



PACKET MODIFICATIONS

AUGUST 27, 2025

Addition of the following documents, not included in the original packet:

- *08/26/2025 RFQ 2025-06 Water SMART Consultant_f* – Handed out during the meeting by Town Administrator Wynn.
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TOWN OF PAONIA, COLORADO

REQUEST FOR QUALIFICATIONS

WaterSMART Consultant

RFQ 2025-06

ISSUED: AUGUST 27, 2025

PROPOSAL DUE DATE: SEPTEMBER 29, 2025, NOON (M.T.)

REQUEST FOR QUALIFICATIONS – WaterSMART Consultant

The Town of Paonia, Colorado, is issuing **Request for Qualifications (RFQ 2025-06 WaterSMART Consultant)** to solicit Statements of Qualifications (SOQs) from experienced consulting firms to assist in the development of a comprehensive **Water Strategy** under the Bureau of Reclamation’s WaterSMART Grant Agreement R24AP00466 (Attachment A).

This federally funded initiative will provide Paonia with a structured planning process to identify water supply challenges, assess infrastructure needs, and develop prioritized strategies for long-term water system resiliency. The Water Strategy will integrate technical analyses, stakeholder input, and regulatory requirements into a forward-looking plan that positions the Town for successful implementation of water infrastructure improvements.

The consultant selected through this RFQ will be responsible for:

- Conducting outreach and partnership building to engage stakeholders, including agricultural users, community organizations, water districts, public land managers, and residents.
- Completing technical analyses of Paonia’s watershed, raw water collection system, hydraulic capacity, water rights portfolio, and metering and monitoring needs.
- Researching legal, regulatory, and institutional requirements for future implementation projects.
- Developing and comparing project alternatives based on technical feasibility, financial impact, compliance needs, and community priorities.
- Preparing a **Water Strategy document** that includes an outreach summary, statement of problems and needs, project alternatives and prioritization, implementation strategies, and lessons learned.

The project milestones, originally structured from late 2024 through September 2026, will be updated to reflect a revised timeline beginning in late 2025 and extending through September 2027. The Town will seek an official update to the project schedule from the Bureau of Reclamation to ensure that all milestones, including environmental and cultural compliance, stakeholder engagement, technical investigations, comparative analysis of alternatives, and completion of draft and final Water Strategy deliverables, are achieved in full compliance with program requirements.

Through this process, Paonia will establish a clear roadmap to secure, manage, and optimize its water resources. The resulting Water Strategy will guide future infrastructure investments, strengthen drought resiliency, and ensure the Town can continue to provide reliable and sustainable water service for its community.

BACKGROUND INFORMATION/SITE DESCRIPTION

Community Context

The Town of Paonia is a statutory municipality in Delta County, Colorado, situated within the fertile North Fork Valley of the Gunnison River Basin. Founded in 1902, Paonia has long been recognized for its agricultural heritage, cultural vitality, and unique high-elevation environment. The surrounding community is known for fruit orchards, vineyards, ranching operations, and a growing creative arts sector, all of which are dependent on reliable water supplies.

Despite these strengths, Paonia has faced significant challenges in recent decades, including the decline of coal mining, economic transition, and infrastructure vulnerabilities. In 2019, the Town experienced a severe water crisis that forced emergency shutdowns and triggered a moratorium on new water taps. This event highlighted the fragility of the municipal water system and the urgent need for comprehensive, forward-looking planning. Today, Paonia continues to invest in infrastructure modernization while balancing limited financial resources with pressing public service demands.

Water System Context

Paonia's municipal water system is supplied primarily by high-elevation spring complexes located across Mt. Lamborn and Landsend Peak. These raw water sources originate from snowmelt and surface infiltration that flows through rock glaciers before re-emerging at geologic contact points. While the quality of these sources is high, the system is highly vulnerable to drought, watershed degradation, and the impacts of climate change, including increased wildfire risk.

The Town's water rights portfolio includes adjudicated rights totaling 9.9 cubic feet per second (cfs). However, actual diversion and treatment capacity is closer to 5.4 cfs due to infrastructure constraints, seasonal variability, and the complexity of water administration in the basin. Much of the land supporting Paonia's water supply is managed by the U.S. Forest Service and Bureau of Land Management, requiring strict compliance with federal permitting and environmental review.

Recent evaluations, including the 2025 Preliminary Hydrogeological Study, identified critical gaps in data, access limitations to spring collection boxes, incomplete construction details, and insufficient understanding of seasonal flows. These findings demonstrated the need for a comprehensive Water Strategy that considers both the legal and physical dimensions of supply, as well as long-term watershed health.

Through the Bureau of Reclamation's WaterSMART program, Paonia will develop this Water Strategy to identify problems, needs, and opportunities within its watershed and water system. The effort will include technical analyses of the raw water collection system, water rights, legal and institutional requirements, decision support tools, and a structured comparison of project alternatives. Robust stakeholder engagement will ensure that agricultural producers, community organizations, public land managers, and residents are directly involved in shaping the plan.

By undertaking this initiative, the Town of Paonia seeks to establish a clear roadmap for resilient water supply management. The resulting Water Strategy will position the community to address drought risks, prioritize capital investments, and secure a sustainable water future in alignment with Bureau of Reclamation WaterSMART objectives.

SCOPE OF SERVICES

The consultant selected through this RFQ will assist the Town of Paonia in carrying out the approved tasks under the Bureau of Reclamation WaterSMART Grant Agreement R24AP00466. The purpose of this effort is to develop a comprehensive **Water Strategy** that identifies problems, needs, and opportunities within Paonia's water system and watershed, evaluates project alternatives, and establishes an implementation roadmap for future water infrastructure improvements.

The Scope of Services shall include, but not be limited to, the following:

1. Outreach and Partnership Building

1.1 Stakeholder Identification

Identify stakeholders including community organizations, business groups, agricultural users, ranching and farming associations, water districts, homeowners' associations, and public land managers.

1.2 Outreach Plan Development

Develop and implement a communication and outreach plan to engage stakeholders. Methods may include small focus groups, larger community gatherings, public meetings, social media, radio, and the creation of a project website.

1.3 Documentation of Outreach

Record outreach activities, document input received, and describe how feedback was incorporated into planning and decision-making.

2. Scoping and Planning Activities

2.1 Technical Analyses

Conduct a hydrological investigation of the watershed, including brush clearing if necessary to complete fieldwork. Perform a survey of the raw water collection system, raw water collection line hydraulic analysis, and evaluate the need for additional metering and monitoring locations. Conduct water modeling to support long-range Town planning. Assess watershed degradation and recommend restoration and climate adaptation measures, including wildfire risk reduction and nature-based solutions.

2.2 Water Marketing and Rights Analyses

Perform financial and economic impact analyses, including rate studies and environmental considerations, for potential infrastructure improvements. Compile and verify a comprehensive list of adjudicated water rights to ensure the Town's legal entitlements are secured.

2.3 Legal and Institutional Requirements

Research permits, environmental compliance obligations, and institutional requirements related to potential implementation projects.

2.4 Decision Support Tools

Evaluate and recommend improvements to monitoring and data collection, supervisory control and data acquisition (SCADA) software, and metering systems.

2.5 Project Alternatives

Develop a decision matrix of system needs and project alternatives. Compare options based on financial impact, compliance requirements, schedule, community preferences, and technical feasibility. Produce a prioritized list of projects for future implementation.

3. Water Strategy Document

3.1 Outreach Summary

Summarize outreach conducted, input received, and how it was addressed in the planning process.

3.2 Statement of Problems and Needs

Compile findings from technical analyses to identify system problems, deficiencies, and future needs.

3.3 Project Opportunities and Alternatives

Describe potential projects, prioritize them based on benefits and feasibility, and summarize the results of cost-benefit comparisons.

3.4 Implementation Strategy

Provide recommendations for advancing projects, including barriers to implementation, next steps for design or engineering, permitting and compliance requirements, financing needs, water rights considerations, and monitoring metrics.

3.5 Lessons Learned

Summarize how development of the Water Strategy benefitted the Town, identify lessons learned, and provide feedback for Reclamation.

PROPOSAL REQUIREMENTS

Firms responding to this RFQ must provide complete and comprehensive proposals that demonstrate the ability to perform the required services under the Bureau of Reclamation WaterSMART Grant Agreement R24AP00466 (Attachment A of this RFQ).

Proposals shall be concise, well-organized, and include the following information:

1. Cover Letter & Submission Checklist

- Include the Proposer Submission Checklist (Attachment B of this RFQ).
- Introduce the firm, identifying the principal contact person and the location of the office that will manage the project.
- Provide a brief statement of the firm's interest in and understanding of the Water Strategy project.

2. Firm Qualifications and Experience

- Describe the firm's history, size, organizational structure, and areas of expertise.
- Provide examples of at least three (3) successfully completed projects of similar scope, scale, and complexity, preferably in rural Colorado communities or with federally funded water planning projects.
- Highlight experience with federally funded planning projects, particularly those involving SS4A, multimodal transportation safety, ADA compliance, or Complete Streets planning.

3. Project Team and Key Personnel

- Identify the proposed project manager, key staff, and technical personnel.
- Provide resumes highlighting relevant certifications, qualifications, and experience in water resources planning, legal and institutional analysis, financial modeling, and stakeholder engagement.
- Clearly indicate staff availability for this project and their role/responsibility.

4. Project Understanding and Approach

- Demonstrate understanding of Paonia's water system challenges, drought vulnerabilities, and legal constraints on water rights.
- Outline the proposed methodology for performing technical analyses, outreach, project alternatives evaluation, and development of the Water Strategy.
- Identify strategies to ensure all tasks comply with the approved USBR Scope of Work and schedule requirements.

5. Quality Assurance and Compliance

- Describe the firm's internal processes for ensuring accuracy, timeliness, and completeness of deliverables.
- Demonstrate the ability to comply with Bureau of Reclamation WaterSMART reporting requirements and federal procurement standards.
- Explain how the firm ensures quality control on technical analyses, legal research, and financial assessments.

6. Schedule and Availability

- Provide a staffing and availability plan that ensures timely completion of project milestones from late 2025 through 2027.
- Confirm the firm's capacity to adjust to the revised project schedule, pending approval by the Bureau of Reclamation.

7. References

- Provide contact information for at least three (3) client references for similar work performed within the past five (5) years.
- Include descriptions of the projects, scope of services, and outcomes achieved.

8. Other Required Information

- Proof of insurance meeting minimum Town and federal requirements.
- Any additional information the responding firm deems relevant to demonstrate capacity to complete the Water Strategy in compliance with USBR requirements.

SUBMISSION INSTRUCTIONS

Firms interested in providing professional services for the development of the Town of Paonia's Water Strategy must submit their proposal in accordance with the requirements outlined in this RFQ.

Submissions must be clearly titled and in the email subject line as:

RFQ 2025-06 WaterSMART Consultant [Insert Firm Name]

Proposals must be submitted electronically in PDF format by email to:

Paonia@TownofPaonia.com

AND

cc'd to: **StefenW@TownofPaonia.com**

Deadline: 12:00 P.M. (Noon), Friday, September 29, 2025 (MT)

- Proposals submitted through bidnetdirect.com or any platform other than direct email will not be considered unless they are also sent to the addresses above.
- Mailed, faxed or hand-delivered proposals will not be accepted.
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to **Paonia@TownofPaonia.com**, and cc'd to **StefenW@TownofPaonia.com**. All questions must be received no later than **September 15, 2025, at 4:00 P.M. (MT)**. Questions will be answered by publishing an addendum to **bidnetdirect.com**. Proposers are responsible for monitoring the site for updates prior to submission.

The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFQ.

SELECTION PROCESS

The Town of Paonia will utilize a qualifications-based selection process consistent with federal requirements under the Bureau of Reclamation WaterSMART program. Evaluation will focus on demonstrated qualifications, technical expertise, and the firm's ability to successfully complete the approved Scope of Work.

Evaluation of Proposals

All proposals will be reviewed by a Selection Committee composed of Town staff and individuals with relevant expertise. The Committee will evaluate proposals based on the criteria outlined in Section 7, *Proposal Evaluation Criteria*. The Town may request clarification of submitted materials as needed. Proposals that fail to meet the minimum requirements of this RFQ may be deemed non-responsive.

Shortlisting and Interviews

Based on initial evaluations, the Selection Committee may develop a shortlist of the most qualified firms. Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed methodology, and team capabilities. Interviews will provide proposers an opportunity to demonstrate their understanding of Paonia's water system challenges and their approach to developing the Water Strategy.

Final Selection

Following evaluations and interviews (if conducted), the Selection Committee will rank firms and make a recommendation to the Paonia Board of Trustees for contract award. The recommendation will be based on overall qualifications, relevant experience, project understanding, stakeholder engagement strategy, and the ability to comply with Bureau of Reclamation requirements.

Negotiations

Contract negotiations will be conducted with the highest-ranked firm to finalize scope, fees, and contract terms. If an agreement cannot be reached, the Town reserves the right to negotiate with the next highest-ranked firm.

Conditions

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any such attempt may compromise the integrity of the process and result in disqualification.

Anticipated Schedule

The following schedule is provided as a general guideline for the selection process and project milestones. The Town of Paonia reserves the right to modify these dates as necessary. All adjustments to federally required deadlines will be coordinated with the Bureau of Reclamation.

