hr. for Home Depot employees, the annual salary for a new associate is approximately \$33,384/yr. The average salary for a resident in Elizabeth is \$57,470/yr. with a median household income of \$129,668/yr. At the wage rate of \$16.05/hr., the household would be eligible for WIC, supplemental income services, and the Colorado Health Service Corp, i.e. “welfare”.¹¹ This is often referred to as the “Walmart Syndrome” wherein low overall compensation leaves workers unable to meet daily necessities, thereby forcing employees to seek public assistance.¹²

⁹ <https://data.census.gov/all?q=80107>

¹⁰ <https://www.bouldergroup.com/blog/net-lease-home-depot/>

¹¹ <https://cdphe.colorado.gov/federal-poverty-level-calculator>

¹² <https://moneymorning.com/2013/06/13/how-the-wal-mart-syndrome-pushes-millions-more-onto-food-stamps/>

Housing. Referring to the February 7, 2025, Weekly Update, I provided an updated housing analysis for the Elizabeth area. That information was as follows:

Zillow lists the median sale price within Elizabeth at \$663,882 and Realtor.com lists the median home price at \$666,900. Using the Realtor.com median, and applying a 30-year mortgage, 20% down, HOA fees, taxes, and 6.750% interest, the monthly mortgage payment remains quite high in Elizabeth at approximately \$4,250/month [\$51,000 annually]. With the median household income in Elizabeth being \$129,668,00, housing will continue to remain an issue.

In looking to housing availability within the area of Elizabeth, combined with housing costs, it is financially unlikely that an employee at “Home Depot” or a similar organization would be able to find housing within Elizabeth or the surrounding area. As such, the prospective business would need to attract employees from outside of Western Elbert County to staff such a store. It is unlikely that prospective employees would be willing to commute from larger communities in the Denver-Metro Area to earn less compensation to work in Elizabeth.

Elizabeth Housing Capacity. According to the Elbert County Housing Needs Assessment (October 2022) the average number of residents per household is 2.63. Applying the average number of associates per Colorado Home Depot store to the average number of residents per household in Elbert County, it would be estimated that an additional seventy-six (76) residential units would be required to meet the housing needs of store associates alone.¹³ As indicated in footnote 4, the term “Associate” does not include contract positions within each individual retail location.

¹³ This is a simplistic analysis of the extent housing may be required. There are possibilities of positions being filled by those in the greater Elizabeth area entering the workforce, those already in the area that are changing positions or careers, or other factors. This calculation is used for comparative purposes only in analyzing potential housing concerns associated with a large commercial retailer in the area.

From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#); [Alexandra Cramer](#); [Michael DeVol](#)
Subject: Update Memo on PROST Plans for Town
Date: Wednesday, May 7, 2025 8:49:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[PROST Memo to Board 5-6-2025-05072025083834.pdf](#)

Good afternoon, Mayor, Mayor Pro Tem, and Members of the Board of Trustees.

The topic of the parks, trails and open space was discussed quite briefly during the May 3rd workshop. Because the project is ending, I wanted to be able to answer any questions you might have on the overall project. I know there were some concerns about aspects of the plan that could take place in the County, as compared to suggestions within the Town. Hopefully, the attached memorandum will provide some additional information going forward.

In addition, I would note that from your 2025 Strategic Planning Report, Item ST No. 24.12 reflects a desire to upgrade Running Creek Park, and items 25.13 which states a desire to develop a plan for the South 40. Both items are addressed specifically within the PROST plans and report and therefore are relevant to furthering the goals in the Strategic Plan.

With this information provided, it may be ideal to discuss these matters as part of the overall budget process for either inclusion in 2026 or in 2027. I would note that the 2025 budget calls out for \$60,000 to be spent from the Capital Improvement Fund for improvements to Wade Park. Perhaps those funds should be held back pending a further discussion of this matter?

Have a great day!

Patrick

Patrick G. Davidson, Town Administrator
151 S. Banner Street
Elizabeth, CO 80107
(720) 351-4504
pdavidson@townofelizabeth.org





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
Alex Cramer, Planner / Project Manager
DATED: May 6, 2025
SUBJECT: Update on the PROST Discussion from the Board Workshop

BACKGROUND

On Saturday, May 3, 2025, the Board of Trustees held a Board Workshop to discuss the 2025 Strategic Planning Report that was completed by Todd Leopold with CIVICATE. Late within the meeting's discussions, concerns were raised regarding the *Parks, Recreation, Open Space & Trails Master Plan* (PROST). Unfortunately, Town Staff was not prepared to discuss this matter in detail, as the *Plan* was not specifically identified in the 2025 Strategic Planning Report. With this in mind, it is appropriate to clarify a couple of comments that were made about the process, and how the Town could benefit from the overall study.

This process began as a combined collaboration between the Town of Elizabeth, the Elizabeth Parks and Recreation District, and the Elizabeth School District. As a Great Outdoors Colorado [GOCO]¹ funded initiative, it was vitally important to undertake as broad of a planning process as possible, recognizing the future grant eligibility for any or all of the projects identified in the Plan would require a combined effort in the future. Below are examples of the steps undertaken by Staff to combine their efforts for a successful partnership.

In determining what is sought by the citizens in Elizabeth, as well as those broader community residents of the Elizabeth Parks and Recreation District, and the Elizabeth School District, it was important to have as much contact as possible with the public. In that regard, all who have worked on this project are very complementary of the consultant team and what they have been able to accomplish.

The consultant team has gone beyond standard outreach by attending community events including the Boo Bash and Mayor's Tree Lighting, hosting an open invitation night at Elizabeth Brewing Company, and conducting two community-wide workshops. They have actively engaged with student council and formed a committee of interested students for the master planning process. They've also built relationships with student council, teachers within the high school, and the high school catering program that the Community Development Department can utilize

¹ Great Outdoors Colorado [GOCO] is an independent entity which receives funding from the Colorado Lottery for preservation and enhancement of parks, trails, wildlife, rivers, and open spaces. Since 1992, GOCO has invested \$1.4BN in outdoor projects in Colorado.

far beyond this master plan process. In fact, we are using the high school catering program for the Main Street networking event next week, which will be the students' final exam for the year.

Additionally, mailings were sent to every household in the EPR district and posted in the newsletter that goes to every town resident about the first community workshop. These communications invited the public to visit the master plan website for updates to the planning process and to reach out to our team if they would like to be included in an email or mail subscription for updates.

