



Integrity • Respect • Teamwork • Pride • Innovation • Diversity

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

Request for Letters of Interest

147 W. 1st Street

Parachute, CO 81635



SUBMISSION DEADLINE: Monday, November 9, 2026 at 12 noon

CONTACT: Travis Elliott
Town Manager
(970) 665-1147
telliott@parachute.gov

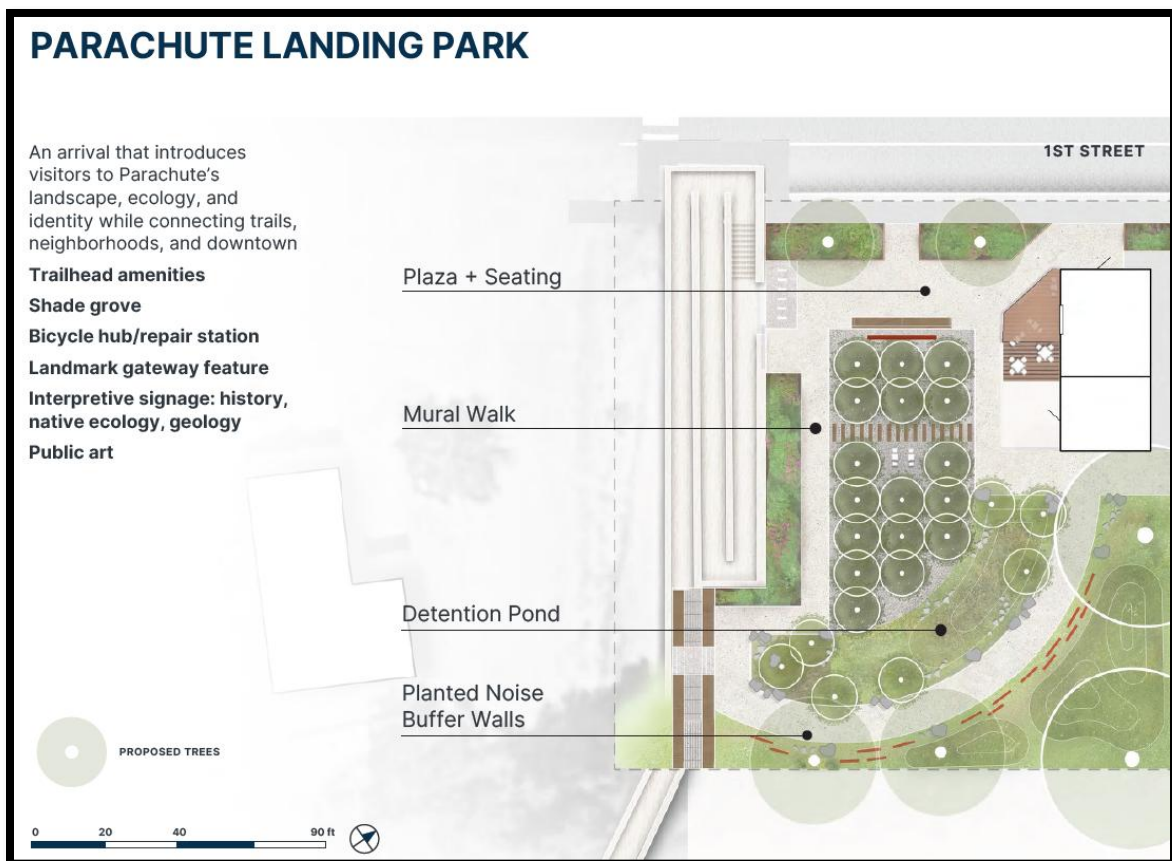
INTRODUCTION

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 a Town-owned property and facility 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

The Town of Parachute, in accordance with the Town's [Downtown Development Master Plan](#) that was adopted in 2023, has acquired and cleaned up property in the vicinity on 1st Street. One of those properties is 147 W 1st Street. The property formerly belonged to Lumen (formerly known as US West Communications), and it was previously used as a telephone / telecommunications building. The Town acquired the property in the spring of 2026. The site's location is near Parachute Creek and adjacent to the pedestrian bridge spanning across Interstate 70. The property will ultimately 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 long-term vision for the property has been discussed and planned as a pedestrian plaza area called the "Parachute Landing." Preliminary design work has taken place in conjunction with the 1st Street revitalization project. Several renderings and concepts for this area are shown below. There are currently no immediate plans or budget to construct these improvements, and any construction would be done as part of future phases of the 1st Street Project.