- **RFQ Issued:** August 27, 2025
- **Deadline for Questions:** September 15, 2025, at 4:00 P.M. (MT)
- **Proposals Due:** September 29, 2025, at 12:00 P.M. (Noon, MT)
- **Selection and Recommendation:** October 14, 2025, Board of Trustees Meeting
- **Contract Award:** Within 7 days of selection
- **Notice to Proceed:** Within 5 days after fully executed contract award

Project Milestones (Pending USBR Schedule Update)

- **Environmental and cultural compliance for field activities:** Nov 2025 – Mar 2026
- **Communication plan and stakeholder outreach:** Mar 2026 – May 2026
- **Brush clearing and field activities:** Apr 2026 – Aug 2026
- **Technical analyses (hydrology, hydraulics, water modeling, watershed assessment):** Apr 2026 – Aug 2026
- **Water rights analyses:** Mar 2026 – Jun 2026
- **Legal and institutional requirements research:** Mar 2026 – Aug 2026
- **Decision support tools analysis:** Jul 2026 – Aug 2026
- **Comparison of project alternatives and final project list:** Sep 2026 – Dec 2026
- **Stakeholder review and input:** Jan 2027 – Mar 2027
- **Draft Water Strategy submitted to Reclamation:** Jan 2027 – Mar 2027
- **Final Water Strategy document:** Apr 2027 – Sep 2027

PROPOSAL EVALUATION

All proposals will be reviewed and evaluated by a Selection Committee established by the Town of Paonia. The Committee may include Town staff and other individuals with expertise relevant to the services described in this RFQ. Each proposal will be independently evaluated and scored based on the criteria set forth below.

The Committee may request clarification of materials submitted or conduct interviews with shortlisted firms. Proposals that fail to demonstrate minimum qualifications or that appear unrealistic in terms of commitments may be deemed non-responsive.

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any such attempt may result in disqualification.

At the Town's discretion, interviews may be conducted with shortlisted firms. If interviews are scheduled, proposers will be notified in advance. In the event that three or fewer proposals are received, the Town reserves the right to forego interviews.

Evaluation Criteria:

Proposals will be evaluated on the following criteria, with each criterion scored on a scale of zero to five points. Scores will then be weighted by the assigned values to produce a total score. The maximum possible score is **500 points**. Proposals with higher weighted totals will be considered more advantageous to the Town.

1. Firm Qualifications and Relevant Experience (25 points / 125 max score)

- Demonstrated experience with water resources planning, hydrological analyses, and water rights evaluations.
- Successful completion of similar federally funded planning projects, particularly under USBR or comparable programs.
- Experience working with rural communities and water systems.

2. Project Team and Key Personnel (20 points / 100 max score)

- Qualifications, certifications, and professional experience of the proposed project manager and key staff.
- Availability of personnel throughout the duration of the project.
- Depth of expertise in hydrology, water rights, financial and economic analysis, stakeholder engagement, and federal compliance.

3. Project Understanding and Approach (25 points / 125 max score)

- Demonstrated understanding of Paonia’s water system challenges, drought vulnerabilities, and watershed conditions.
- Clarity, feasibility, and effectiveness of proposed methodology for conducting analyses, outreach, and development of the Water Strategy.
- Alignment of the approach with the approved USBR Scope of Work and project milestones.

4. Community Engagement and Coordination (15 points / 75 max score)

- Demonstrated ability to design and implement inclusive engagement strategies with agricultural producers, residents, water districts, public land managers, and community organizations.
- Experience ensuring equitable stakeholder participation and integrating input into technical planning.

5. Quality Assurance and Compliance (10 points / 50 max score)

- Proven ability to ensure adherence to federal program requirements, including WaterSMART reporting, permitting, and compliance standards.
- Internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.

6. References and Past Performance (5 points / 25 max score)

- Quality of references and prior client satisfaction.
- History of successful collaboration with small municipalities, state agencies, and federal programs.

GENERAL TERMS AND CONDITIONS

1. Town's Rights

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

2. Ownership of Proposals

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

3. Public Disclosure

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

4. Proposal Costs

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

5. Conformance with RFQ Requirements

Failure to comply with the instructions, requirements, and format outlined in this RFQ, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

6. Conflict of Interest

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

7. Basis for Selection

Final selection will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Town.

8. Interpretations and Clarifications

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: Paonia@TownofPaonia.com and cc: StefenW@TownofPaonia.com. The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

9. Submission Deadline

Proposals must be submitted as a single PDF document by email, with the subject line clearly titled:

“RFQ 2025-07 WATERSMART CONSULTANT [Insert Firm Name]”

Proposals must be received on or before **12:00 P.M. (Noon), Friday, OCTOBER 22, 2025 (MT)** at the email addresses above.

Proposals received after the deadline will not be considered.

Proposals submitted through **BidNetDirect** or any other platform will not be considered unless they are also emailed to the addresses listed above.

Mailed or hand-delivered proposals will not be accepted.

10. Reservation of Rights

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

11. Acceptance of Conditions

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFQ.

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Proposals does not bind the Town to accept a proposal when, in the Town’s sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town’s specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days’ written notice for reasons other than cause. This may include the Town’s inability to continue with the contract due to non-appropriation or a reduction of funding.

17. VENDOR CODE 0071442897			18a. UEI KUNGE GXENLZ3			18b. DUNS			19. CONG. DIST. 03		
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION					
2	0051049764-00020	\$250,000.00	01/13/2025	09/30/2026	0680	R-DO-2024-004089 WSG Town Of Paonia					

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 01/13/2025
GRANT NO. R24AP00466-00	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
01/13/2025	03/31/2025	Semi-Annual	04/30/2025
04/01/2025	09/30/2025	Semi-Annual	10/30/2025
10/01/2025	03/31/2026	Semi-Annual	04/30/2026
04/01/2026	09/30/2026	Final	01/28/2027

AWARD ATTACHMENTS

TOWN OF PAONIA

R24AP00466-00

1. R24AP00466



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I. Award Administration and Overview

1. Authority

This Financial Assistance Agreement (Agreement) is entered into between the Bureau of Reclamation (Reclamation) and Town of Paonia (Recipient), pursuant to Public Law 111-11, Omnibus Public Lands Management Act of 2009, Section 9504(a), as amended.

2. Public Purpose of Support

The Watershed and Water System Strategy Plans for Resiliency in the Face of Change project (Project) achieves the public purpose of the Act through advancing the implementation of a project to enhance water management.

3. Background and Objectives

Through WaterSMART (Sustain and Manage America's Resources for Tomorrow), Reclamation leverages Federal and non-Federal funding to work cooperatively with states, tribes, and local entities as they plan for and implement actions to increase water supply sustainability through investments and attention to local water conflicts.

Through Planning and Project Design Grants, Reclamation provides assistance to states, tribes, irrigation districts, water districts, other entities with water or power delivery authority, and non-profit conservation groups to conduct planning activities to improve water supplies (e.g., water supplies to disadvantaged communities that do not have reliable access to water, water marketing, water conservation, drought resilience, and ecological resilience) or the final design of on the ground water supply construction (including domestic water supply projects for Tribes, insular areas, and disadvantaged communities), water management construction and restoration projects.

The Town of Paonia located in Delta County, Colorado will conduct a holistic and comprehensive investigation to develop a water strategy to increase drought resiliency, mitigate wildfire hazards, and improve its water infrastructure. The Town collects its raw water from spring systems which have been impacted by declining snowpack. This watershed has experienced reduced summer flows, and the springs are vulnerable to surface contamination, drought conditions, and wildfire impacts to water quality. Through this planning effort, Paonia will analyze past trends and develop future water supply projections, assess the state of existing infrastructure, perform water marketing and water rights analyses, identify and prioritize infrastructure work that will mitigate changes from longer droughts and increasing heat, and examine wildfire impacts and mitigation methods. Data developed through the study will contribute to the Colorado Water Plan database and provide guidance to the town's Capital Improvement Plan. Paonia will engage local stakeholders in this planning effort, including the U.S. Forest Service, agricultural users, public land managers, water districts, farming and ranching associations, and community organizations.

4. Financial Assistance Administrative Regulations

All recipients are required to follow the applicable federal, Department of Interior, and Reclamation financial assistance regulations. The provisions of the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance" located at [Title 2 CFR Part 200](#), the Department of the Interior Federal Agency Regulations for Grants and Agreements at [Title 2 CFR Subtitle B, Part 1400-1499](#), and the Financial Assistance Interior Regulations (or FAIR) at [Title 2 CFR Subtitle B, Parts 1402-1402.499](#), are hereby incorporated by reference as though set forth in full text.

5. Regulatory Compliance

All recipients must comply, or assist Reclamation, with all regulatory compliance requirements and all applicable state, federal, and local environmental, cultural, and paleontological resource protection laws and regulations, as applicable to this Agreement. These may include, but are not limited to, the National Environmental Policy Act (NEPA), including the Council on Environmental Quality and Department of the Interior regulations implementing NEPA, the Clean Water Act, the Endangered Species Act, consultation with potentially affected Tribes, and consultation with the State Historic Preservation Office. If the Recipient begins project activities that require environmental or other regulatory compliance approval, prior to written notice from the GO that all such clearances have been obtained, Reclamation reserves the right to initiate remedies for non-compliance as defined by [2 CFR 200.339-340](#), including termination of this Agreement.

6. Acceptance

Recipients of Reclamation financial assistance awards must comply with the applicable terms and conditions incorporated, either directly or by reference, in their Notice of Funding Opportunity R23AS00109 WaterSMART Planning and Project Design Grants for Fiscal Year 2023 and Fiscal Year 2024, program announcements, and this Notice of Award. These terms and conditions are in addition to the assurances and certifications made as part of the award application process through submission of the Standard Forms SF-424B Assurances for Non-Construction Programs, SF-424D Assurances for Construction Programs, and Certifications Regarding Lobbying (see [SF-424 Family | Grants.gov](#)), or through acceptance of certifications and representations in the System for Award Management ([SAM.gov](#)).

Acceptance of a financial assistance award, including any amendments, from Reclamation carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Acceptance means starting work, drawing down or requesting funds, or accepting the award via electronic means. Accepting the award constitutes a consent to fulfill and comply with all terms and conditions by the recipient.

7. Amendments

Any changes to this Agreement shall be made in writing by the Grants Officer (GO), unless determined by Reclamation to be administrative corrections which do not impact the terms and

conditions of the Agreement. No statement made by any person, or in writing, other than the GO shall be allowed to amend, modify, or otherwise affect the Agreement.

All recipient requests for amendment of the Agreement, including prior approval requirements set forth in [2 CFR 200.308](#), such as no-cost extensions and changes to key personnel, or the addition of previously agreed upon funding, are addressed to the GO and submitted in writing (including via email) and will include a full description of the reason for the request.

Amendment requests can be submitted to the Grants Management Specialist (GMS) or to the GO identified on the NOA page.

II. Project Performance

1. Project Narrative and Milestones

Under this Agreement, the Recipient shall develop a water strategy for the implementation of water infrastructure improvements (Water Strategy). To develop the Water Strategy, the Recipient shall complete the activities described below.

Outreach and Partnership Building.

The Recipient shall conduct outreach and partnership building activities designed to inform and obtain input from potential participants or stakeholders within the relevant geographic areas. These activities include, but are not limited to:

- Identifying stakeholders through outreach to community organizations, business groups, agriculture users including ranching and farming associations, public land managers, water districts, HOAs, and other districts.
- Develop and implement an outreach plan to engage with stakeholders. Outreach activities may include small focus groups, larger community gatherings, exhibits at community events, social media, local radio station, and the development of a project website.

Scoping and Planning.

The Recipient shall conduct scoping and planning studies to support the development of the Water Strategy. These activities include, but are not limited to:

- **Technical Analyses to Identify Problems, Needs, and Opportunities** – Define and perform technical analyses such as a hydrological investigation of the watershed and any brush clearing needed to complete that investigation, a survey of the raw water collection system, a raw water collection line hydraulic analysis, , an investigation of the need for additional metering and potential metering locations, and water modeling to support a town development plan. Evaluate watershed degradation, develop recommendations for restoration and mitigate measures for climate change impacts, including increase in wildfire danger and nature-based solutions to improve the holding capacity of the aquifer.
- **Water Marketing and Water Rights Analyses** - Perform financial and economic impact analysis (rate studies, economic assessment with consideration for environmental

impacts, legal analysis) regarding infrastructure improvement projects and their effects on Paonia and compiling list of water rights to ensure all adjudicated rights are secured.

- **Research of Legal and Institutional Requirements** – Research permits and environmental assessments for proposed implementation projects.
- **Analysis of Needs for Decision Support Tools** – Prepare recommendations and implementation work for monitoring and data collections, as well as updated supervisory control and data acquisition software and metering improvements.
- **Development and Comparison of Project Alternatives** – Organize system needs and possible alternatives into a decision matrix and compare the alternatives. Comparison may include financial impacts, priority based on need, compliance, schedule, and preferences from community. Develop a final list of prioritized projects.

Water Strategy Document.