In keeping with the idea of community output and community insight to the design process, the following entities and organizations have, at a minimum, had many opportunities to participate in the entire process. In addition, representatives and citizens have participated in the process from these groups:

Governmental Entities:

- Town of Elizabeth Community Development Department
- Elizabeth Park and Recreation District Board
- Elizabeth School District
- Town of Elizabeth Board of Trustees
- Town of Elizabeth Planning Commission
- Town of Elizabeth Public Works Department
- EPR Maintenance
- Main Street Board of Directors
- Historic Advisory Board
- Elbert County Commissioners
- Elbert County Planning Department
- Elizabeth Pines and Plains Library District

Recreational Entities:

- Elbert County Wranglers
- Colorado Bowhunters Association

Civic and Community Organizations:

- American Legion Post 82
- Daughters of the American Revolution – Running Creek Chapter
- Elizabeth Chamber of Commerce
- Dads of Elbert County
- Elizabeth High School Student Council
- Colorado Bowhunters Association
- Elizabeth Senior Luncheon Group
- Local Churches

Districts/HOA/Subdivisions:

- Cimarron

- Elizabeth in the Pines
- CB Independence Holding Co LLC
- Spring Valley Metropolitan Districts
- Sun Country Meadows HOA
- Wild Pointe Ranch HOA
- Legacy Village
- Gold Creek Valley
- Hillside Village

ANALYSIS

The Project website has been active for over the last eight (8) months, allowing the public to view the revisions and plans that have been proposed and amended over that time. The link to the project is provided here: <https://scj.mysocialpinpoint.com/GreaterElizabethPROST>. As a project that covers the jurisdiction of the Town of Elizabeth, as well as the jurisdictions of the Elizabeth Parks and Recreation District, and the Elizabeth School District, it is important to note that the Town has a limited geographic area involved in the broader design.

For the Town of Elizabeth, the scope is somewhat limited to the following concept designs:

Running Creek Park – The plans for Running Creek Park recommend a permeable paver area for vendors, food trucks, and related operations. It also recommends a small playground with minimal park features. Finally, the plans call for a sloped lawn area to create an area for the stage to be completed. These plans are nearly identical to prior discussions and are designed to maximize the opportunities and flexibility of this parkland.

South 40 – The plans for the South 40 are consistent with prior direction to establish a natural surface trail system within the area. The plan also includes potential locations for a restroom facility, picnic shelter, and parking lot. Furthermore, these are discussions that have been previously entertained for improvements to the South 40, while having nominal impact to the overall area.

Linear Park (near schools) – The Board of Trustees has actively sought to have student participation in government operations. This is demonstrated by having a Student Liaison on the BOT, Staff working with students in the schools, internships, and volunteering for such items as the Homecoming Parade. It is within this vein that the Linear Park design was undertaken. Representatives of Elizabeth High School and their siblings played an active role in the design of this parkland and included the amenities that were being sought by the youth of the community.

Town Trail Map – The plans call for the possibility of trails not only within the Town of Elizabeth, but also along the greater jurisdictional boundaries of both the Elizabeth Parks and Recreation District and the Elizabeth School District. For purposes of these plans, the focus of the Board of Trustees should be somewhat limited to what is being sought and recommended within the Town

itself, fully recognizing the prospects of interconnection if, and when, the public makes this development a priority.

Bandt Park – The proposed amendments to Bandt Park not only center on repair and replacement of existing infrastructure but also incorporates those recommended features to create a modern multi-program park facility. Many of these changes will expand on the steps already taken to make the park more ADA accessible. The proposed changes also expand the playground for ages 5-12 years old, additional pathways and trails, and hard surfaces for pickleball, basketball, tennis, and volleyball.

It is important to recognize that the overall PROST Plan does have substantial economic opportunities for all three (3) of the entities, particularly in terms of grants from GOCO². Further, while all members of the public, or even members of the Board, may not agree with each and every item identified in any area, it does not dismiss the desire by others to have those improvements in the community.

Lastly, it is also important to note that the failure to obtain a resolution adopting this plan, as generally presented, will likely have substantial implications on the partner agencies who assisted in bringing this Plan to completion.

STAFF RECOMMENDATION

As this project is ending, Staff needs to be made aware of specific comments, suggestions, or questions the Board may have regarding these concepts.

Additionally, Staff welcomes any comments, suggestions, questions, and constructive criticism on how this master planning process could have been even more successful—especially considering the Board's aspirations to undertake a comprehensive plan in the next year. Staff strongly believe the engagement process and informational options provided served as a valuable reference for future long-range planning initiatives for many years to come.

BUDGET CONSIDERATIONS

None. Informational Purposes Only.

ATTACHMENTS

Concept Drawing for Running Creek Park
Concept Drawing for South 40
Concept Drawing Linear Park (near High School and Middle School)
Concept Drawing for Town Trail
Concept Drawing for Bandt Park

² GOCO operates within a broader 5-year budget plan as well as a 1-year budget plan. For FY2024-2025 GOCO expects total revenue in the amount of \$86,857,350 and expenditures of \$72,000,102. With a deficiency of public lands in Elbert County, there is a strong likelihood that grant funding will be available in the future as part of this PROST project.



Permeable Paver Event Plaza (food trucks, vendors, tents etc.)