The Town is seeking ideas and proposed uses for the property and facility. If funding is secured and approved by Town Council, the Town will undertake limited improvements necessary to make the facility usable and provide basic utility services. The selected tenant should anticipate completing all remaining interior improvements, finishes, tenant-specific build-out, and any additional upgrades at their own cost.

PHOTOS:

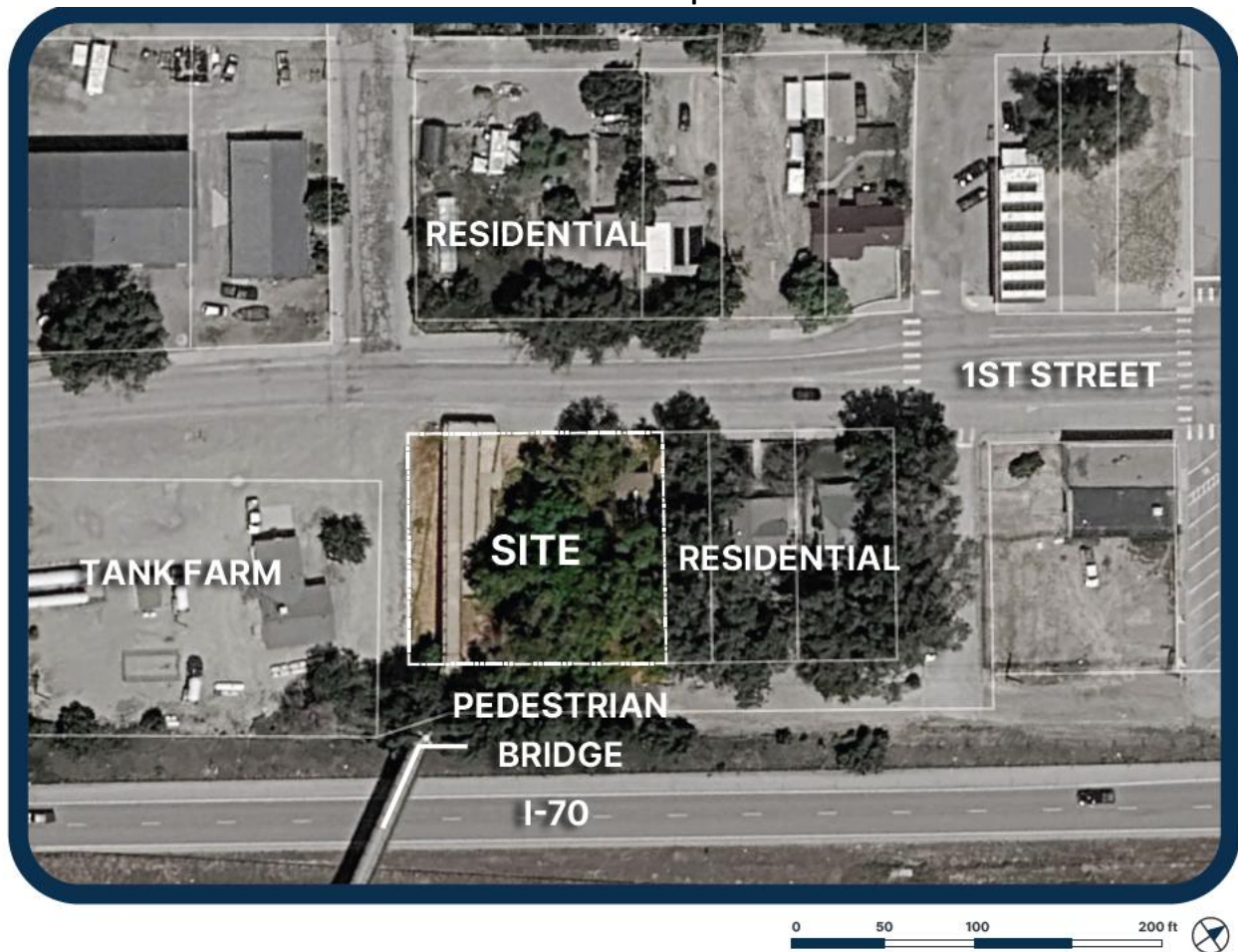


Additional photos of the building and site can be found online, here:

- [147 W. 1st Street Photos](#)

BASIC INFORMATION ABOUT THE SITE

Location Map



Address:	147 W. 1 st Street Parachute, CO 81635
Garfield County Parcel Number:	240912411002
Acres:	.07
Year Built:	1950 (estimated)
Gross Square Feet:	855 sq. ft. (approx.)
Current Zoning:	Old Town Center (OTC)