The Recipient shall develop a Water Strategy document that substantively includes the following:

- **Outreach Summary:** A summary of the outreach conducted under Section 5.1 of this Agreement, including a description of how input was solicited, the input received, and how the input was addressed during the planning activities and in the development of the Water Strategy.
- **Statement of Problems and Needs:** A summary of the work performed under Section 5.2 of this agreement to identify the problems and needs in the planning area.
- **Project Opportunities and Comparison of Alternatives:** A summary of the work performed under Section 5.2 of this Agreement to identify, compare and prioritize potential solutions/projects to address the problems and needs in the planning area, and:
 - Description of the solutions or potential on-the-ground projects identified, and their relative priority.
 - Explanation of the findings and conclusions resulting from the comparison of project costs and benefits.
- **Implementation Strategy:** A description of the strategy for moving forward with project concepts or solutions identified through the planning effort, including:
 - How the potential projects or activities will be implemented and any barriers to implementation.
 - Next steps for project development, including future outreach plans (how stakeholders will be engaged in future project phases), need for project design or engineering, and any information gaps and need for additional analysis.
 - Any next steps to address permitting, environmental compliance, or legal requirements; financing needs or plans; water rights or infrastructure issues.
 - How performance of each project will be monitored/measured.
- **Discussion of lessons learned.**
 - A description of how development of the strategy benefitted the organization
 - An explanation of lessons learned through the course of developing the strategy
 - Any feedback for Reclamation on the process or program

The milestones for this project are:

Milestone / Task / Activity	Planned Start Date	Planned Completion Date
Complete environmental and cultural compliance for field activities	December 2024	March 2025
Develop communication plan and begin stakeholder outreach	March 2025	May 2025
Brush clearing and any field activities	April 2025	August 2025
Define and perform technical analyses to identify problems, need, and opportunities	April 2025	August 2025
Complete water rights analyses	March 2025	June 2025
Research legal and institutional requirements	March 2025	August 2025
Analyze needs for decision support tools	July 2025	August 2025
Compare project alternatives and develop final project list	September 2025	December 2025
Stakeholder opportunity to provide input	January 2026	March 2026
Submit draft water strategy to Reclamation	January 2026	March 2026
Finalize water strategy document	April 2026	September 2026

2. Recipient Responsibilities

The Recipient shall carry out the approved project in accordance with the terms and conditions stated herein, [2 CFR Part 200](#) (including procurement requirements at [200.320](#)), adherence to Federal, state, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. If the approved project contains construction activities, the Recipient is responsible for construction inspection, oversight, and acceptance. If applicable, the Recipient shall also coordinate and obtain approvals from site owners and operators.

2.1. Interim Performance Reports

The Recipient shall prepare and submit to Reclamation interim Project performance reports (Interim Performance Reports) as required by Section V of this Agreement.

Each Interim Performance Report will include (but is not limited to) the information identified below:

- A comparison of actual accomplishments to the milestones established by the financial assistance agreement for the reporting period
- The reasons why established milestones were not met, if applicable
- The status of milestones from the previous reporting period that were not met, if applicable
- Whether the Project is on schedule and within the original cost estimate
- Any additional pertinent information or issues related to the status of the Project

2.2. Final Project Reports

The Recipient shall prepare and submit to Reclamation a final Project performance report (Final Project Report) as required by Section V of this Agreement.

The Final Project Report will include (but is not limited to) the information identified below:

- Whether the project objectives and goals were met.
- If applicable, a copy of the completed strategy document or plan.
- If applicable, a copy of the design products that were developed.
- Photographs documenting the project are also appreciated.

2.3. Water Strategy Document

The Recipient will submit a copy of the draft water strategy document to Reclamation review at least 90 days prior to the completion of the period of performance for this Agreement.

Reclamation will review the draft water strategy document to verify that it meets the content requirements identified in Section I.5.3 Water Strategy Document. The Recipient will submit a copy of the final water strategy document together with the final performance report identified in Section II.2.2 above. The water strategy document shall include the following statement:

“This document is a water planning document and does not provide recommendations or represent a statement of policy or position of the Bureau of Reclamation or Department of the Interior. The strategy does not propose or address the viability any specific project and does not represent a commitment for provision of Federal funds for projects identified in the plan.”

3. Reclamation Responsibilities

Reclamation monitoring and oversight of this award includes review and acceptance of financial and performance reports, and other deliverables identified as part of the project scope. Additional monitoring activities may include drawdown approvals, site visits, conference calls, and other on-site and off-site monitoring activities such as inspections or evaluation on Recipient and subrecipient premises. At the Recipient’s request, Reclamation may also provide technical support to the Recipient for the approved project and objectives of this Agreement.

III. Financial Assistance

1. Available Funding

The total estimated project cost for this Agreement is \$511,876.00.

The amount of federal funds issued with this action is \$250,000.00, as indicated by “Amount of Financial Assistance This Action” within block 12 of the NOA.

The Recipient shall not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the period of performance end date. The only costs which are authorized for a period of up to 120 days following the period of performance are those strictly associated with closeout activities for preparation of the final reports.

2. Approved Budget

The total approved budget summarizes the financial aspects of the project. It is detailed by category in block 11 of the NOA page and/or below. Final costs incurred within budget categories listed may be either higher or lower than the estimated costs. All costs incurred by the Recipient under this Agreement must be in accordance with budget submitted to Reclamation, and any pre-award clarifications conducted between the Recipient and Reclamation.

The Recipient is responsible for ensuring federal funds are managed in a manner consistent with [2 CFR Part 200 Subpart E](#), the approved budget, approved project activities, and terms and conditions of award. Recipients are encouraged to direct questions regarding allowability, allocability or reasonableness of costs to the GO for review prior to incurrence of the costs in question.

3. Cost Sharing Requirement

At least 50% non-federal cost-share is required for costs incurred under this Agreement. If pre-award costs are authorized, reimbursement of these costs is limited to federal cost share percentage identified in this Agreement.

The federal share of allowable costs shall not be expended in advance of the Recipient's non-federal share. The expenditure of federal and non-federal funds based upon the cost share percentage above shall occur concurrently. If a bona fide need arises which requires the expenditure of federal funds in advance of the Recipient share, then the Recipient must request written approval from the GO prior to the expenditure. Recipient's may expend their agreed upon share of costs in advance of the expenditure of federal funds without prior written approval.

4. Pre-Award Incurrence of Costs

The Recipient is not authorized to incur costs prior to the start date of the period of performance of this Agreement.

5. Indirect Costs

Indirect costs are not approved for this Agreement.

IV. Payment Information

1. Payment Method

Recipients must utilize the Department of Treasury Automated Standard Application for Payments (ASAP) payment system to request payments. ASAP is a Recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of federal funds. ASAP is the only allowable method for request and receipt of payment. Recipient procedures must minimize the time elapsing between the drawdown of federal funds and the disbursement for Agreement purposes.

2. Payment

Financial assistance recipients are paid in advance by electronic drawdown, provided they maintain written procedures that minimize the time elapse between transfer of funds from ASAP accounts and disbursements, and they have financial management systems that meet standards for fund control and accountability. Advance payments are limited to the immediate cash requirements to carry out the purpose of the approved program or project.

3. Return of Funds, Excess Cash, and Interest

3.1 Return of Funds or Excess Cash

Funds, principal, and excess cash returns may be made to Reclamation through the following means.

Payment Method ASAP

The Recipient must direct returns of funds not spent, excess cash on hand, interest owed to the federal government, and principal to the ASAP system. Returns should include:

- The agency to credit the funding (i.e. Reclamation)
- The relevant ASAP account numbers
- The reason for the return

Payment Method Electronic Transfer

If the Recipient is unable to return funds owed to the federal government through ASAP, the following electronic transfer information should be utilized:

ACH Returns:

ABA Routing Number: 051036706

Account number: 312018

Bank Name and Location: Credit Gateway, Federal Reserve Bank, Richmond, VA

Agreement Number: Reclamation Grant or Cooperative Agreement Number

Fedwire Returns:

ABA Routing Number: 021030004

ABA Short Name: TREAS NYC

Account number: 14060905

Beneficiary Name: Bureau of Reclamation

Bank Name and Location: Federal Reserve Bank, 33 Liberty Street, Federal Reserve Post Office Station, New York, NY 10045

Agreement Number: Reclamation Grant or Cooperative Agreement Number

Payment Method US Mail

For Recipients that do not have electronic remittance capability, please make check payable to: "Bureau of Reclamation" and include the following in the memo lines of the check:

- The Reclamation award number
- The ASAP account number

Mail (by USPS only) the check to Treasury approved lockbox:

DOI-BOR-Region: Denver

P.O. Box 6200-21

Portland, OR

97228-6200

3.2 Return of Interest

Interest earned on Federal funds in excess of \$500 per year must be returned annually to the Department of Health and Human Services Payment Management System (PMS). Recipients and subrecipients can find further information and a link to directions at [2 CFR 200.305\(b\)\(12\)](#).

V. Reporting Requirements

1. Reclamation Required Reports and Submission

Reports can be submitted to the GMS via FAReporting@usbr.gov or [GrantSolutions](#).

1.1 Financial Reporting Requirements

The interim Federal Financial Report (SF-425) shall be submitted semi-annually, according to the Report Frequency and Submission schedule noted under the *Federal Financial Report Cycle*, following the Notice of Award page. All financial reports shall be signed by an Authorized Certifying Official for the Recipient's organization.

Per [2 CFR Part 200.344](#), the **Final** Federal Financial Report (SF-425) shall be submitted within 120 days of the period of performance end date. The recipient shall not incur costs or obligate funds for any purpose pertaining to the operation of the program or activities beyond the period of performance end date and must liquidate all financial obligations incurred under the award. The only costs which are authorized for 120 days following the period of performance end date are those strictly associated with closeout activities in preparation of final reports. All sections of the Final SF-425 must be complete.

1.2 Performance Progress Reporting Requirements

Reclamation requires Performance Reports to be submitted semi-annually, according to the Report Frequency and Submission schedule noted under the *Performance Progress Report Cycle*, following the Notice of Award page. Reclamation may utilize standard, OMB-approved forms for the collection of performance information, or no specific format, as identified in the NOFO or program announcement.

For Construction and non-construction, the minimum information to include in Performance Reports are:

- Report identification; recipient name, agreement number, project title, and period of performance start and end dates
- A comparison of actual accomplishments to the objectives of the federal award for the reporting period
- Where accomplishments can be quantified, or performance data and analysis informative to Reclamation, if applicable
- A reason(s) why any established goals/objectives were not met, if applicable
- Pertinent information on overall activity such as cost overruns, or high unit costs
- Significant developments such as problems, delays, or adverse conditions, if applicable
- Favorable developments such as objectives ahead of schedule, or less cost than anticipated, if applicable

Per [2 CFR Part 200.344](#), the **Final** Performance Progress Report shall be submitted within 120 days of the period of performance end date. The Final Performance Report shall include a summary of all activities completed during the entire period of performance with the minimum information stated above, and any Program Specific or Data Collection report requirements as stated within the NOFO and this Agreement.

2. Federal-wide Reports and Disclosures

2.1 System for Award Management

Unless exempted by [2 CFR 25.110](#), recipients must maintain current information in the System for Award Management (SAM) until the final financial report required under the Award is submitted, or the final payment is received, whichever is later, per [Appendix A to Part 25, Title 2](#). This requires recipients to review and update information *at least annually* after the initial registration, or more frequently if required by changes in your information. See [SAM.gov | Home](#). If a recipient allows their SAM registration to lapse, they will be prevented from submitting applications for funding opportunities in Grants.gov, and ASAP accounts are suspended, among other federal financial assistance restrictions.

2.2 Subawards and Executive Compensation

Unless exempted by [2 CFR Part 170.105](#), Recipients are required to report information on subawards and executive total compensation to meet the requirements of the federal Funding

Accountability and Transparency Act of 2006. Recipients can review [Appendix A to Part 170, Title 2](#) for information on what, where, and when to report.

2.3 Reporting Recipient Integrity and Performance

Recipients that have active financial assistance and procurement contracts from federal agencies exceeding \$10,000,000 for any period of time during the period of performance of this Agreement must maintain current information in SAM about civil, criminal, or administrative proceedings as outlined in [Appendix XII to Part 200](#).

2.4 Conflicts of Interest

The Recipient must establish safeguards to prohibit its employees and Subrecipients from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest. The Recipient is responsible for notifying the Grants Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Recipient or its employees in a position of conflict, real or apparent, between their responsibilities under the agreement and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient and/or Recipient's employees and Subrecipients in the matter.

The Grants Officer and the servicing Ethics Counselor will determine if a conflict of interest exists. If a conflict of interest exists, the Grants Officer will determine whether a mitigation plan is feasible. Mitigation plans must be approved by the Grants Officer in writing. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

Definitions:

This section incorporates by reference [2 CFR Part 200, Subpart A, Acronyms and Definitions](#) including, but not limited to the following additional terms:

- A. Conflict of Interest is defined as any relationship or matter which might place the Recipient, its employees, and/or its Subrecipients in a position of conflict, real or apparent, between their responsibilities under the agreement and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient and/or Recipient's employees and Subrecipients in the matter.
- B. Close Personal Relationship means a federal award program employee's childhood or other friend, sibling, or other family relations that may compromise or impair the fairness and impartiality of the Proposal Evaluator and Advisor and Grants Officer in the review,

selection, award, and management of a financial assistance award.

C. Discretionary Federal Financial Assistance means Federal awards including grants and agreements that are awarded at the discretion of the agency.

D. Employment means:

1. In any capacity, even if otherwise permissible, by any applicant or potential applicant for a Federal financial assistance award;
2. Employment within the last 12 months with a different organization applying for some portion of the award's approved project activities and funding to complete them OR expected to apply for and to receive some portion of the award; and/or
3. Employment with a different organization of any member of the organization employee's household or a relative with whom the organization's employee has a close personal relationship who is applying for some portion of the award's approved project activities and funding to complete them OR expected to apply for and to receive some portion of the award.