Existing Town Trail

Picnic Shelter

Playground with embankment play features

Portable Restrooms

Min. 10' Wide Paved Path

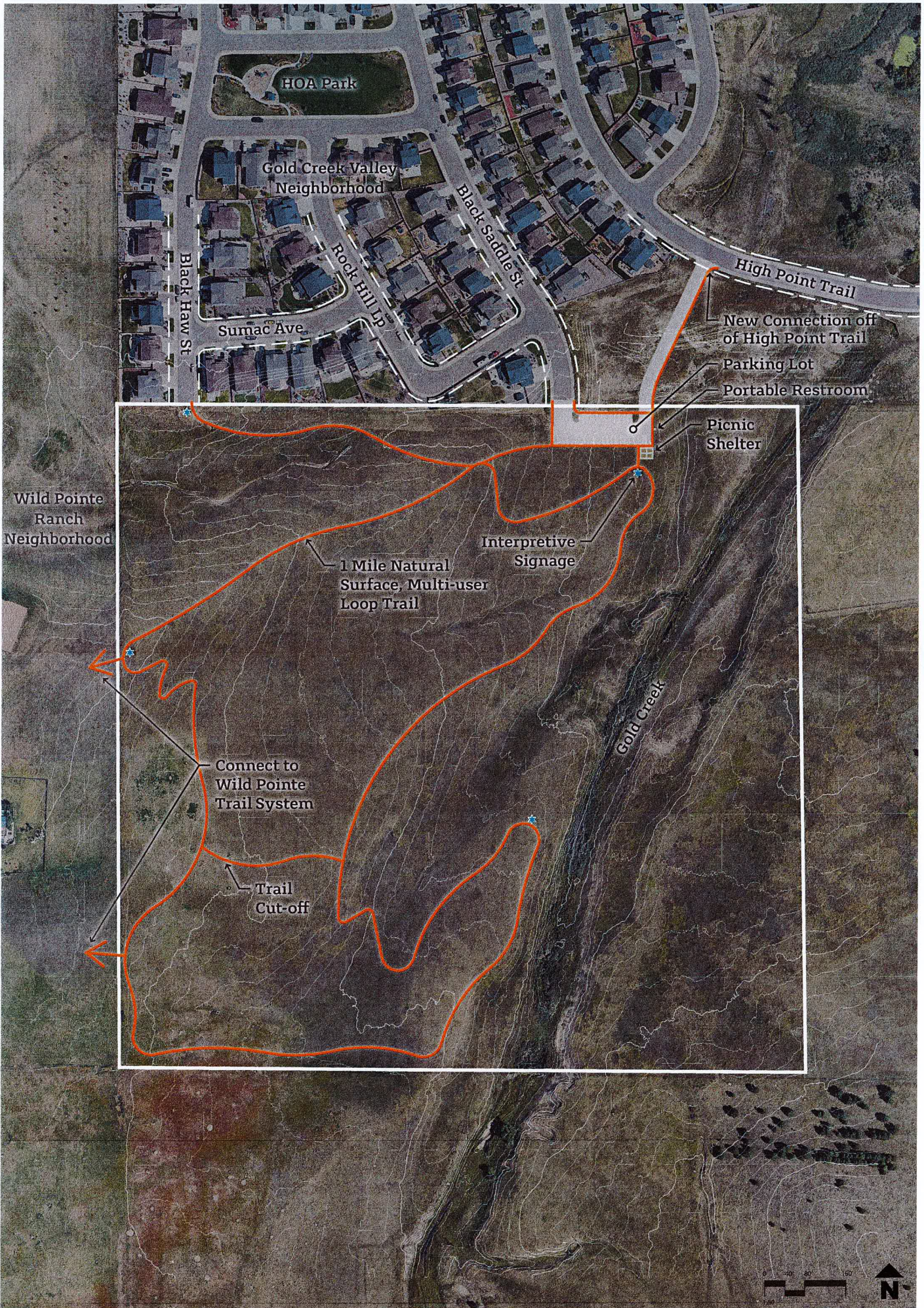
Sloped Lawn

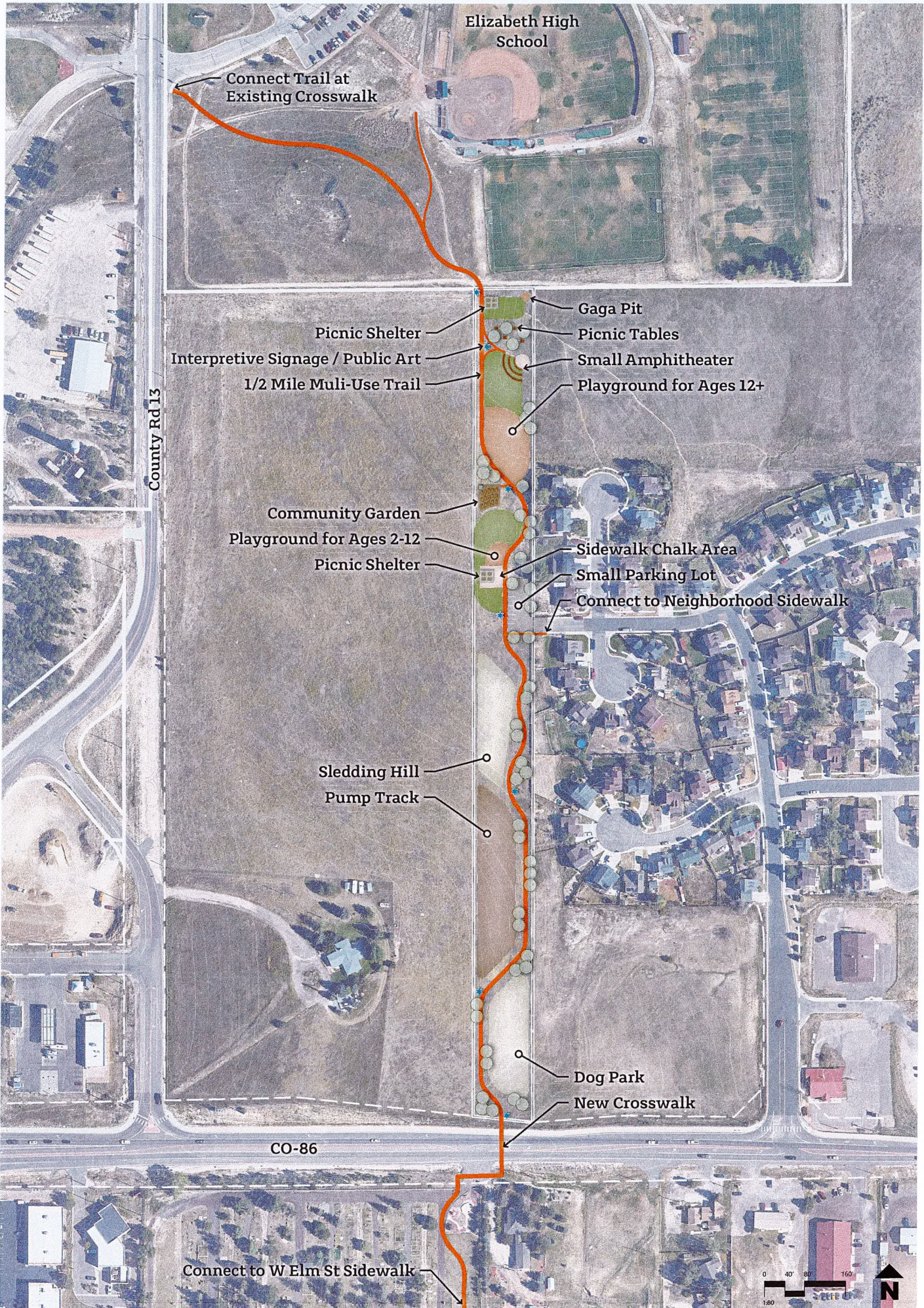
Stage

Parking Lot (construction in progress)

Detention (construction in progress)







