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222 GRAND VALLEY WAY ▪ PARACHUTE, CO 81635 ▪ (970) 285-7630

**Request for Letters of Interest**  
**Wasson-McKay Place**  
**259 Cardinal Way**  
**National Register of Historic Places**  
**Site Number 5GF.4249**



**SUBMISSION DEADLINE:**

Wednesday May 10, 2023 at 12 noon MST

**CONTACT:**

Mike Markus  
Community & Economic Development Director  
(970) 665-1146  
[mmarkus@parachutecolorado.com](mailto:mmarkus@parachutecolorado.com)

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## **INTRODUCTION**

The Town of Parachute, Colorado is requesting letters of interest from organizations, entities, entrepreneurs and other community members to propose innovative ideas and uses for Wasson-McKay Place in Parachute, Colorado and outline how they would administer, manage and operate that use to meet the Town's goals to beautify and revitalize business corridors and to drive vitality in the area.

## **BACKGROUND**

Wasson-McKay Place is the only building within the Town of Parachute currently listed on the National Register of Historic Places. On August 5, 2010 the building received the designation of a Historic Place under site number 5GF.4249, most specifically located at 259 Cardinal Way. The home was built around 1902 and is considered an example of pioneer log construction and Victorian style. Parachute Creek borders the property on the west while Interstate 70 and active railroad tracks border it on the north side.


The adjacent Wasson-McKay Park has been recently upgraded and is one of four parks that the Town currently maintains. The neighboring park is now complete with public restrooms, picnic area, a gazebo, bike racks, paved parking, benches, and other amenities. The Town is also in the process of developing a Trails Plan that will document Parachute's desire to create a well-connected and well-maintained regional trail network. The site's location adjacent to Parachute Creek and to the pedestrian bridge spanning across Interstate 70 will serve as a key point in the development of the trails system and serves as a main pedestrian connection to the historic downtown area.

The Town is now preparing to complete renovations to the Wasson McKay Place home, including updates to the interior and exterior of the building. The Town would desire to have a tenant selected for the facility as soon as possible, which will allow the tenant(s) and the Town to create a plan of action together and implement ideal tenant finishes, install the necessary appliances, and get it ready for public use / access.

## BASIC INFORMATION ABOUT THE SITE

### Location Map



<b>Address:</b>	259 Cardinal Way
<b>Garfield County Parcel Number:</b>	240912400015
<b>Acres:</b>	1.09
<b>Year Built:</b>	1909
<b>Gross Square Feet:</b>	1,148
<b>Current Zoning:</b>	Public Use
<b>Surrounding Zoning/Uses:</b>	Northwest: Interstate 70/Pedestrian Bridge; NC Neighborhood Commercial; South: Cardinal Way/MDR Medium Density Residential; Southwest: LI Light Industrial
<b>Future Land Use:</b>	Park
<b>Surrounding Future Land Uses:</b>	Northwest: Interstate 70; Northeast: CBD Central Business District; South: Cardinal Way/R Residential; Southwest: MU-R Mixed-Use Residential Priority
 <b>Proposed Lease Rate:</b>	\$1 / year minimum. NOTE: Tenant will be responsible for all utilities, including, but not limited to: water, sewer, gas, garbage, electric, and internet. The site is available with internet speeds up to 1 gbps.

## **SUBMISSION REQUIREMENTS**

Please submit your letter electronically by email in a single PDF document on or before Wednesday, May 10, 2023 at 12 noon MST to the email address below:

Mike Markus  
Community & Economic Development Director  
Email: mmarkus@parachutecolorado.com  
970-665-1146

The Town is only requesting Letters of Interest and basic outlines of proposals at this time. Tremendous detail is not necessary, but please provide enough information for the Town to adequately review the feasibility and desire of your initial idea(s).

The total length of your proposal document should not exceed 8 pages.

The following questions are intended to be an outline and guide your submission. Answers to all of the questions are not necessary, but please attempt to address as many of the following points as possible in your response:

### **Section 1 Introduction of organization, staff, general purpose of your proposal, and partnership opportunities**

- 1.1** Tell us who you are. What is your mission?
- 1.2** What is your proposal and proposed use for the space?

### **Section 2 Proposed use of the building**

- 2.1** What about your proposed use of the building encourages visitors to return to the facility, return to the community, and create on-going vitality in the area?
- 2.2** Describe how your proposal links the building to the adjacent land uses, especially to Wasson-McKay Park.
- 2.3** Describe how your proposal will respect and maintain the historic characteristics of Wasson-McKay Place.
- 2.4** If you would be willing to partner with another organization to make this facility a multi-use building, what might it look like?
- 2.5** Provide a very basic, hypothetical schedule of proposed operating hours and/or programming for your proposed use. How many days/nights and hours would your operation be open and/or programmed?
- 2.6** Describe the market and audience for your proposed use. Tell us your approach to marketing that use to those groups of potential users.

### **Section 3 Community Purpose**

- 3.1** Describe how your proposal creates a unique and enriching experience for those who live, work and visit here.
- 3.2** How does your proposed use of the building contribute to the vitality of Parachute as a whole?



- 3.3 Explain how your programming will contribute to the long-term success, vision and aspirations of Parachute.

**Section 4 Financials & Lease Bid**

- 4.1 Please indicate what your proposed lease rate and monthly payments, if any, to the Town would be.
- 4.2 Describe how you propose to finance the operating and maintenance expenses associated with your proposed use. Please feel free to include supporting pro forma and budgetary documents.

**TIMELINES AND SCHEDULES**

This timeline is provided for planning purposes only. All dates are tentative, and the Town reserves the right to modify this timeline as necessary.

<b>Request for Proposals Issued:</b>	<b>Thursday, March 9, 2023</b>
<b>Deadline for Responses:</b>	<b>Wednesday, May 10, 2023 at 12 noon MDT</b>

**EVALUATION**

The Town will review the proposals, and may select and work with a variety of proposals to develop the strongest conglomerations of partners to achieve the Town’s goals. Finalists may be asked to present their proposal on a date and in a format to be determined. The proposals will be considered public documents and may be published on the Town’s website or in an official agenda.

The Town Council will make the final decision about who will be invited to develop an agreement for use of the building. If those discussions are successful, an agreement for the use of the building will be approved and the proposer may go forward making the project a reality.

In addition, the property and selected proposal may then need to go through additional land use approvals. The selected entity will also be required to obtain any necessary licenses and permits, as required by law.

**QUESTIONS AND ANSWERS**

All questions related to this Request for Proposals must be submitted in writing to the Community & Economic Development Director via email to [mmarkus@parachutecolorado.com](mailto:mmarkus@parachutecolorado.com). All questions and answers will be posted to the Town’s website for all interested parties to review. Proposers are responsible for checking the website regularly for updates.

**Check for updates at:** <https://townofparachute.colorado.gov/>

**LEGAL**

All submissions may be published and are subject to public records, pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA). All of the documents that are submitted to the Town of Parachute may be subject to examination and inspection by third parties. The Town of Parachute reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to an appropriately filed CORA request.

The Town reserves the right to reject any or all proposers or move forward any Proposer who, in its sole judgment, is in the best interest of the Town. The Town further reserves the right, in the best interest of the Town, to waive any technical defects or irregularities in any and all proposals submitted.