E. Non-federal entity means a State, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a Federal award as a Recipient or Subrecipient.

F. Recipient means a non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term Recipient does not include Subrecipients.

G. Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual who is a beneficiary of such program. A Subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

2.5 Trafficking Victims Protection

The Recipient, its employees, and its subrecipients under this award may not engage in human trafficking, procuring commercial sex acts, or using forced labor during the performance of the award, or any subawards. Recipients must inform Reclamation immediately of any allegation of such activity. Reclamation may unilaterally terminate this award, without penalty, in addition to other remedies for noncompliance, if a violation of the [Trafficking Victims Protection Act of 2000 \(TVPA\)](#), codified at [2 CFR Part 175.15](#) for financial assistance awards, is determined. Recipients will ensure this provision is included in any agreements entered into for award activities.

3. Remedies for Noncompliance

Failure to comply with the recipient reporting, disclosure, and notice requirements contained in this Agreement, terms and conditions, or federal financial assistance regulations, may be considered a material noncompliance with the terms and conditions of the award.

Noncompliance may result in withholding of payments, denying both the use of federal funds and recipient cost-share for all or part of a cost, activity or action not in compliance, whole or partial suspension or termination of the Agreement, recovery of funds paid under the Agreement, withholding of future awards, or other legal remedies in accordance with [2 CFR 200.339-340](#).

VI. Program or Project Specific Terms and Conditions

1. Secure Water Act [P.L. 111-11, 9504(a)]

1.1 Agricultural Operations [Section 9504(a)(3)(B)]

The Recipient shall not use any associated water savings to increase the total irrigated acreage of the Recipient or otherwise increase the consumptive use of water in the operation of the Recipient, as determined pursuant to the law of the State in which the operation of Recipient is located.

1.2 Title to Improvements [Section 9504(a)(3)(D)]

If the activities funded under this Agreement result in an infrastructure improvement to a federally owned facility, the Federal Government shall continue to hold title to the facility and improvements to the facility. An infrastructure improvement to a Federal facility is any segment of a project that results in a modification to a portion of a Federal facility that is integral to the existing operations of that facility.

1.3 Operation and Maintenance Costs [Section 9504(a)(3)(E)(iv.)]

The non-Federal share of the cost of operating and maintaining any infrastructure improvement funded through this Agreement shall be 100 percent.

1.4 Liability [Section 9504(a)(3)(F)]

- (a) IN GENERAL.—Except as provided under chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”), the United States shall not be liable for monetary damages of any kind for any injury arising out of an act, omission, or occurrence that arises in relation to any facility created or improved under this Agreement, the title of which is not held by the United States.
- (b) TORT CLAIMS ACT.—Nothing in this section increases the liability of the United States beyond that provided in chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”).

2. Wage Rate Requirements

Section 41101 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, requires that all laborers and mechanics employed by contractors or subcontractor in the performance of construction, alteration, or repair work on a project assisted in whole or in part by funding made available under BIL shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code (commonly referred to as the Davis-Bacon Act)

VII. Reclamation Contacts

1. Grants Officer

The Reclamation GO is the only official with legal authority to; obligate funds, approve amendments, interpret financial assistance statutes, regulations, circulars, policies, and terms of this Agreement. The GO, or Grants Management Official, contact information can be found on the bottom of the Notice of Award cover page.

2. Grants Management Specialist

The Reclamation GMS works in conjunction with the GO and is the primary administrative point of contact for this Agreement regarding issues related to the day-to-day management. Requests for approval regarding changes to the terms and conditions of the Agreement, including but not limited to amendments and prior approval, may be submitted to a GMS but can only be approved, in writing, by a Reclamation GO. For some agreements, the Reclamation GO and the Reclamation GMS may be the same individual.

3. Grants Officer's Technical Representative

The Grants Officer Technical Representative (GOTR), or Federal Project Officer, is the primary point of contact for the programmatic performance, compliance, and progress for this Agreement and represents Reclamation in questions regarding interpretation of specifications, drawings, and other technical matters. The GOTR assists the GO in documenting performance, resolving compliance issues with project activities/milestones, and other technical conditions of the Agreement, however only the GO has the legal authority over management of this award. The GOTR holds no authority to modify, approve, or make determinations related to the terms and conditions of this award.

VIII. Department of Interior Standard Terms and Conditions

The Department of the Interior (DOI) Standard Award Terms and Conditions found at <https://www.doi.gov/grants/doi-standard-terms-and-conditions> are hereby incorporated by reference as though set forth in full text. The Recipient is responsible for ensuring their subrecipients and contractors are aware of and comply with applicable statutes, regulations, and agency requirements.

Proposer Submission Checklist

RFQ 2025-06 WaterSMART Consultant

Town of Paonia, Colorado

All proposals must be complete, well-organized, and submitted in accordance with the requirements of this RFQ. Proposers shall use this checklist to confirm that their submission includes all required components. Incomplete proposals may be deemed non-responsive.

Proposal submissions must include the following:

1. Cover Letter

- ☐ Firm name, address, and principal contact information
- ☐ Signed statement of interest in the project
- ☐ Confirmation of proposal validity

2. Firm Qualifications and Experience

- ☐ Description of firm's history, size, and organizational structure
- ☐ Examples of at least three (3) successfully completed projects of similar scope and complexity
- ☐ Demonstrated experience with water resources planning, hydrological analyses, water rights evaluation, and federally funded projects

3. Project Team and Key Personnel

- ☐ Identification of proposed project manager and key technical staff
- ☐ Resumes highlighting relevant certifications, qualifications, and experience
- ☐ Statement of staff availability and assigned responsibilities

4. Project Understanding and Approach

- ☐ Narrative demonstrating understanding of Paonia's water system challenges and watershed conditions
- ☐ Proposed methodology for technical analyses, stakeholder outreach, and strategy development
- ☐ Alignment of approach with USBR Scope of Work and project milestones

5. Quality Assurance and Compliance

☐ Description of internal quality control processes

☐ Demonstrated capacity to comply with USBR WaterSMART reporting and program requirements

6. Schedule and Availability

☐ Staffing and availability plan consistent with revised project schedule (late 2025–2027)

☐ Confirmation of ability to meet milestones pending Bureau of Reclamation schedule update

7. References

☐ Contact information for at least three (3) client references from similar projects

☐ Descriptions of referenced projects and outcomes achieved

8. Other Required Information

☐ Proof of insurance meeting minimum Town and federal requirements

☐ Any additional supporting information demonstrating proposer's capacity and qualifications

Certification of Submission

By signing below, the proposer certifies that all required components have been included in the proposal and that the submission complies with the requirements of RFQ 2025-06 WaterSMART Consultant.

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

Town of Paonia

Project: RFQ 2025-06 WaterSMART Consultant

Proposer: _____

Evaluator: _____

Each criterion should be scored on a scale of **0 to 5 points**, where:

- **0 = Inadequate / Not Addressed**
- **1 = Poor**
- **2 = Fair**
- **3 = Satisfactory**
- **4 = Very Good**
- **5 = Excellent**

Scores will then be multiplied by the weighting factor to determine the total weighted score. The maximum possible score is **500 points**.

Evaluation Criteria	Weighting Factor	Raw Score (0-5)	Weighted Score
Firm Qualifications and Relevant Experience			
• Demonstrated experience with water resources planning, hydrological analyses, and water rights evaluations. • Successful completion of similar federally funded planning projects, particularly under USBR or comparable programs. • Experience working with rural communities and water systems.	x25		
Project Team and Key Personnel			
• Qualifications, certifications, and professional experience of the proposed project manager and key staff. • Availability of personnel throughout the duration of the project. • Depth of expertise in hydrology, water rights, financial and economic analysis, stakeholder engagement, and federal compliance.	x20		

Evaluation Criteria	Weighting Factor	Raw Score (0–5)	Weighted Score
Project Understanding and Approach			
Demonstrated understanding of Paonia’s water system challenges, drought vulnerabilities, and watershed conditions.			
Clarity, feasibility, and effectiveness of proposed methodology for conducting analyses, outreach, and development of the Water Strategy.	x25		
Alignment of the approach with the approved USBR Scope of Work and project milestones.			
Community Engagement and Coordination			
Demonstrated ability to design and implement inclusive engagement strategies with agricultural producers, residents, water districts, public land managers, and community organizations.	x15		
Experience ensuring equitable stakeholder participation and integrating input into technical planning.			
Quality Assurance and Compliance			
Proven ability to ensure adherence to federal program requirements, including WaterSMART reporting, permitting, and compliance standards.	x10		
Internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.			
References and Past Performance			
Quality of references and prior client satisfaction.	x5		
History of successful collaboration with small municipalities, state agencies, and federal programs.			

Maximum Score Possible: 500

Evaluator’s Total Score: _____

Comments / Notes:



Town of Paonia
214 Grand Avenue
Tuesday, August 26, 2025 6:30 PM
Town Board Agenda
<https://us02web.zoom.us/j/81418791082>
Meeting ID: 814 1879 1082

Public Participation: Please raise your hand and wait to be recognized by the Mayor, come to the podium and state your name and whether you live in town or out of town. Time limit is 3 minutes, one time per item, there are instructions at the podium for the timer light. Please direct all comments to the Mayor. No responses will be made by staff or Board during the meeting.

Please be respectful and help to maintain decorum by not engaging in derogatory and/or demeaning statements or public displays.

Roll Call

Approval of Agenda

Announcements

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

August 12, 2025 Regular Meeting Minutes

August 26, 2025 Disbursements

Staff Reports

Departmental Scorecards

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Item #1 - Consideration of Approval of Citizen Committee Members for the Ad Hoc Short-term Rentals Committee

Item #2 - Consideration of a Modification of Premises for Blue Sage Liquor License to Include Sage Alley

Item #3 - Consideration of Intergovernmental Agreement with Delta County Elections for November 4, 2025 Election.

Item #4 - Consideration of Resolution 22-2025 Setting Ballot Language for Allowing the Publication of Disbursements to be Made on the Town Website and at Town Hall Instead of a Newspaper.

Item #5 - Consideration of Colorado Grand Thank You Letter for \$17,000 Grant for Bathroom Upgrades

Item #6 - Consideration of Ordinance 25-06 Modifying Ch. 2 Art. 8 - Zoning Board of Adjustment

Item #7 - Consideration of RFQ 2025-05 IT Professional Services

Item #8 - Consideration of RFQ 2025-06 WaterSMART Consultant

Item #9 - Consideration of RFQ 2025-07 Safe Streets for All Consultant

Item #10 - Consideration of RFQ 2025-08 Construction Management/MT (OA) 5th & Grand Avenue

Mayor & Trustee Reports

Adjournment

As Adopted by:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion,

asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the

Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Town of Paonia
214 Grand Avenue
Tuesday, August 12, 2025 6:30 PM
Town Board Minutes
REVISED AGENDA 8/07/2025

RECORD OF PROCEEDINGS

Mayor Smith calls the meeting to order at 6:30 PM.

Roll Call

Present:

Mayor Smith

Mayor Pro-Tem Swartz

Trustee Czech

Trustee Heck

Trustee Hunter

Trustee Stelter

Trustee Valentine

Approval of Agenda

Trustee Hunter makes a motion to approve the agenda with the removal of item #5 (Amended Fee Structure to Arbol Market), seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Announcements

Clerk Vetter earned her Certified Municipal Clerk (CMC) designation.

The Tree Board's annual Sick Tree Day will take place on Saturday, August 16, 2025.

Planning Commission and Zoning Board of Adjustments open seats available with applications due to the Town Clerk by August 21, 2025.

Public Comment

No public comment received.

Consent Agenda

Mayor Pro-Tem Swartz notes that for July 22, 2025, Meeting Minutes - Page 16 of the packet, Under Item #4 for Wright Water Engineering, where it says, "wildlife recovery action plan", should read as "**wildfire** recovery action plan".

Trustee Stelter makes a motion to approve the consent agenda with the aforementioned correction, seconded by Trustee Heck.

The motion carries unanimously.

Staff Reports

Town Administrator Wynn's report included updated monthly financial summaries, fund balance tools, and grant activity; noted a \$26,000 sanitation fund deficit requiring a mid-year rate increase; confirmed acquisition of final construction easement.

Trustee Stelter steps out of the meeting at 6:35 PM.

Police Chief Laiminger's report included July activity overview which highlighted increased park usage and calls for service; community policing efforts, including bike light education continues.

Public Works Director Poulos' report included hydrogeological study completion; Phase 1 water storage improvements underway; wastewater aerators installed; significant curb, drainage, and asphalt repairs completed; park rehabilitation following events; sprinkler system upgrades under review.

Actions & Presentations

Item #1 - Consideration of Resolution 21-2025 Enacting Stage 2 Fire Restrictions

Mayor Smith provides background on the need to align with County Stage 2 Fire Restrictions implemented August 7th.

Trustee Stelter steps back into the meeting at 6:47 PM.

Trustee Hunter makes a motion to approve Resolution 21-2025 – Stage 2 Fire Restrictions, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Item #2 – Colorado Grand Thank You Letter for \$17,000 Grant for Bathroom Upgrades

Following a brief Board discussion, Mayor Smith requested additional time to make revisions that more accurately reflect the completed scope of work funded by the grant.

Trustee Hunter makes a motion to table this item until the next meeting, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Item #3 - Consideration of Accepting Opioid Settlement for Purdue Pharmaceuticals

Town Administrator Wynn provides background and explains the settlement agreement.