Elizabeth High School

Connect Trail at Existing Crosswalk

County Rd 13

Picnic Shelter

Interpretive Signage / Public Art

1/2 Mile Multi-Use Trail

Gaga Pit

Picnic Tables

Small Amphitheater

Playground for Ages 12+

Community Garden

Playground for Ages 2-12

Picnic Shelter

Sidewalk Chalk Area

Small Parking Lot

Connect to Neighborhood Sidewalk

Sledding Hill

Pump Track

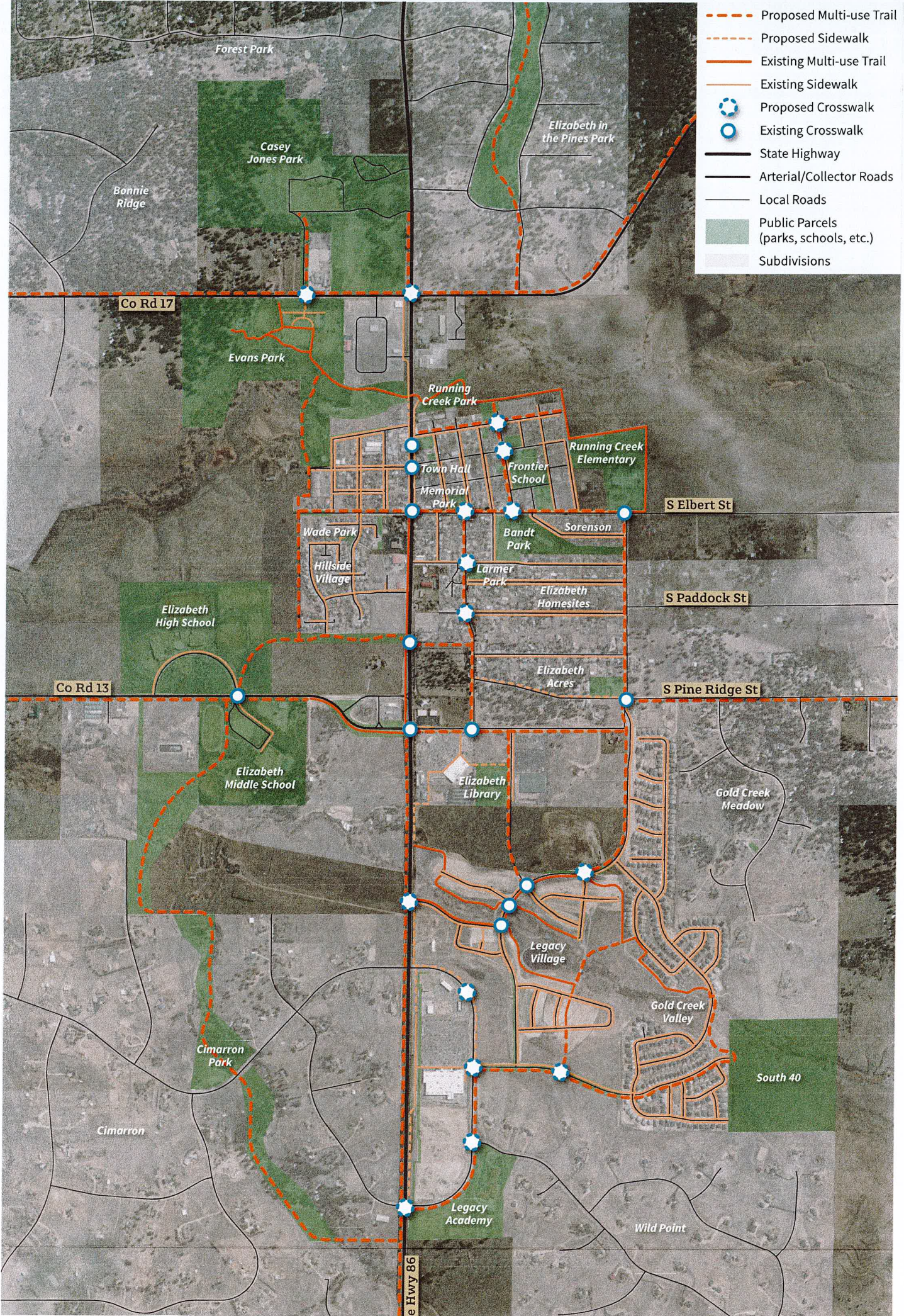
Dog Park

New Crosswalk

CO-86

Connect to W Elm St Sidewalk





- - - Proposed Multi-use Trail
- - - Proposed Sidewalk
- Existing Multi-use Trail
- Existing Sidewalk
- ⊗ Proposed Crosswalk
- ⊙ Existing Crosswalk
- State Highway
- Arterial/Collector Roads
- Local Roads
- Public Parcels (parks, schools, etc.)
- Subdivisions

Co Rd 17

Co Rd 13

S Elbert St

S Paddock St

S Pine Ridge St

e Hwy 86

South 40

Forest Park

Casey Jones Park

Bonnie Ridge

Evans Park

Running Creek Park

Elizabeth in the Pines Park

Town Hall Memorial Park

Frontier School

Running Creek Elementary

Wade Park

Bandt Park

Sorenson

Elizabeth High School

Hillside Village

Larmer Park

Elizabeth Homesites

Co Rd 13

Elizabeth Middle School

Elizabeth Library

Elizabeth Acres

Gold Creek Meadow

Cimarron Park

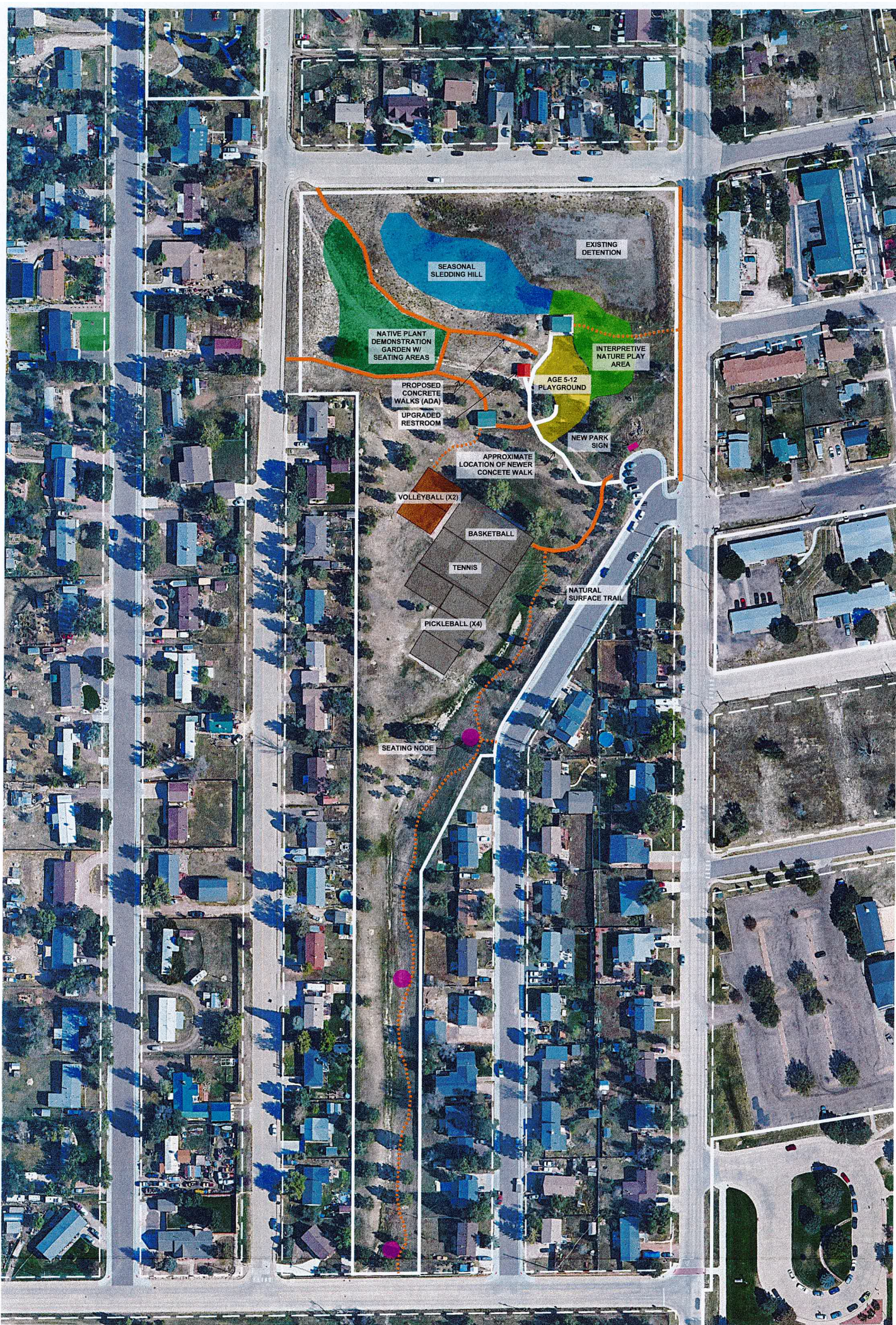
Legacy Village

Gold Creek Valley

Cimarron

Legacy Academy

Wild Point



SEASONAL SLEDDING HILL

EXISTING DETENTION

NATIVE PLANT DEMONSTRATION GARDEN W/ SEATING AREAS

INTERPRETIVE NATURE PLAY AREA

AGE 5-12 PLAYGROUND

PROPOSED CONCRETE WALKS (ADA)

UPGRADED RESTROOM

NEW PARK SIGN

APPROXIMATE LOCATION OF NEWER CONCRETE WALK

VOLLEYBALL (X2)

BASKETBALL

TENNIS

NATURAL SURFACE TRAIL

PICKLEBALL (X4)

SEATING NODE



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: April 24, 2025
SUBJECT: Review of Discussion of Wards within the Town of Elizabeth

BACKGROUND

Initial discussions regarding the possible creation of Wards within the Town of Elizabeth began on February 10, 2024, during the Board's Vision Meeting. Based on direction provided by the BOT, additional research and consideration was undertaken by the Town Attorney, the Town Administrator, and the Town Clerk to determine the legality, as well as the practicability, of creating a Ward System in Elizabeth. The stated purpose by members of the Board of Trustees was to ensure that with growth in the community, no single area or subdivision of the Town could dominate the elected positions within the municipality.

