

Request for Proposal - Use of Elephant Rock Property Main Lodge

Town of Palmer Lake, Colorado

Introduction

The intent of this request is to obtain a qualified party to redevelop the main lodge and possible adjacent cottage and long building for appropriate use of the structures and to fit with the surrounding use of the elephant rock property, located at 290 Hwy 105, Palmer Lake. To be eligible for consideration, the party must meet the services as noted.

All inquiries relating to this request shall be addressed to:

Dawn Collins, Town Administrator
dawn@palmer-lake.org
Town of Palmer Lake
PO Box 208, Palmer Lake, CO 80133

If a party submitting a proposal finds discrepancies in, or omissions from this request, or requires additional clarification of any part, a written request may be submitted. Any interpretation or change made to the request will be made by written addendum and shall become part of the request. The Town will not be responsible for oral explanation. All inquiries shall be in writing and all responses will be provided in writing. To be considered, inquiries must be received a minimum of seven business days prior to the submission date established. It is the responsibility of each party to verify that an addendum is received and addressed prior to submittal.

Submittal

All proposals must be delivered **prior to noon on X, July X, 2025**. Proposals must be submitted by email to dawn@palmer-lake.org plainly noted "REQUEST FOR PROPOSAL – ER REDEVELOPMENT/USE" in the subject line or submitted in a sealed envelope to the Town Administrator plainly marked "REQUEST FOR PROPOSAL – ER REDEVELOPMENT/USE" before this date.

All proposals shall include the following –

- An authorized official of the firm submitting the proposal must sign the proposal.
- Only one proposal will be accepted from one party.
- All proposals must be firm for a minimum period of sixty (60) days from the submittal date.
- The Town of Palmer Lake reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the most responsive, responsible and fitting concept for the property in the best interest of the Town of Palmer Lake.
- The Town of Palmer Lake will not return proposals or other information provided to the Town.

Evaluation

The Board of Trustees will hear and evaluate the submitted proposals at the next regular meeting following the submittal deadline. Proposals shall be evaluated on the following:

- Applicable fit to the surrounding neighborhood and the Community Master Plan;
- The degree to which the proposal meets or exceeds the criteria for the property;
- The degree to which the proposal meets the needs of the community; and
- Financial benefit to the Town of Palmer Lake.

Following the evaluation, the Town reserves the right to request a follow-up interview with or presentation from the chosen party, if necessary.

Proposal Requirements

Proposals submitted shall contain the following information:

- A cover letter stating the name, physical and email address, and telephone number of the appropriate contact person. The letter must bear the signature of the person of authority to make the proposal. The cover letter must include a description of the proposed use of the property summarizing the overall benefit to the Town, an understanding of the parameters established for the use of this portion of the elephant rock property, and how and why the proposal is best suited for the Town of Palmer Lake.
- A resume (background) outlining the relevant experience of individuals who will work on the redevelopment/use of the property.
- A financial plan outlining the financial improvements anticipated as well as the financial benefit to the town.
- Detailed requirements
 - Outline of redevelopment use including benefit to the community
 - Sketch of any changes to the existing structure(s)

Parameters for the Redevelopment/Use of the Property

The proposal is limited to the approximate 3-acre area with the existing main lodge, cottage and long building (note exhibit). This 3-acre portion will have an option to purchase. Additionally, the following criteria will apply to the redevelopment/use of the property:

- No residential use;
- No wedding venue;
- No additional buildings to be constructed;
- Existing structures “as is” for redevelopment;
- Shared/common access from Hwy 105 for this space;
- All town regulations, including PD amendment application process, must be followed.

The submittal will be 1 electronic copy of a written report along with a presentation to the Board of Trustees. Date to be determined.

Responsibilities of the Town

There is no implied or expressed obligation of the Town to reimburse the firm for any expenses incurred in preparing proposals or attending pre-proposal meetings for this request.

Indemnification

The firm agrees to indemnify and hold harmless the Town of Palmer Lake, its officers and employees, from and against all liability, claims, demands, and expenses including court costs and attorney fees, on account of any injury, loss or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error or mistake, accident or other fault of the consultant, or any officer, employee or agent of the consulting firm.

Right to Refuse

The Town of Palmer Lake reserves the right, without prejudice, to reject any and all proposals or any part of the proposal for service.

TOWN OF PALMER LAKE