Trustee Stelter makes a motion to approve the Purdue Pharmaceuticals opioid settlement agreement and allow the administration of the funds to be managed by Delta County, seconded by Trustee Hunter.

The motion carries unanimously.

Item #4 - Consideration of Reappointing the Town Administrator & Treasurer as the Town's

CML Policy Committee Representative and the Town Clerk as the Town's Alternate.

Town Administrator Wynn provides background information and stressed the importance of Paonia representation.

Trustee Hunter makes a motion to re-appoint the Town Administrator and Treasurer as the Town's representative to the CML Policy Committee (Colorado Municipal League), with the Town Clerk as its representative alternate, seconded by Trustee Stelter.

The motion carries unanimously.

Item #5 - Consideration of Request from The Learning Council to Apply Ordinance 25- 04 Special Events and Resolution 15-2025 Amended Fee Structure to Arbol Market Retroactively.

This item was removed by request of the Arbol Market Representative.

Item #6 - Consideration of Ordinance 2025-04 Modifying Chapter 13 Article 6 Garbage Collection

Town Administrator Wynn provides background and explained that the purpose is to correct contradictory and duplicative language in the existing code and provide administrative flexibility.

Trustee Hunter makes a motion to make the following changes to Ordinance 2025-04:

1. Change Section Number 13-5-70 to 13-6-70,
2. Change Section 13-6-70 (b) from "eighteen (18)" to "four (4)",
3. Change Section 13-6-70 (b) (1) to read "Yard waste including leaves and grass clippings shall be placed in certified compostable bags or clearly labeled re-usable containers for collection.",
4. Change Section 13-6-70 (b) (4) iii. to add "clearly labeled as such" after "reusable containers",
5. Change Section 4 to delete the word "Meat",
6. Throughout entire Ordinance, replace "plastic bags" with "non-compostable plastic bags".

Seconded by Mayor Pro-Tem Swartz

The motion carries unanimously.

Town Administrator Wynn and staff will focus on public education and outreach through TextMyGov, social media, and potentially flyers on garbage cans to ensure residents understand the new rules and fee structure before enforcement begins.

Trustee Hunter makes a motion to approve Ordinance 2024-04 as amended, seconded by Trustee Stelter.

The motion carries unanimously.

Item #7 - Consideration of Resolution 20-2025 Garbage Collection Rates and Charges

Town Administrator Wynn explained that the Sanitation Fund is operating at a significant deficit,

which was primarily attributed to an unanticipated increase in landfill tipping fees, which rose by \$15 per ton instead of the budgeted \$5 per ton. The existing fee structure for bulk item pickup was also found to be subsidizing services, as the town was often charging less than the actual cost charged by the landfill.

Trustee Stelter makes a motion to approve Resolution 20-2025, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Item #8 - Consideration of Requests from the Planning Commission Requesting Clarification about Commissioners' Terms and Asking the Town Attorney for Legal Advice Concerning Process for Canceling a Meeting with No Business

Clerk Vetter gives background on the committee terms.

Trustee Hunter inquired with Town Attorney Buchner regarding the legal process for addressing a meeting with no business, the preparation of a legal memo, the establishment of bylaws for boards and commissions, the authority to cancel a meeting, responsibility for drafting bylaws, and the procedure for the Board to adopt those bylaws by resolution. Town Attorney Buchner advised that meetings may be canceled if there is no business, but bylaws should be created for Boards & Committees.

Mayor Pro-Tem Swartz makes a motion to ask Town Administrator Wynn to develop bylaws for the Planning Commission, seconded by Trustee Hunter.

The motion carries unanimously.

Item #9 - Consideration of Approval of Purchasing Security Cameras for Town Facilities

Public Works Director Poulos and Police Chief Laiminger discussed the need for security cameras to enhance public safety, deter vandalism, monitor Town facilities, and provide reliable evidence in the event of incidents.

Police Chief Laiminger explains that Verkada was selected as a sole-source provider due to its proprietary, fully integrated security platform that ensures compatibility with the Town's existing system and provides unique features not available from alternative vendors.

Trustee Hunter makes a motion to waive the procurement and purchasing under Code Section 4-6-80, allowing for a sole source bid, and approve in an amount not to exceed \$50,288 the bid from Mitchell and Company for the Verkada Security Camera System for Town facilities, seconded by Trustee Stelter.

The motion carries unanimously.

Item #10 - Modifying Chapter 11 Art. 1 Sec. 80 Street Closure; permit. Adding Block Parties

Town Administrator Wynn spoke to this being the final version of the proposed changes developed by the Special Events Ad Hoc Committee. The revisions modify Chapter 11, Article

1 of the Town Code, which addresses streets, sidewalks, and public places, and incorporate references to the new provisions for special events. The draft was circulated for review, and no additional feedback was received beyond what was discussed in the committee. During the committee's review, language was added to Section 11-1-82(7) specifying that block parties may not serve alcohol without obtaining a special liquor license in accordance with Paonia Municipal Code Sections 6-1-10 through 6-1-90, and that alcohol consumption requires an on-premise permit. These amendments establish conditions under which block parties may be permitted.

Trustee Hunter makes a motion to approve Ordinance 2025-05 – Block Parties, seconded by Trustee Stelter.

Trustee Heck raised a concern that the fee structure might be unfair to residents on blocks that cannot host a party on their street (e.g., those on truck routes where closures are prohibited by state statute) and who would therefore be forced to use an alley. He questioned if the fee could be adjusted for alley use and makes a motion to discuss and modify the fee schedule.

Trustee Heck's motion dies for lack of a second.

Trustee Hunter's original motion carries unanimously.

Trustee Heck makes a motion requesting a review of the administrative fees concerning private use of public places re-evaluated at a future meeting, seconded by Trustee Stelter.

Voting Aye:

Trustee Czech
Trustee Heck
Trustee Hunter
Trustee Stelter
Trustee Valentine

Voting Nay:

Mayor Pro-Tem Swartz

The motion carries.

Mayor & Trustee Reports

Update from the Ad Hoc Short-term Rentals Committee

Mayor Pro-Tem Swartz provided an update, noting that applications for two public member positions are due August 18th, with selections planned for the August 26th Board meeting.

Adjournment

Mayor Smith adjourns the meeting at 8:06 PM.