The timing of the approval of the Ward System was pivotal to the overall decision by the Board of Trustees. Generally, a ward or voting district system is established upon creation of the municipality and is not later established. However, with six (6) of the existing seven (7) seats open during the November 2024 General Election, it provided Elizabeth with a once in a generation opportunity to create a Ward System.

With information provided by the Town's Community Development Department, a potential map was developed to establish wards, which would take into consideration estimated population growth in each hypothetical ward. Additionally, other communities were contacted to consult on the operation of the ward system, area elections, and the feasibility of wards within the Town of Elizabeth. Ultimately, legal opinions provided guidance to the Board members on how the process would or could be undertaken.

On April 23, 2024, the Board of Trustees passed Resolution 24R16 on a 5-2 vote to adopt the creation of Wards within the Town of Elizabeth. In addition, on that same date, the Board of Trustees approved Ordinance 24-03 on a 5-2 vote to codify the process and establish Wards. The Ordinance was not challenged by Referendum and became effective on May 23, 2024. The November 2024 General Election then included Wards for purposes of the election to the Town Board of Trustees.

ANALYSIS

Methods of Establishing Wards or Voting Districts. The Board of Trustees chose to implement a Ward System consisting of a Mayor-at-Large and two (2) representatives from each Ward. Those representatives, after 2026, would hold rotating 4-year seats within their respective Wards.

Other communities have chosen to use a hybrid ward system such as: (1) the division of the community into wards, with the mayor and *three* trustees holding at-large positions, while the remaining members of the Board be limited solely to wards; (2) the use of districts where portions of the community are divided into districts with only one member of the Board of Trustees being elected by any one district; (3) the division of the community into wards, with the mayor and three trustees holding four-year terms, while the remaining members of the Board serve shorter terms within their respective wards, or vice-a-versa. Ultimately, each system is designed to distribute power across numerous elected officials and create a greater degree of accountability for each elected official.

Costs of Elections, Special Elections, and Recalls. A key provision through the establishment of the Ward System is that it limits the costs for the municipality in conducting special elections and recall elections. Only residents within their specific ward are allowed to petition, vote, and conduct either a special election to fill an open seat, or to conduct a recall election. In the case of Elizabeth, it would reduce costs by approximately 50% opposed to conducting the same under the prior organization of the Town.

Accountability to the Elected Officials' Constituents. Under the Ward System, a closer relationship is established between members of the Ward and their individual representatives. Elected officials live and campaign within their own neighborhoods and are directly accountable to those within their neighborhood. Representatives of a specific ward are in the best position to advocate for the specific needs of their ward, while still understanding the overall needs of the community.

Future Growth and Development of the Town. Regardless of one's political approach towards growth and development within Elizabeth, there remains development projects which have already been approved by prior Boards. These include the Pine Ridge Apartments (est. 126 new residents); Walnut Street PUD (est. 116 new residents); Winchester Estates (est. 20 new residents); Gold Creek Commons (est. 460 new residents); and the Abraham Property. As such, the creation of wards not only considers the current makeup of the community but also anticipates growth and development in the future and creates the most equitable means of ensuring the impacts of votes in the future.

Influence and Control by Specific Subdivisions. A concern raised by the prior Board of Trustees was the overall influence that the development of the Gold Creek Subdivision, the Legacy Subdivision, and the anticipated development of Gold Creek Commons would have on the community. If appropriately organized, the Gold Creek and Legacy Subdivisions have a sufficient voter base to control all seats within the Town of Elizabeth.¹ Assuming the lowest anticipated

¹ In advance of the Board's April 2024 action there were comments circulated which included: the use of Town reserves to pay-down the metro district bonds held within the Gold Creek Subdivision (to reduce property tax bills) and to convey park lands to the Town to reduce HOA assessments related to park and open space maintenance. These actions could be accomplished depending on the underlying make-up of the Board of Trustees.

growth of Gold Creek Commons, including approximately 460 new residents, the three subdivisions combined could dominate Town elections. The Ward System assists in maintaining a representative democracy within the Town of Elizabeth.

Existence of Wards in Colorado. Through the deliberative process there were questions about whether any small towns in Colorado even made use of a Ward System. The table provided below provides information related to other small communities within Colorado that use a Ward System. For the Town of Elizabeth, three population examples are provided. First, the population numbers are from the website titled www.worldpopulationreview.com. This likely provides the lowest currently published population count for Elizabeth at 2,980 residents. The second entry in the table provides the population data used on the water/wastewater estimates supplied by the Town. The population using this analysis is 3,300. Finally, the third entry is based on known and anticipated development within the Town of Elizabeth within the next three (3) years.²

Municipality	Population	Type of Ward System
Georgetown	1,350	3 Wards, Mayor-at-Large
Las Animas	2,424	3 Wards, Mayor-at-Large
Elizabeth	2,980	3 Wards, Mayor-at-Large
Walsenburg	3,109	3 Wards, Mayor-at-Large
Elizabeth	3,300	3 Wards, Mayor-at-Large
Florence	3,876	3 Wards, Mayor-at-Large
Manitou Springs	4,452	3 Wards, Mayor-at-Large
Elizabeth	4,700	3 Wards, Mayor-at-Large
Brush	5,224	3 Wards, Mayor-at-Large
Castle Pines Village	5,577	3 Wards, Mayor-at-Large
Sheridan	5,777	3 Wards, Mayor-at-Large
Salida	6,032	3 Wards, Mayor-at-Large

As always, it is important for the Board of Trustees and for Staff to anticipate growth and development well in advance of what is currently existing within the community. As such, it is recommended that the 4,700-population count be considered appropriate within the broader ward analysis.

STAFF RECOMMENDATION

As this decision is ultimately a policy decision and is political in nature, Staff take no position.

BUDGET CONSIDERATIONS

Unknown. The costs of remaining within a Ward System are likely none. A transition back to an “at-large” structure will include the costs of conducting elections during the next General

² Updated population information from the State Demographer is through 2023 and states the Town’s population of 2,304 while the U.S. Census’ data is through 2023 and lists Elizabeth as having 2,477 residents. Neither set of figures is particularly helpful to the overall analysis.

Election, the prospects of a Referendum Election, and other potential, but currently unknown costs.