Lease Rate / Costs:	Proposed lease rates should be included with the Letter of Intent (LOI). The minimum acceptable lease rate is \$1 per year. Tenant will be responsible for all utilities, including, but not limited to: water, sewer, gas, garbage, electric, and internet. General liability insurance will also be required to be obtained and kept by the tenant.
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Photos:	147 W. 1st Street Photos
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SUBMISSION REQUIREMENTS

Please submit your letter electronically by email in a single PDF document on or before Monday, November 9, 2026 at 12 noon MT to the email address below:

Travis Elliott
Town Manager
Email: telliott@parachute.gov
970-665-1147

Note: Town Hall is open Monday – Thursday, 7:30 am – 5:30 pm

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

Section 1 Introduction

- 1.1** Provide a brief overview of your organization, business, or group, including its mission, history, and experience relevant to the proposed use of the facility.
- 1.2** Why are you interested in leasing this facility, and what makes it a good fit for your proposed use?

Section 2 Proposed use of the building

- 2.1** Describe the activities and uses proposed for the facility and explain how they will serve residents, visitors, and the broader community.
- 2.2** Describe how your proposal links the building to the adjacent uses, especially to the historic downtown area.
- 2.3** 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?
- 2.4** Describe the audience for your proposed use. Tell us your approach to marketing that use to those groups of potential users.
- 2.5** Describe your anticipated timeline for occupying, improving, and commencing operations at the facility.

Section 3 Community Purpose

- 3.1** Describe how your proposed use of the building will create lasting value for the community through economic activity, public benefit, community engagement, and area vitality.
- 3.2** Explain how your programming will contribute to the long-term success, vision and aspirations of Parachute, and the [Downtown Development Master Plan](#).

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.
- 4.3** Describe any proposed interior or exterior improvements and upgrades you would make to the facility, how much they would cost, and how they would be paid for.

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. All times shown are in Mountain Time (MT) and local to Parachute, CO.

Request for Proposals Issued:	Monday, October 19, 2026
Site Walk of Property*:	Monday, November 2, 2026 at 2 pm
Deadline for Responses:	Monday, November 9, 2026 at 12 noon
Finalist Presentations / TC Interviews**:	Thursday, November 19, 2026 at 6:30 pm

*An optional site walk will be made available for those wishing to tour the property and see the inside of the facility.

**By invitation only. Proposers should save the date and tentatively plan to be available for interviews and presentations at the Town Council meeting on Thursday, November 19th at 6:30 pm.

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 invited to present their proposal at the Town Council meeting on November 19, 2026 at 6:30 p.m. 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 subject to formal Council approval at a future date.

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 Solicitation must be submitted in writing to the Town Manager via email to telliott@parachute.gov. 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: www.parachute.gov

LEGAL

Acknowledgment. By submitting a proposal and participating in this solicitation, the respondent acknowledges that it has read, understands, and agrees to be bound by the terms, conditions, requirements, and reservations of rights contained in this solicitation.

Public Record. 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.

No Obligation to Award. The issuance of this solicitation does not obligate the Town to enter into a lease agreement, negotiate with any respondent, conduct improvements to the facility, or proceed with any proposed use of the property. The Town may terminate, suspend, modify, or withdraw this solicitation at any time without liability or obligation to any respondent.

Proposal Preparation Costs. All costs incurred in the preparation and submission of a proposal, participation in interviews, presentations, negotiations, or any other aspect of the selection process shall be borne solely by the respondent. The Town shall not be liable for any such costs.

Right to Negotiate. The Town reserves the right to negotiate lease terms, proposed uses, development commitments, and all other aspects of any proposal with one or more respondents. Submission of a proposal does not create any contractual rights or entitlements.

No Representation or Warranty. Information provided by the Town regarding the property is believed to be accurate but is provided for informational purposes only. Respondents are responsible for conducting their own due diligence and investigations regarding the property's condition, suitability, zoning, utility availability, safety, and any other factors relevant to their proposed use.

Compliance with Laws. Any proposed use of the property shall comply with all applicable federal, state, and local laws, regulations, ordinances, permitting requirements, and zoning requirements. Selection of a proposal does not constitute approval of any permit, land use application, or regulatory approval that may be required.

Reservation of Rights. The Town reserves the right to request additional information, conduct interviews with respondents, seek clarification of any proposal, and verify information provided by respondents. The Town also 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.

Final Approval. Selection of a proposal, if any, will be based upon the Town's determination of the proposal that best serves the public interest and the goals of the Town. Selection does not guarantee execution of a license agreement, which shall be subject to negotiation and approval by the Town Council.