Samira M. Vetter, Town Clerk

Paige Smith, Mayor

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	697645780	Workforce Now Payroll Solution B	08/08/2025	58.14	10-41-20	LEGAL, ENGINEERING & PR	08/31/2025
1352	ADP, INC	697645780	Workforce Now Payroll Solution B	08/08/2025	67.83	10-42-20	LEGAL, ENGINEERING & PR	08/31/2025
1352	ADP, INC	697645780	Workforce Now Payroll Solution B	08/08/2025	26.92	60-50-20	LEGAL, ENGINEERING & PR	08/31/2025
1352	ADP, INC	697645780	Workforce Now Payroll Solution B	08/08/2025	26.92	70-51-20	LEGAL, ENGINEERING & PR	08/31/2025
1352	ADP, INC	697645780	Workforce Now Payroll Solution B	08/08/2025	26.91	80-52-20	LEGAL, ENGINEERING & PR	08/31/2025
Total ADP, INC:					206.72			
AFLAC								
749	AFLAC	768648	AFLAC ACH	07/28/2025	97.08	10-0225	AFLAC COVERAGE	08/31/2025
Total AFLAC:					97.08			
Bruin Waste								
1307	Bruin Waste	697634	Portable Toilet Apple Valley Park	07/23/2025	115.50	70-51-24	RENTALS	08/31/2025
Total Bruin Waste:					115.50			
City of Delta								
24	City of Delta	CITYOFDELTA	July & Aug 2025 Building Inspecti	08/05/2025	4,600.00	10-43-20	LEGAL, ENGINEERING & PR	08/31/2025
24	City of Delta	CITYOFDELTA	Wastewater Analysis	08/05/2025	794.00	70-51-20	LEGAL, ENGINEERING & PR	08/31/2025
Total City of Delta:					5,394.00			
Colorado Complete Clean LLC								
1450	Colorado Complete Clean LLC	1298	Admin	08/02/2025	775.00	10-41-20	LEGAL, ENGINEERING & PR	08/31/2025
1450	Colorado Complete Clean LLC	1298	PD	08/02/2025	193.75	10-42-20	LEGAL, ENGINEERING & PR	08/31/2025
1450	Colorado Complete Clean LLC	1298	Water	08/02/2025	193.75	60-50-20	LEGAL, ENGINEERING & PR	08/31/2025
1450	Colorado Complete Clean LLC	1298	Sewer	08/02/2025	193.75	70-51-20	LEGAL, ENGINEERING & PR	08/31/2025
1450	Colorado Complete Clean LLC	1298	Trash	08/02/2025	193.75	80-52-20	LEGAL, ENGINEERING & PR	08/31/2025
Total Colorado Complete Clean LLC:					1,550.00			
Colorado Lining International Inc								
1466	Colorado Lining International Inc	60001621	Temp Tank - Partially Grant Funde	08/12/2025	250,873.00	60-50-72	CAP OUTLAY-Water Tank Reli	08/31/2025
Total Colorado Lining International Inc:					250,873.00			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	PAY DATE 202	Retirement Plan	08/22/2025	3,793.98	10-0220	RETIREMENT PLAN	08/31/2025
Total Empower Trust Company LLC:					3,793.98			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14171180	WasteWater Chemicals	08/12/2025	65.30		70-51-20 LEGAL, ENGINEERING & PR	08/31/2025
Total ENVIRO-CHEM ANALYTICAL INC:					65.30			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	PAY DATE 202	Police Pension	08/22/2025	4,071.27		10-0219 FPPA	08/31/2025
Total Fire & Police Pension Assn.:					4,071.27			
Lasting Impressions								
98	Lasting Impressions	29756	Name Plate - Nicki Poulos - PW D	06/12/2025	12.00		10-41-15 OFFICE SUPPLIES	08/31/2025
Total Lasting Impressions:					12.00			
Mail Services, LLC.								
645	Mail Services, LLC.	1995235	Postage	07/31/2025	198.09		60-50-17 POSTAGE	08/31/2025
645	Mail Services, LLC.	1995235	Postage	07/31/2025	192.26		70-51-17 POSTAGE	08/31/2025
645	Mail Services, LLC.	1995235	Postage	07/31/2025	192.26		80-52-17 POSTAGE	08/31/2025
Total Mail Services, LLC.:					582.61			
Mesa County Public Health Regional Lab								
763	Mesa County Public Health Regio	15324	Water Testing 5131	08/06/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	08/31/2025
763	Mesa County Public Health Regio	15345	Water Testing 5132	08/06/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	08/31/2025
Total Mesa County Public Health Regional Lab:					50.00			
MISCOWater								
1448	MISCOWater	46258B39328	Floating Aerator 304 20HP QTY2	07/30/2025	55,372.00		70-51-77 MACHINERY & EQUIPMENT	08/31/2025
Total MISCOWater:					55,372.00			
NAPA - Paonia Auto Parts								
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	101.48		10-41-22 REPAIRS & MAINTENANCE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	200.25		10-42-23 VEHICLE EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	158.84		10-45-23 VEHICLE EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	26.24		10-45-25 SHOP EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	25.50		10-46-16 OPERATING SUPPLIES	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	158.85		10-46-23 VEHICLE EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	26.25		10-46-25 SHOP EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	135.23		80-52-23 VEHICLE EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	.65		80-52-25 SHOP EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	5.32		60-50-23 VEHICLE EXPENSE	08/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	.65		60-50-25 SHOP EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	46.59		70-51-16 OPERATING SUPPLIES	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	5.32		70-51-23 VEHICLE EXPENSE	08/31/2025
122	NAPA - Paonia Auto Parts	NAPA STATEM	Napa Statement July 2025	07/31/2025	.65		70-51-25 SHOP EXPENSE	08/31/2025
Total NAPA - Paonia Auto Parts:					891.82			
Norris, Mary								
991	Norris, Mary	NORRIS - 08 -	WATER NORRIS RETIREMENT	08/01/2025	560.00		60-50-44 NORRIS RETIREMENT	08/31/2025
991	Norris, Mary	NORRIS - 08 -	WASTE WATER NORRIS RETIR	08/01/2025	560.00		70-51-44 NORRIS RETIREMENT	08/31/2025
Total Norris, Mary:					1,120.00			
North Fork EMS								
1467	North Fork EMS	N.F.EMS AUG	PD Shirts for Delta County Night	08/01/2025	54.00		10-42-44 HUMAN SERVICES	08/31/2025
Total North Fork EMS:					54.00			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	REEDY'S JULY	PD Fuel July 2025	08/01/2025	1,095.17		10-42-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	PD Tire Repairs and Replacement	08/01/2025	999.80		10-42-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	WATER FUEL	08/01/2025	351.49		60-50-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	STREETS FUEL	08/01/2025	351.49		10-45-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	PARKS FUEL	08/01/2025	351.49		10-46-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	SANITATION FUEL	08/01/2025	351.49		80-52-23 VEHICLE EXPENSE	08/31/2025
141	North Fork Service (Reedy's)	REEDY'S JULY	WASTEWATER FUEL	08/01/2025	351.50		70-51-23 VEHICLE EXPENSE	08/31/2025
Total North Fork Service (Reedy's):					3,852.43			
PROTECH DIESEL REPAIR								
1381	PROTECH DIESEL REPAIR	946	Trash Truck Repairs	08/12/2025	527.25		80-52-23 VEHICLE EXPENSE	08/31/2025
Total PROTECH DIESEL REPAIR:					527.25			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV06250975	Engineering Services Water & Wa	07/21/2025	535.00		60-50-20 LEGAL, ENGINEERING & PR	08/31/2025
1124	RESPEC Company LLC	INV06250975	Engineering Services Water & Wa	07/21/2025	92.50		70-51-20 LEGAL, ENGINEERING & PR	08/31/2025
1124	RESPEC Company LLC	INV06250975	Engineering Services Water & Wa	07/21/2025	315.00		60-50-73 CAP OUTLAY-West Loop Impr	08/31/2025
1124	RESPEC Company LLC	INV06250976	Engineering Water CIP Phase 1	07/21/2025	8,703.75		60-50-69 CAPTAL OUTLY-Raw Water M	08/31/2025
1124	RESPEC Company LLC	INV06250976	Engineering Water CIP Phase 1	07/21/2025	19,717.50		60-50-73 CAP OUTLAY-West Loop Impr	08/31/2025
Total RESPEC Company LLC:					29,363.75			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	140567CT	Trash Truck Fuel	07/31/2025	478.52		80-52-23 VEHICLE EXPENSE	08/31/2025
	Total Rhinehart Oil Co.:				478.52			
Roop Excavating LLC								
931	Roop Excavating LLC	R25-100	Temp Tank Base	08/07/2025	2,420.00		60-50-73 CAP OUTLAY-West Loop Impr	08/31/2025
	Total Roop Excavating LLC:				2,420.00			
Safety-Kleen Corp								
148	Safety-Kleen Corp	97847839	Oil Disposal	08/01/2025	49.28		10-45-23 VEHICLE EXPENSE	08/31/2025
148	Safety-Kleen Corp	97847839	Oil Disposal	08/01/2025	49.28		10-46-23 VEHICLE EXPENSE	08/31/2025
148	Safety-Kleen Corp	97847839	Oil Disposal	08/01/2025	49.28		80-52-23 VEHICLE EXPENSE	08/31/2025
148	Safety-Kleen Corp	97847839	Oil Disposal	08/01/2025	49.28		70-51-23 VEHICLE EXPENSE	08/31/2025
148	Safety-Kleen Corp	97847839	Oil Disposal	08/01/2025	49.28		60-50-23 VEHICLE EXPENSE	08/31/2025
	Total Safety-Kleen Corp:				246.40			
SAMIRA VETTER 								
1316	SAMIRA VETTER	REIMBURSEM	Vetter Reimbursement Insitute mil	07/30/2025	257.35		10-41-26 TRAVEL, MEETINGS & TRAI	08/31/2025
1316	SAMIRA VETTER	REIMBURSEM	Vetter Reimbursement Insitute mil	07/30/2025	257.35		60-50-26 TRAVEL, MEETINGS & TRAI	08/31/2025
1316	SAMIRA VETTER	REIMBURSEM	Vetter Reimbursement Insitute mil	07/30/2025	257.35		70-51-26 TRAVEL, MEETINGS & TRAI	08/31/2025
1316	SAMIRA VETTER	REIMBURSEM	Vetter Reimbursement Insitute mil	07/30/2025	257.35		80-52-26 TRAVEL, MEETINGS & TRAI	08/31/2025
	Total SAMIRA VETTER:				1,029.40			
Shums Coda Associates								
1170	Shums Coda Associates	19500	Plan Review Services provided by	08/18/2025	600.00		10-43-20 LEGAL, ENGINEERING & PR	08/31/2025
	Total Shums Coda Associates:				600.00			
The Place I Go								
897	The Place I Go	TPIG 9453	Random DOT Drug Screen R. Byr	08/05/2025	93.00		80-52-20 LEGAL, ENGINEERING & PR	08/31/2025
	Total The Place I Go:				93.00			
	Grand Totals:				362,860.03			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
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Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE						
Personnel Policy and Handbook Updates	The Town recently contracted with New Focus HR to begin the process of updating personnel policies and the employee handbook	Staff Time	7.17.23	8.23.2024	Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems; Organizational Excellence and Staff Development	9.17.2024
Ordinance for Consecutive Systems (Water Companies)/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for maintenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system. Being Considered with Code Revision from Sustainable Futures. Collaborative Approach to Consecutive Systems TBD September - December. Creation of Paonia Water System Coalition, TBD August 2025. With a water attorney on staff, we can now schedule with Consecutive Water Systems for a coalition.	Staff Time (for actual agreements there will be a fee from attorney review TBD)	7.11.23	7.18.2025	Pristine Infrastructure and Critical Facilities; Communications and Records Management	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024. Work has begun on code rewrite, sustainable futures selected as consultant. Special Meeting held on 8/20/2024 for feedback from Trustees on Code Rewrite. Need to ask for extension on the project from DOLA. Consultant is awaiting completion of Comprehensive Plan to finalize code adjustments as of 1.22.2025. The Comprehensive Plan has been submitted to the consultant so that the code rewrite can restart.	\$38,000	7.11.23	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response. Chase Bank denied the change of ownership and awaiting for further action. Chase bank sent a letter on 7.6.2025 stating that if the card isn't used in fifty days that it will be canceled.	Staff Time	7.28.23	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Creation of a Municipal Comprehensive Emergency Management Plan	Town staff have worked closely with a county-wide Hazard Mitigation Plan with Delta County Emergency Management and as approved by FEMA and state regulators. The Town needs a specific emergency management plan to the town for continuity of operations. This will be the winter activity for the Town Administrator after the budget is complete.	Staff Time	1.1.2025	7.18.2025	Organizational Excellence and Staff Development; Communications and Records Management; Safe and Resilient Community	
Sort/Dispose of Box of Outdated Bank Info	Old checks, old accounts were found in the vault that date back decades. The accounts are no longer active and the box needs to be reviewed and destroyed.	Staff Time	2/5/2025	7.18.2025	Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
FINANCE DEPARTMENT						
Add Community Development Module to Caselle	Board of Trustees approved a new module with Caselle for Community Development to track all permits issued by the town. Final step is building forms such as certificate of occupancy, event permits, etc. On the last step for setting this up, permit templates. Ran into Caselle issues but should be resolved now. In process of trying to reschedule when all key staff are available for training. Forms are done, waiting on property conversion. Community Development Module is up and running. Building records are being input into the system. The system records, applications, plan reviews, permits, inspections and certificates of occupancy. The Town has never had a system like this since its inception.	≈\$20,000 with recurring annual costs (already paid, implementation is beginning)	7.1.24	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Add Purchase Order module with Caselle	With the adoption of a Purchasing Manual in September, the new process will include a three-way match requirement for purchase orders. Current purchase orders are tracked on a spreadsheet, but with the module they'll be tracked in Caselle. Requisitions/Purchase Order package has been purchased and is in initial setup. Module has been adding, working implementing with the new year. First PO being made if process runs smoothly can consider project complete. Purchase order system has been implemented in Caselle.	≈\$3,000 with recurring annual costs (already paid, implementation is beginning)	8.1.2024	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Meter Updates in Caselle	Working with Public Works department to check meter ids, endpoints in Caselle and change as many as possible to radio read. No recent meter changes due to sever cold. Project to resume in spring.	Time and Materials, each meter installation cost is ≈\$1,400	5.27.24	1.22.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
Documenting Accounting and Utility Processes	Recording processes for water meter read input, utility billing, red tags, disbursement approval, printing checks for approved disbursements and other departmental tasks. Major department duties have been documented. Checking for smaller or new processes that still might need documentation. Payroll and Permits processes identified as needing to be documented as well. Progressing on both of these. Processes are continually updated and recorded for future use of Caselle system and to ensure continuity of operations if turnover were to happen.	Staff Time	7.1.24	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
Caselle Vendor Record Clean Up	Outdated vendors need to be closed out. Make sure all current and new vendors are set up correctly and have accurate W9 information on file. Handful of vendors updated. Making slow progress around other time sensitive projects.	Staff Time	2.5.2025	4.3.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records	
Caselle Implementation of Accounts Receivable Module	Working with Caselle and Town staff to set up invoices and forms. Training for staff to be scheduled with Caselle after implementation is completed. Town Administrator updated the module with Caselle and it is up and running with permissions set for appropriate staff to utilize the system.	\$1,050 with recurring annual costs (already paid, implementation is beginning)	11.26.2024	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Website Updates	Work with Clerks Department and Town Administrator to clean up and standardize the Town website.	Staff Time	4.9.2025	4.9.2025	Communication and Records Management	
CLERK'S DEPARTMENT						
New SQL & Access Databases	Databases: Dog Tags (Completed and Live) - Need to update for 2025 and modify web pages for easier sorting. Completed SQL queries to sort 2024 vs 2025 for easier readability. Request to have it moved to our server has to wait until new server is acquired.	Staff Time	01.01.2024	04.14.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing Collaborative project in Teams with Deputy Clerk; including other Departments Heads as appropriate.	Staff Time	7.19.23	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
MuniDocs clean- up & catch up	<i>Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes. Maintaining at minimum right now and will stop completely once public portal for laserfiche is live, then MuniDocs will be obsolete.</i>	Staff Time	9.14.23	4.18.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Create Marketing Policy (including Social Media Policy)	<i>During the 1.14.2025 Board Meeting, Trustees asked that Staff research and recommend ways to better communicate with Residents, Businesses, Visitors and the extended Paonia Community. Staff recommended that a marketing and communications policy be created for the Board to review. Was assigned to another department</i>	Staff Time	1.14.2025	4.6.2025	Organizational Excellence and Staff Development; Communication and Records Management	
New/Transfer Liquor License Packet	In process	Staff Time	10.10.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Disaster Recovery Plan for Records - to be included in a Municipal Comprehensive Emergency Management Plan		Staff Time	10.10.24		Organizational Excellence and Staff Development; Communication and Records Management, Safe and Resilient Community	
Laserfiche implementation	<i>Clerk and Deputy Clerk had a troubleshooting session around security, permissions and retention programming. Continuing to upload documents and schedule Professional Service time with specialists to set up workflows. Still waiting to schedule training but Clerk's Office has begun uploading documents, setting up retention schedules and familiarizing themselves with the</i>	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create and implement Safety Policy and Plan	Working together with Deputy Public Works Director to develop and coordinate Town safety plan.		1.29.2025	03.15.2025	Organizational Excellence and Staff Development, Safe and Resilient Community	
Boards and Committee's Policies and Processes	<i>First step underway, creating new applications, job description, expectations, interview process. New Committee Application is LIVE and Descriptions and Interview questions are under review</i>	Staff Time	10.21.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Outline and Implement New Hire Onboarding process	<i>Rough draft created, need review with other dept heads and administrator and fine tuning before being put into place. Reviewing and Finalizing</i>	Staff Time	2.4.2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
SHRM-CP Certification	Started classes with goal of taking certification test in 2026, starting with Leadership & Navigation Competency	\$900	1/31/2025	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Registered Parliamentarian Certification	Still working through	Membership dues of around \$100.00	1/31/2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Apply for CMC	Certified Municipal Clerk Awarded	\$200	1/24/2023	04.14.2025	Organizational Excellence and Staff Development;	8.11.2025
Sidewalk for Business Use Permit Audit	<i>Renewal letters sent out and applications taken to new sidewalk users. Outstanding SBU's have been moved to next step.</i>		3.26.2025	8.15.2025	Transparent, Secure and Accurate Financial and Administrative Systems, Organizational Excellence and Staff Development	
Personnel File Audits and Uploads	Personnel files need organizing according to best practices and to see if there is a need for corrections or updated information. This will be combined with upload into Laserfiche and updates of ADP (payroll and HR software), digitizing Company Property Inventory		4.3.2025	8.22.2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities, Safe and Resilient Communities	
Develop Code Enforcement Process/Policy	<i>Meeting with PD for the initial planning . Process being successfully utilized as bugs are worked out. Next meeting with PD, Clerk's office and Town Attorney scheduled</i>		4.3.2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
RFP for IT Services	<i>Audit Services -Received and Needed.</i> Create RFP. Clerk created RFP, Town Administrator to review the RFP and notice to Phonz+ about necessity to go out to bid for renewal, they're welcome to bid on the services as well. Sent to next department <u>for review, revision and added to agenda</u>			8.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems.	8.22.2025
Company Property Updates to ADP	<i>Due from Department Heads by May 2, 2025. Almost done digitizing in ADP</i>			8.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems.	
Public Surplus Auctions	Auctions are complete, scheduling pick-up for the last of the items. All but 3 items sold	Revenue: \$84,478.25	7.25.2025	8.22.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
PUBLIC WORKS						
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town. Will add this to fulcrum and add notes in GIS about intersections in compliance and intersections that need to be brought into compliance with ADA standards. Working with Town Administrator to accomplish a true plan. Request on agenda for 2.11.2025 to send an RFP to hire a consultant to complete a ADA transition plan for the Town. Transition plan is in process.	≈\$30,000	8.1.23	7.18.2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities	
Add cornering mirror at Pan American and Rio Grande	Initial mirror blew down in wind storm. Need to re-order a larger mirror	Staff Time	8.8.23	1.24.2025	Safe and Resilient Community	
Working on lead service line inventory	Inventory is complete. Waiting on next steps from CDPHE	Staff Time	11/6/2023	1/23/2025	Pristine Infrastructure and Critical Facilities;	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays	Staff Time (any rehabilitation will incur a cost TBD)		7.17.2024	Pristine Infrastructure and Critical Facilities;	
Construction standard update	Standards have been reviewed by Public Works. Waiting on final draft from respec	NTE \$21,600	2/2/2024	1/23/2025	Pristine Infrastructure and Critical Facilities;	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.	Staff Time (any construction will incur a cost TBD)		1/23/2025	Pristine Infrastructure and Critical Facilities;	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers. PW is reaching out to Engineers to get a scope of work on <u>bridge repairs as of 1.1.2025</u>	≈\$500,000		1/23/2025	Pristine Infrastructure and Critical Facilities;	
Roof repair - Town Hall	Randy with Quality Cool Roofing Solutions inspected the job on 7/29/24. Elite Commercial Roofing will inspect the job on 8/2/24. Innovative Roofing was contacted as well with no response. Elite is the only contractor that sent a quote. It will be discussed in the 8/27/24 public meeting. Repair was put on hold until spring/summer 2025	≈\$40,000	7.29.24	1/23/2025	Pristine Infrastructure and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring	≈\$2,500		1/23/2025	Pristine Infrastructure and Critical Facilities;	
WATER DEPARTMENT						
Meter Audit	46 meter audits complete since Feb. 2024	Staff Time (replacements of meters TBD but ≈\$1,400/meter)	11.2023	1/24/2025	Pristine Infrastructure and Critical Facilities;	
WASTEWATER DEPARTMENT						
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023. RESPEC has been given a task order to complete a PNA for future funding in regards to the wastewater system, as part of the PNA a 20-year cash flow analysis will be completed which includes a utility fee study to cover the cost of debt financing repairs and improvements to the waste water collections and treatment systems	≈\$15,000 (\$10,000 grant funding secured)	7.14.23	1.24.2025	Transparent, secure and accurate financial and Administrative Systems	
Aerator at the lagoon failure and disassembled	PW was approved to upgrade surface aeration at 3/11/25 meeting	≈\$18,000	1.1.2025	3/17/2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
POLICE DEPARTMENT						
Compiling possible municipal code additions, subtractions, and combinations to address shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.	Staff Time	5/1/2023	3/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress
Reactivation of Bicycle Patrol Unit	Equipment is being evaluated priced. Policies are being sourced for review,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	3/1/2025	Safe and Resilient Community	In Progress
Reviewing possible municipal code fee/fine updates to address shortfalls in current muni code	Reaching out to other like sized or surrounding municipalities to compile fee and fine amounts.	UNK	4/1/2023	3/1/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress
Axon BWC and digital evidence storage contract renewal	Contract is agendaized for review 03/25/2025 by BOT	\$36,534.40 over 5 Years	2/1/2025	3/24/2025	Safe and Resilient Community - Records Management	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in need of decals. Awaiting decal supplier on site quote.	<\$1000	7/30/2024	3/1/2025	Organizational Excellence and Staff Development -	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Staff Time	5/1/2023	3/1/2025	Safe and Resilient Community	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers. Awaiting response from CBI.	\$25,121.24	3/1/2023	3/1/2025	Communications and Records management; Safe and Resilient Community	In Progress
Employee appraisal/review	Packets are completed and being reviewed by Admin staff. Annual goals and projects are being submitted and reviewed.	Staff Time	1/1/2024	3/1/2025	Organizational Excellence and Staff Development	In Progress