ATTACHMENTS

None.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 7, 2025
SUBJECT: Development Sketches for 601 Pine Ridge – Regarding the footprint of the proposed Community and Senior Center

BACKGROUND

On Saturday, May 3, 2025, the Board of Trustees met with Town Staff to discuss the decisions made during the Board's 2025 Strategic Planning Workshop. One of the items identified by the Board as being a priority is the previously discussed Community and Senior Activity Center. During these conversations, partial directions were given to proceed with some development of the project, and a discussion of project locations. One of the items identified was whether the property at 601 Pine Ridge could be used for such a location, and if chosen, how it would be used.

Of specific discussion was the potential placement of the Community and Senior Activity Center at 601 Pine Ridge Street. This property, acquired by the Town of Elizabeth in 2024, was identified by the prior Board of Trustees as meeting the needs for the development of the project. Specifically, the following conditions were identified behind the acquisition of this property for Town development: (1) general location within the geographic center of the Town of Elizabeth; (2) access to Elizabeth Street for access to CR136, CR13, and HWY 86; (3) economical access to the Town's water and wastewater systems; (4) elevation for telecommunications and emergency services access; and (5) ease of access with possible controlled intersections. In addition, the minimum lot size being sought by the Board of Trustees was at least 5 acres.

ANALYSIS

In anticipation of the land acquisition in 2024, Staff was asked to provide several schematic plans which would give a general overview of the property. Attached are 2 concepts prepared by the Community Development Department to address the lowest possible density for the property and the highest possible density for the property. These are attached and discussed as "Option A" and "Option B" and are as follows:

Option A. Option A sought to provide a minimal approach to the development of 601 Pine Ridge. It anticipated only a portion of the 5+ acres to actually be developed, while maximizing the amount of undeveloped / open space that could be maintained. This design would leave the existing single-family residence and associated garage and would also leave the existing shop for Public Works' storage and usage.

As designed, it would provide the prospects for additional expansion of the Center into the future but would keep the vast majority of trees and open spaces to the North, South, and East of the

Center. This area, likewise, could be used for additional park or recreational space in and around the Center.

Option B. Option B sought to maximize development of the full 5+ acres, while still allowing for the establishment of the Community and Senior Activity Center. The location of the Center itself would remain unchanged. In addition, the existing house with detached garage, as well as the shop for Public Works would remain unchanged.

However, the development of this property would include at least four (4) additional lots to be either sold or developed for single-family residences as well as the prospects of three (3) additional tracts that could be used for commercial enterprises. Under this scenario, the goal was to maximize development of the area for the financial benefit of the Center itself. The resulting funds from the subdivision of the tracts could then be used to establish a basis [perhaps a foundation] for the long-term upkeep and maintenance of the facility.

STAFF RECOMMENDATION

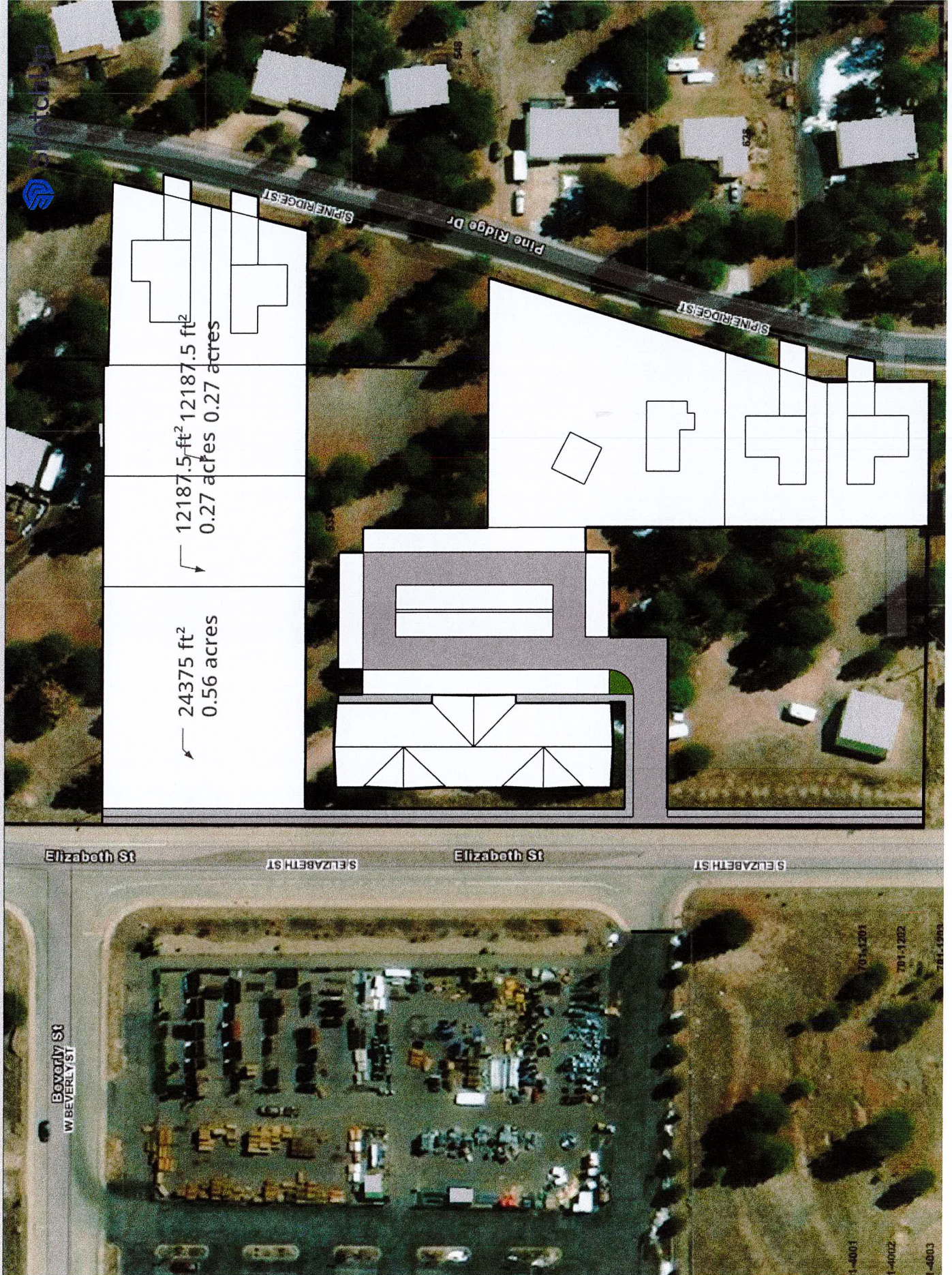
No recommendation is provided. This is for background and discussion purposes only.

BUDGET CONSIDERATIONS

N/A

ATTACHMENTS

Option A: Minimalist approach to the development of the Center at 601 Pine Ridge
Option B: Maximizing approach to the development of the Center at 601 Pine Ridge
Memorandum Regarding Land Acquisition (Dated September 13, 2024)



OPTION B

Beverly St
W BEVERLY ST

Elizabeth St

ELIZABETH ST

Elizabeth St

ELIZABETH ST

SPINERIDGE ST

Pine Ridge Dr

SPINERIDGE ST

24375 ft²
0.56 acres

12187.5 ft² 12187.5 ft²
0.27 acres 0.27 acres

1-4001
1-4002
1-4003

701-4201
701-1202
781-1003



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 13, 2024
SUBJECT: Land Acquisition 601 S. Pine Ridge Road, Elizabeth

In working with the Public, Town Staff receive dozens of questions and comments per week which are not only of interest to the citizen but might also be useful for the community as a whole. Below are the most recent questions/concerns and the Staff's responses.

RESPONSE TO CITIZEN CONCERNS

PURCHASE OF PROPERTY LOCATED AT 601 SOUTH PINE RIDGE STREET.

The Town of Elizabeth has previously sought a more central location in which to establish a Town Hall facility which would also include sufficient space for the Elizabeth Police Department. The Town had previously sought to collaborate with the owners of the Elizabeth 44 property to create such a centralized location. The attempts proved unsuccessful.

After lengthy discussions with the Board on several occasions, a general consensus was reached by the Board that certain conditions should exist for the establishment of a new Town Hall and a Community and Senior Center. The following considerations were deemed important if not required for future sites. These included: (1) general location within the geographic center of the Town; (2) access to Elizabeth Street for access to CR136, CR13, and HWY 86; (3) economical access to the Town's water and wastewater systems; (4) elevation for telecommunications, emergency services access; and (5) ease of access with possible controlled intersections. In addition, the minimum lot size was to be at least five (5) acres in size.

Very few tracts of land within the overall boundaries of the Town of Elizabeth meet these criteria. The property located at 601 South Pine Ridge is actually a total of four (4) smaller lots, two located within the County, and two located within the Town. Combined, they meet the conditions deemed important by the Board of Trustees.

With the recent disconnection of Elizabeth West, the prices for both developed and undeveloped land have increased. The basic driving factor in these price changes are due to the scarcity of land arising from voter initiative. In making a price determination, the Town consulted outside real estate experts, as well as the Town's own data in determining the valuation of the property.

These are the general findings:

- The Elizabeth 44/Abraham Lots are estimated to sell in the range of \$250,000/acre. At that rate, the purchase price would be \$1,250,000.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

- The property located at 889 South Elizabeth Street had a purchase price of \$500,000/acre based on a 6/1/2023 *Special Warranty Deed*. In this instance, the total purchase price of five (5) acres would be \$2,500,000.¹
- The general price for property located in Crossroads is approximately \$325,000/acre. At that price per acre, the total for five acres would be \$1,625,000.
- The property located on Garland Street, in the flood zone located next to Running Creek, is currently listed at \$193,000/acre. Assuming the lot was large enough for the Town's needs, the anticipated purchase price would be \$965,000.
- The lots at Wild Pointe Marketplace (immediately outside the Town of Elizabeth) are averaging \$679,504/acre, for a theoretical purchase price of \$3,397,523 for five acres.

Averaging the per acre prices established above, ***the average cost per acre is \$389,500 per acre.*** The Town has acquired the property located at 601 South Pine Ridge Street at the price of ***\$163,291 per acre***, for a final purchase price of \$895,000.

Until future plans are finalized, the property will remain as a single-family residence from which the Town will receive monthly rental payments. Additionally, the existing shop and garage spaces will provide immediate relief for storage concerns existing at current Town facilities. Contrary to the comments made on social media, the Town is not responsible for any property taxes on these tracts, and until annexation of the County tracts, is not subject to the requirement of installation of Town water and wastewater services. Those services will be implemented upon full annexation and construction of future facilities. Additionally, to the extent adjudicated, the Town receives the water rights in the transaction to add to its holdings.

Finally, as is the case in real estate transactions, the Buyer's commission (the payment to the Town's representative/realtor) comes from the proceeds from the sale of the property and is not paid by the Town. Any inference that the Town directly paid the realtor for this transaction is incorrect.

¹ The close proximity of this property to the property located at 601 South Pine Ridge Street (with access off Elizabeth Street) is noteworthy to the analysis.



REQUEST FOR PROPOSALS
Facilities Master Plan for the Town of Elizabeth

Issued: June 27, 2025

DEADLINE FOR PROPOSALS:

August 27, 2025

4:00 P.M. Local Time

**Request for Proposals
Town of Elizabeth
Facilities Master Plan**

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION

1.1	Invitation.....	3
1.2	Background.....	3
1.3	Project Goal.....	4
1.4	Schedule of Events.....	4

SECTION II: SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

2.1	Scope of Work.....	4
2.2	Schedule of Work.....	7

SECTION III: PROPOSAL REQUIREMENTS

3.1	Proposal Instructions.....	8
3.2	Questions.....	8
3.3	Consultant Selection Process.....	8

SECTION IV: APPENDICES

4.1	Sample of Professional Services Agreement.....	10
-----	--	----

**Request for Proposals
Town of Elizabeth
Facilities Master Plan**

SECTION I: GENERAL INFORMATION FOR THE REQUEST FOR PROPOSAL

1.1 Invitation

The Town of Elizabeth, Colorado is seeking qualified Consultants to submit responses to this Request for Proposals (RFP) for a Public Facilities Master Plan. The Public Facilities Master Plan will include a detailed analysis of current and future needs, recommendations to meet these needs, and conceptual designs and cost estimates for the recommended improvements. The deadline for submission of proposals is **August 27, 2025**. A copy of the complete Request for Proposals is available on the Town’s website at: <http://www.townofelizabeth.org>.

1.2 Background

The Town of Elizabeth, incorporated in 1890, is a Colorado Statutory Town operating under a Council-Manager form of government. With a population of approximately 3,300, Elizabeth is the largest incorporated municipality in Elbert County. The Town continues to see residential and commercial growth, with an anticipated population of over 5,000 by 2028.

The Town provides the following services: police, municipal court, code enforcement, public works, planning, and zoning, building services, general governmental services, parks management, water, and wastewater. The Town currently employs twenty-eight (28) staff members and is currently considered “fully staffed”. Additional positions in public safety and public works are anticipated over the next several years.

The Town is strongly influenced by large residential subdivisions located within unincorporated Elbert County as well as the nearby communities of Castle Rock, Parker, Aurora, Centennial, and the Denver Tech Center. The Town of Elizabeth is the focus of commerce within Elbert County, having restaurants, shopping, a Safeway, and a Walmart within proximity to the Town. However, Elizabeth also serves largely as a “bedroom” community for those working in nearby jurisdictions. The last five (5) years have fundamentally changed Elizabeth by increasing the size of the community, and with it, corresponding impacts on the Town’s infrastructure and operations.

1.3 Project Goal

Elizabeth desires a sound, actionable, and fiscally responsible facilities plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all Town departments.

The Town’s intent is to retain a consulting firm with the qualifications and staff resources necessary to perform city governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting of current facilities as well as the identification of

and/or planning for new facilities to establish a framework for the anticipated Town facility needs for the next twenty (20) years.

1.4 Schedule of Events

Request for Proposals (RFP) Released:	June 27, 2025
Deadline for Written Questions to the RFP:	July 10, 2025
Deadline for Town's Response to Written Questions:	July 14, 2025
Proposals due:	August 27, 2025
Consultant interviews (if held):	September 3, 2025
Notice of Intent to Award:	September 5, 2025
Board of Trustees Action on Award:	September 9, 2025
Contract starts:	September 10, 2025
Desired Project Completion:	January 7, 2026

SECTION II: SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

2.1 Scope of Work

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project:

Space and Programming Needs Assessment

A. The Consultant shall conduct interviews with designated Town representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.