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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Red Dot Sights for service weapons	Red dot sights have been purchased, but are currently backordered.	\$4,203.54	7/1/2024	3/1/2025	Safe and Resilient Community	In Progress
Updated OHV Ordinance	Public safety committee has met and compiled a list of possible updates. Updated ordinance has been drafted and reviewed by legal. Electric Vehicle regulations are being considered for addition to the OHV ordinance	Staff Time	9/1/2024	3/1/2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	In Progress
Code Enforcement for parking/inoperable vehicles/RV's/snow removal/ <u>Dog registration</u>	Letters are being sent via mail and some are being delivered in-person via uniformed officer.	Staff Time	5/1/2024	3/1/2025	Safe and Resilient Community	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th						
Construction Timeline	An RFP must be updated for Federal requirements after receiving the RAISE Grant for \$1.88MM. Once completed, the project will go out to bid the Fall/Winter with construction scheduled to begin in Spring 2026.	≈\$2,900,000	7.17.23	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Temporary Construction Easements	Temporary Construction Easements have been secured. There is one hold out that we will continue to attempt to get signed so that we can give the property owner a concrete driveway apron.	Included in Construction Cost	1.1.2025	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Funding	The Town received Safe Routes to School funding (\$872,825.00) and Revitalizing Main Streets funding (\$1,010,592.00) for a total CDOT grand award of \$1,883,417.00. The Town also received a federal BUILD (RAISE) Grant for the project for \$1,884,901.00. This brings the total grant funding for 5th and Grand Avenue to \$3,768,318 with a required Town match of \$30,182.00	Engineers Opinion of Cost: \$2,925,675.00	7.18.2025	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting. CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM. Meeting held with affected property owners in July 2024. FOR Meeting with CDOT held on 8/7/2024, cost now \$2.9MM. RAISE grant submitted for supplemental funding on 1.21.2025. Received the RAISE grant for approx. \$1.88MM in addition to SRTS and RMS funding. Paonia is listed as a DIRECT RECIPIENT for the grant!	≈\$2,900,000.00	7.14.23	7.18.2025	Pristine Infrastructure and Critical Facilities	
Hydrogeological Study						
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Brush Clearing is set for this Spring. WWE gave a presentation to the Board about the spring boxes and how we plan to gather more raw water. Study will be conducted Spring 2025. WWE engineering to continue the project with the loss of lead hydrogeologist. Underground work to begin the week of 7/21/2025. Amendment to MSA on Board agenda for 7.22.2025 for additional scope of work.	\$197,974	7.20.23	7.18.2025	Pristine Infrastructure and Critical Facilities;	
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received, have received reimbursements	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
HOUSING NEEDS ASSESSMENT						
DOLA Grant filed for SB24-174 Updates	The HNA and HAP were completed and all funding has been reimbursed for the project, there was an amount that needed to be de-obligated. After DOLA reviewed the plan for consistency with state statutes, a new law, SB24-174 needed to be included in the HNA and HAP, the Town has filed a new grant request to help complete this requirement. Awards will be decided by 11/2025. The Town asked DOLA if we could use the same consultant in the grant application, we'll most likely keep with UrbanRural Continuum.	\$25,000 (reimbursement)	7.1.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
COMPREHENSIVE PLAN						
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT; EXTENSIVE TIMELINE AVAILABLE ON THE TOWN WEBSITE. The Comprehensive Plan was adopted by PCR 01-25 on 7.16.2025 and will go to the BoT on 7.22.2025 for Acceptance, and to the BoCC after BoT approves.	\$68,275.00	1.19.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23, final DOLA reimbursement incomplete until the project is finished; item is tracked on budget/actuals each month on the grant reporting page. Final grant reimbursement submitted on 7.17.2025 to closeout the project.	\$25,000 (reimbursement)	5.1.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
PHASE I - WATER IMPROVEMENTS						
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line is road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated. Waiting on final draft with Trustee Hunters suggestions fixed.	≈\$6,000,000.00	7.24.23	3/17/2025	Pristine Infrastructure and Critical Facilities;	
Easement Acquisition	May need to plan for two lines, potable and raw water; Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all. Nicki called County Clerk. No records of official easements. <u>Surveyor and Engineering are working on getting the paperwork established. Easement</u>	Included in cost associated with proposed alignment	8.1.23	1/24/2025	Pristine Infrastructure and Critical Facilities; Communication and Records Management	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$965,000 (reimbursement)	7.27.23	7.18.2025	Pristine Infrastructure and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$11MM, Application is complete and awaiting a hearing by the authority to decide whether or not the Town will be awarded funding. Project is fully funded, \$3,000,000 grant; approx. \$6.4MM in low interest loans	Staff Time	3.1.23	7.18.2025	Pristine Infrastrucutre and Critical Facilities;	



Town of Paonia

Office of the Town Clerk

Samira M Vetter, CMC

Town Clerk

214 Grand Ave.

P.O. Box 460

Paonia, CO 81428

O: (970) 527-4101

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MEMORANDUM

To: Public Record

From: Samira Vetter, Town Clerk

Date: August 22, 2025

Subject: Correction to Ordinance Numbering Sequence – 2025

During review of adopted ordinances for 2025, it was determined that ordinance numbering became out of sequence due to clerical error. The record has now been corrected to ensure proper chronological order based on the Town Board minutes.

The following ordinances are confirmed and numbered as follows:

- **Ordinance 25-04:** Special Events
- **Ordinance 25-05:** Off-Highway Vehicles (*pending publication*)
- **Ordinance 25-06:** Emergency Garbage Collection
- **Ordinance 25-07:** Block Parties

This memorandum shall serve as the official clarification of ordinance numbering for the public record. All references, filings, and publications moving forward shall reflect this corrected sequence.

Samira M. Vetter

Samira M. Vetter, CMC

Town Clerk

Town of Paonia

CC:



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Actions & Presentations • Blue Sage Center for the Arts dba Blue Sage Center
SUBMITTED BY:	Ruben Santiago – Deputy Clerk
DATE:	08/15/2025
BACKGROUND:	Finding of Facts: • Modification of Premises Paperwork is in the possession of the Town Clerk. • Local fees have been paid, and the Colorado Dept. of Revenue’s fee payment is in the custody of the Town Clerk along with copies of the payment receipts. • The Administrative Office has no issues or concerns with the modification of premises. • The Police Department has no issues or concerns with the modification of premises. • The Public Works department has no issues or concerns with the modification of premises.
BUDGET:	\$75.00 to – 10-32-01 – Liquor Licenses.
RECOMMENDATION:	All legal requirements have been met for the modification of premises.
ATTACHMENT:	• 20250814 Blue Sage - 2025 Modification of Premises.pdf

Instruction Sheet for Permit Application and Report of Changes

For All Sections, Complete Questions on Page 2

☐ **Section A**

To Register or Change Managers, check the appropriate box in section A and complete question 10 on page 6. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

☐ **Section B**

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 8 for Oath of Applicant signature.

☒ **Section C**

Check the appropriate box in section C and proceed below.

For a Retail Warehouse Storage Permit, go to page 4 complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Submit to the State Licensing Authority for approval.

For a Wholesale Branch House Permit, go to page 4 and complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Submit to the State Licensing Authority for approval.

To Change Trade Name or Corporation Name, go to page 4 and complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

To modify Premises, or add Sidewalk Service Area, go to page 7 and complete all questions. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

For Optional Premises go to page 7 and complete all questions. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County).

To Change Location, go to page 5 and complete questions in the section. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit permit application or report of change to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

Noncontiguous or Primary Manufacturing Location Change, go to page 6, and complete questions in the section. Use this section to make a current Noncontiguous Manufacturing Location into a Primary Manufacturing Location, or a Primary Manufacturing Location into a Noncontiguous Manufacturing Location. To be eligible for a Noncontiguous or Primary Manufacturing Location Change, you must be a Colorado state licensed manufacturer pursuant to section 44-3-402 or 44-3-403, C.R.S.

Campus Liquor Complex Designation, go to page 8 and complete questions in the section. Submit the necessary information and proceed to page 8 for Oath of Applicant signature.

To add another Related Facility to an existing Resort or Campus Liquor Complex, go to page 8 and complete questions in the section.

License Number

41-74390-0000

Name of Licensee

Blue Sage Center for the Arts

Trade Name of Establishment (DBA)

Blue Sage Center

Address of Premises (specify exact location of premises)

226-228 Grand Ave

City	County	State	ZIP Code
------	--------	-------	----------

Paonia

County

Delta

State

CO

ZIP Code

81428

Business Email Address

director@gmail.com

Business Phone Number

530-557-5804

Section A – Manager

- | | |
|--|---------|
| ☐ Manager's Registration (Hotel & Restaurant)..... | \$30.00 |
| ☐ Manager's Registration (Tavern)..... | \$30.00 |
| ☐ Manager's Registration (Lodging Facility)..... | \$30.00 |
| ☐ Manager's Registration (Entertainment Facility)..... | \$30.00 |
| ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.)..... | No Fee |

Section B – Duplicate License

- | | |
|--|---------|
| ☐ Duplicate License | \$50.00 |
|--|---------|

Section C

- ☐ Retail Warehouse Storage Permit (each)..... \$100.00
- ☐ Wholesale Branch House Permit (each)..... \$100.00
- ☐ Change Corporation or Trade Name Permit (each)..... \$50.00
- ☐ Change Location Permit (each)..... \$150.00
- ☐ Noncontiguous or Primary Manufacturing Location Change..... \$150.00
- ☒ Change, Alter or Modify Premises..... \$150.00 x Total Fee:
- ☐ Addition of Optional Premises to Existing Hotel/Restaurant..... \$100.00 x Total Fee:
- ☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex..... \$160.00 x Total Fee:
- ☐ Campus Liquor Complex Designation..... No Fee
- ☐ Sidewalk Service Area..... \$75.00

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued

License Account Number

Period

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Total Amount Due..... \$

Storage Permit

Retail Warehouse Storage Permit or a Wholesalers Branch House Permit

☐ **Retail Warehouse Permit for:**

☐ On-Premises Licensee (Taverns, Restaurants etc.)

☐ Off-Premises Licensee (Liquor stores)

☐ **Wholesalers Branch House Permit**

Address of Storage Premises

City County ZIP Code

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Attach a deed/lease or rental agreement for the storage premises.