B. For each building, the Consultant shall provide building programming to:

1. Identify the nature of work performed in or function of each workspace.
2. Identify on an inter-departmental basis and on an intra-and inter-divisional basis what working relationships exist and the level of intensity of those working relationships.
3. Identify the physical proximity needs of the aforesaid interdepartmental and inter-and intra-divisional working relationships.
4. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces.
5. Identify the number of employees using each space.

6. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways, and similar space allocations.
7. Identify security issues, concerns, and ways they can be addressed.
8. Assess whether the space is currently adequate given the nature of the work performed therein or the function thereof, to include available information technology infrastructure.
9. Assess whether the space will be adequate in the foreseeable future (5, 10, 15, and 20 years out) given the nature of the work performed therein or function thereof and the possible expansion of the work or the number of employees performing such work.
10. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodation.
11. Assess parking capacity for public and staff needs including parking for bicycles.
12. Assess public accessibility to public meeting spaces and departmental services
13. Desired image of the organization and desired outward image of current and future facilities.
14. Provide the Town with information about adopted Level of Service standards from similar sized cities with similar budget constraints within Colorado.
15. Develop a list of existing deficiencies based on the recommended level of service standards for each of the Town's services and a reasonable list of projects and cost estimates to either cure the existing deficiencies including, but not limited to the upgrading, updating, improving, expanding, or replacing of such facilities to meet existing needs and usage.

Facilities Conditional Assessment

A. The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering, or architecture for the specific building systems they are assessing.

B. The assessment shall be conducted in accordance with well-established industry standards.

C. The Consultant shall obtain from the Town, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.

D. The Consultant shall perform a non-destructive visual inspection of each facility to identify system-level deficiencies and life-cycle conditions.

E. The Consultant shall review, document, and photograph physical condition deficiencies.

F. The Consultant, in coordination with the Town's Public Works staff, shall provide a facilities conditional assessment document which shall include, but shall not be limited to the following for each facility:

1. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information.

2. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include:

- a. Assessment of current structural conditions of Town owned/operated building.
- b. Assessment of each building's compliance with all applicable building codes
- c. Estimated life expectancy of the building.
- d. Identification of major repairs which require immediate undertaking (present-5 years out).
- e. Estimate of likely cost of necessary immediate repairs.
- f. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 15, and 20 years out).
- g. Estimate of likely costs of the long-term repairs.
- h. Assessment of current mechanical systems and components thereof.
- i. Assessment of the functioning condition of each system and the components thereof.
- j. Estimation of life expectancy of each system and/or components thereof.
- k. Estimation of the likely cost of repairing each system and/or components thereof.

City Government-Wide Facilities Master Plan

A. Facilitate a process to gain consensus among Town departments on a preferred master plan strategy or group of strategies.

B. Using information gathered, provide a master plan which takes into consideration the Town's anticipated future needs for space and the organizational use of such space, including development or use of space or property owned or not currently owned, operated or used by the

Town, if such additional space is deemed necessary to the cost effective and efficient operation of Town government. This exercise should seek to compare the existing building conditions and costs with a comparative future new structure(s) or facility(ies).

C. Develop a short-term (1-4 years), mid-term (5-15 years) and long term (15- 20 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

D. Thoroughly review all possible funding sources for the proposed City facility improvements and develop a funding mechanism for the proposed improvements.

1. Review all funds available and the status of capital improvements, operations, and maintenance funds for public facilities.
2. Identify different funding sources including State, Federal, and private sources.
3. Include a discussion of potential incentive programs for energy efficient projects.

E. Final documents shall include, but are not limited to:

1. Master Plan Strategies;
2. Preliminary project budgets;
3. Preliminary project schedules meeting the Town's desired timeline in Section 2.2; and
4. Other Relevant/Diagrammatic information.

F. Consultant will participate in a final report to the Elizabeth Board of Trustees for final review, approval, and adoption

2.2 Schedule of Work

The Town expects the Proposer to be selected for award of contract to start work after **September 10, 2025**. The Town anticipates work to be completed by or before **January 7, 2026**.

SECTION III: PROPOSAL REQUIREMENTS

3.1 Proposal Instructions

Proposals shall be limited to 10 pages, not including a cover page. Proposals shall be submitted electronically in PDF format to the following email address: hbruce@townofelizabeth.org no later than **August 27, 2025, at 4:00 p.m. local time**. Proposals received after this deadline will not be considered. Please title the email RFP for Facilities Master Plan and your company name.

Note that proposers responding to the RFP do so solely at their expense, and the Town is not responsible for any proposer expenses associated with the RFP.

Proposals shall include the following:

- A. Cover Letter: A Cover Letter by Consultant, if a sole proprietor, or a Principal of the Firm.
- B. Executive Summary: Provide a brief statement of the consultant's or firm's history, legal structure, and why you believe the consultant or firm is the best choice for the Town of Elizabeth. Provide information on your philosophy of service, volume of work, financial stability and construction management experience, techniques, and methods.
- C. Project Approach: Describe your approach to providing the services outlined in Section 2 – Scope of Work. Discuss how you would provide leadership to facilitate teamwork and communication. Describe the scheduling techniques you will use, and the software employed to produce an effective schedule. Describe how you will identify activities and their duration and how you propose to ensure contractors mobilize, perform, and complete their work according to the schedule you develop.
- D. Project Team: Provide information for you or the firm and current resumes for the personnel to whom responsibility for the Town of Elizabeth's projects will be assigned. Provide the title, roles, and responsibilities for each team member and their experience in performing these responsibilities. Provide an organization chart clearly illustrating proposed staffing.
- E. Relevant Experience: Briefly describe specific projects that were similar in scope to the Town of Elizabeth project and provide reference contacts.
- F. A budget for the project consistent with the project approach and schedule in item 3 above.

3.2 Questions

The City's Project Manager for this effort is:

Patrick Davidson, Town Administrator
Town of Elizabeth
151 South Banner Street

P.O. Box 159
Elizabeth, CO 80107
pdavidson@townofelizabeth.org.

Questions on this RFP should be directed to the Project Manager. Questions can be submitted via email to pdavidson@townofelizabeth.org. Deadline for **Questions is 3:00 P.M. July 10, 2025.**

If the City’s Project Manager believes a question may be relevant to other consultants, the question and answer will be posted on the Town’s website (<http://www.townofelizabeth.gov/>) and provided to all prospective applicants. The identity of the person and firm asking the original question will not be disclosed.

3.3 Consultant Selection Process

The Town of Elizabeth encourages Minority/Women/Emerging Small Business (“MWESB”) firms to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered pursuant to this advertisement. The Town will enter contract negotiations with the highest ranked consultant. If these negotiations are unsuccessful the Town will select the consultant with the second highest ranked result.

Evaluation and Selection -Each proposal will be limited in length and judged as a demonstration of the Consultant’s capabilities and understanding of the project. Evaluation criteria will be as follows:

Contents

• Introductory Letter	Maximum of 5 points possible
• Firm’s Capabilities/Project Team	Maximum of 30 points possible
• Project Understanding	Maximum of 30 points possible
• Project Schedule	Maximum of 15 points possible
• Support Information	Maximum of 10 points possible
• Consultants Estimated Total Costs	Maximum of 10 points possible
TOTAL	Maximum of 100 points possible in evaluation

Attachment 4.1 Sample of Professional Services Agreement