Attach a detailed diagram of the storage premises.

Change Trade Name or Corporate Name

☐ Change of Trade Name/DBA only

☐ Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name

New Trade Name

Old Corporate Name

New Corporate Name

Change of Location

Note to Retail Licensees: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority

Date of Hearing

Address of current premises.

Address

City County ZIP Code

Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address

City County ZIP Code

New mailing address if applicable.

Address

City County State ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Noncontiguous or Primary Manufacturing Location Change

Select the option that applies to your situation:

- ☐ Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); **or**
- ☐ Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

Address of Location 1:

Address

City County ZIP Code

Address of Location 2:

Address

City County ZIP Code

Change of Manager

Change of Manager or to **Register the Manager** of a Tavern, Hotel and Restaurant, Lodging Facility and Entertainment Facility liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

Change of Manager

Former Manager's Name

New Manager's Name

Date of Employment

Has manager ever managed a liquor licensed establishment?..... ☐ Yes ☐ No

Does manager have a financial interest in any other liquor licensed establishment?..... ☐ Yes ☐ No

If yes, give name and location of establishment

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

Note: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

Added back patio, with fencing. We want our patrons to enjoy their drinks outside on the patio.
There will be signage at all gates prohibiting alcohol beyond the gate.

(b) If the modification is temporary, when will the proposed change:

Start (month/day/year)

End (month/day/year)

Note: The total state fee for temporary modification is \$300.00

- (c)** Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?..... ☐ Yes ☒ No

(If yes, explain in detail and describe any exemptions that apply)

- (d)** Is the proposed change in compliance with local building and zoning laws?..... ☒ Yes ☐ No

- (e)** If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?..... ☐ Yes ☒ No

- (f)** Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

- (g)** Attach any existing lease that is revised due to the modification.

- (h)** For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation

An institution of higher education or a person who contracts with the institution to provide food services
I wish to designate my existing:

Liquor License Type

Liquor License Number

to a Campus Liquor Complex..... ☐ Yes ☐ No

Additional Related Facility

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.

Address of Related Facility

Address

City

State

ZIP Code

Outlined diagram provided..... ☐ Yes ☐ No

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Print Name

Title

Electronic signature is not accepted, physical signature is required.

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority (City / County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)

Date filed with Local Authority

Electronic signature is not accepted, physical signature is required.

Title

Date (MM/DD/YY)

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

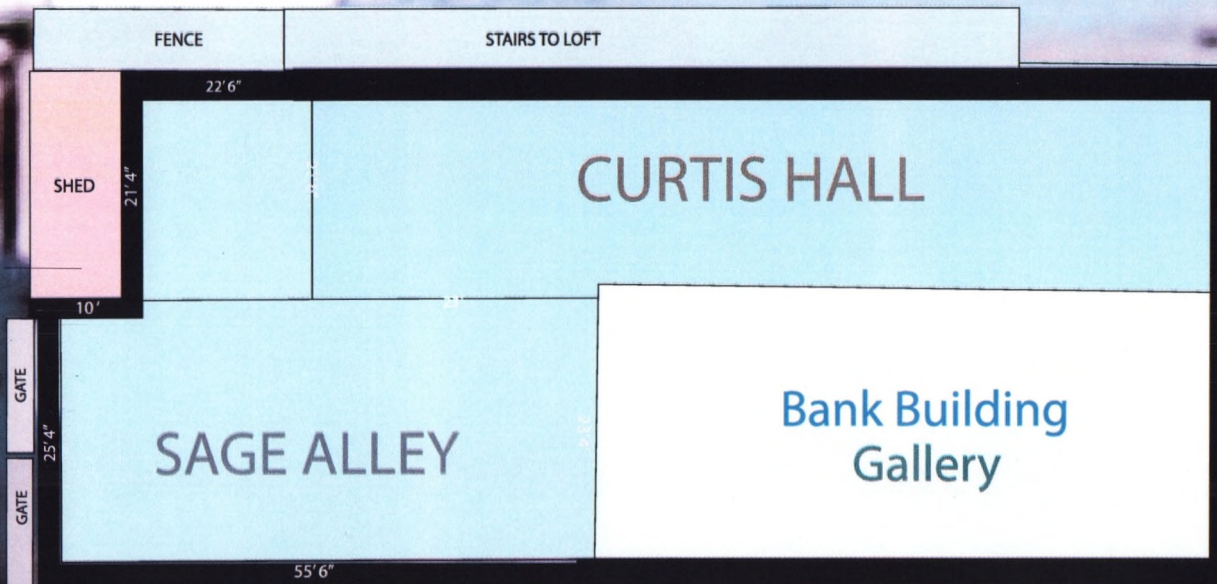
Electronic signature is not accepted, physical signature is required.

Title

Date (MM/DD/YY)

A
L
L
E
Y

Indigo Autumn 



Grand Ave

Grand Ave

Grand Ave

Grand Ave

 Lucille Lucas Gallery

CIRQUE

Town of Paonia
PO Box 460
214 Grand Avenue
Paonia CO 81428-0460

(970) 527-4101

Receipt No: 1.000187125

Aug 14, 2025

Blue Sage

Previous Balance:	.00
App. Fees, Licenses - Liquor License - Modification of Premises/Sage Alley	75.00

Total:	75.00
--------	-------

Check	Check No: 13320	75.00
Total Applied:		75.00

Change Tendered:	.00
------------------	-----

08/14/2025 1:32 PM

PAID

AUG 14 2025

TOWN OF PAONIA
214 GRAND AVENUE

NOTICE

PURSUANT TO THE LIQUOR LAWS OF COLORADO

Blue Sage Center for the Arts

dba: Blue Sage Center

**HAS REQUESTED THE LICENSING
OFFICIALS OF** Town of Paonia

TO Grant Modification of Premises

LICENSE AT: 226-228 Grand Ave.

Paonia, CO 81428

HEARING ON APPLICATION TO BE HELD AT:

Paonia Town Hall: 214 Grand Ave.

Paonia, CO 81428

TIME AND DATE: Aug. 26, 2025 @ 6:30 PM

DATE OF APPLICATION: Aug. 12, 2025

BY ORDER OF: The Town Clerk

OFFICERS: Local Licensing Authority

Attd: The Paonia Board of Trustees

/ / / / / / / /

ADDRESS OF THE PLACE AT WHICH PETITIONS OR REMONSTRANCES MAY BE FILED

"Liquor and Beer License Hearing Sign"

* INSERT "GRANT", "RENEW", OR "TRANSFER OWNERSHIP OF"

16A103 BUSINESS INK



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	
SUBMITTED BY:	
DATE:	
BACKGROUND:	
BUDGET:	
RECOMMENDATION:	
ATTACHMENT:	

INTERGOVERNMENTAL AGREEMENT

This Agreement between the County Clerk and Recorder of Delta County (hereafter Clerk) and the Town of Paonia (hereafter District) is to specify terms and procedures for the conduct of the Coordinated Election which is scheduled for November 4, 2025.

1. **PURPOSE:** Pursuant to the terms of this agreement the Clerk and the District agree to the scheduling of a Mail Ballot Election on November 4, 2025. This election shall be under the provisions of Title 1 of the Colorado Revised Statutes.
2. **DELEGATION OF AUTHORITY:** The District, hereby delegates and transfers to the Clerk all such power, authority and duties which reside in the District for the purpose of conducting the election. The respective responsibilities between the Clerk and the District shall be described on Exhibit A.
3. **VOTER SERVICE AND POLLING CENTER LOCATIONS:** Voter Service and Polling Center Locations are available for voters to register to vote, change address, request ballots or replacement ballots, vote and/or deposit mail ballots. The following locations and dates are attached on Exhibit B.
4. **ELECTION JUDGES:** All Election Judges will be the responsibility of the Clerk.
5. **LEGAL NOTICES:** Pursuant to 1-5-205 published and posted notice of election, which is required to be published no later than 20 days before the election, will be the responsibility of the Clerk. All legal notices concerning the District which are to be published prior to certification of the ballot content to the Clerk shall be the responsibility of the District.
6. **TABOR NOTICES:** The District shall follow the 2025 Tabor Notice Calendar with regard to filing dates, form, etc. to be filed with the Clerk. The Clerk will be responsible for the mailing of the Tabor notices.
 - September 19, 2025 is the last day to file written comments concerning local ballot issues with the Designated Election Official (District)
 - September 22, 2025 is the last day for the Designated Election Official (District) to deliver ballot issue notice to the Clerk
 - October 3, 2025 the Clerk will mail notice of a ballot issue election
7. **BALLOT CONTENT:** In accordance with Colorado law, the ballot content must be certified to the Clerk by the District, in its exact and final form, no later than 4:30 p.m. on September 5, 2025 electronically in plain text format to elections@deltacountyco.gov.
 - The District will certify the ballot content in the order in which it will appear on the ballot
 - The Clerk will number the ballot issue's according to the order in which the measures are certified
 - To avoid ballot space issues, the Clerk requests that each issue and question is not more than 250 words
 - All caps are reserved for TABOR issues only per C.R.S. 1-40-115
 - The Clerk will not provide legal advice
 - The Clerk's office will provide a copy of the ballot layout to the Designated Election Official, or their designee, for proofreading before printing ballots
 - The Designated Election Official will return a signed copy of the ballot layout stating the wording is correct within 2 hours of receiving a proof unless otherwise specified
8. **TESTING AND AUDITING:** Conduct of the required tests and audits of the voting system prior to and after the Election pursuant to C.R.S. 1-7-509 will be the responsibility of the Clerk. The county will convene a Testing and Risk Limiting Audit Board.
9. **CONDUCT OF THE ELECTION:** The Clerk will be responsible for coordinating and conducting the election in accordance of The Colorado Constitution, Colorado Revised Statutes, Secretary of State Election Rules, and HAVA requirements.

10. **VERIFICATION OF SIGNATURES:** In accordance with C.R.S. 1-7.5-107.3 the Clerk will be responsible for signature verification. Electors shall have until 8 days after the election to return the signature discrepancy affidavit and have their ballot counted.
11. **TABULATION OF BALLOTS:** All processes relating to the tabulation of ballots will be the responsibility of the Clerk.
- Preliminary unofficial results will be available on the Delta County website, www.deltacountyco.gov/325/Elections on election night by 7:30 p.m. and will be updated once the tabulating is complete on Election Night
 - Hard copies of the unofficial results will be available in the office election night or if requested emailed the following morning
12. **CANVASS OF VOTES:** The canvass of votes will be the responsibility of the Clerk. Official results of the canvass will be provided to all Entities participating in the Election.
13. **ALLOCATION OF COST OF ELECTION:** The Clerk will determine the cost allocation for each political subdivision participating in the Coordinated Election.
- The District will reimburse the Clerk for its fair share of the costs, including but not limited to, publication cost, printing costs, mailing costs, judges' fees, employee overtime and mileage
 - The District shall promptly pay the Delta County Clerk & Recorder in full with-in thirty days unless arrangements have been made ahead of time
 - The District will need to supply the Clerk with contact information, including mailing address and electronic address for the Designated Election Official and any backup personnel if available
14. **CANCELLATION OF ELECTION:** An election may be cancelled when:
- No later than twenty-five days before an election conducted as a coordinated election in November, and at any time prior to any other election, a governing body may by resolution withdraw one or more ballot issues or ballot questions from the ballot
 - The ballot issues and ballot questions shall be deemed to have not been submitted and votes cast on the ballot issues and ballot questions shall either not be counted or shall be deemed invalid by action of the governing body
 - Any expenditure already incurred shall be the responsibility of the District in the event the election is cancelled
15. **VENUE:** Venue for any dispute hereunder shall be in the District Court of Delta County.
16. **INDEMNIFICATION:** The District agrees to indemnify, defend and hold harmless the Clerk from any and all loss, costs, demands or actions, arising out of or related to any actions, error or omissions of the District in completing its responsibilities relating to the Coordinated Election.

DELTA COUNTY CLERK AND RECORDER

TOWN OF PAONIA

DATE _____

DATE _____

THIS AGREEMENT MUST BE SIGNED AND RETURNED TO THE DELTA COUNTY CLERK AND RECORDER BY CLOSE OF BUSINESS AUGUST 26, 2025.

Responsibilities

County Clerk	District
Accept Voter Registration	
Prepare and Submit Mail Ballot Plan to Secretary of State	
Sign Intergovernmental Agreement (70 Days) C.R.S. 1-7-116(2)	
Appoint Election Judges	Certify Ballot Content to County Clerk (60 Days) C.R.S. 1-5-203(3)(a)
Program Ballot	
Print Ballots	
Hardware Testing	Ballot Issue Notices-Collect written comments (45 Days[If applicable]) 1-7-901(4)
Public Logic and Accuracy Testing	
Assemble & Mail ballot packets (22 Days) C.R.S. 1-7.5-107(3)(a)	Deliver Ballot Issue Notice to County Clerk (42 Days) C.R.S. 1-7-904
Mail Ballot Issue Notice (30 Days) Art. X Sect 1(7.5)(b)/C.R.S. 1-1-106(5)	
	Request list of property owners no later than the 40th day preceding the election from the county assessor.
Receive and Process returned Ballots	
Legal Notices-Clerk will publish 20 Day Notice per C.R.S. 1-5-205	Submit verified registered elector property owner list to County Clerk no later then 30 days prior to election day. Unless other arrangements have been made for county to verify property owner list.
Election Day - Office Hours 7:00 A.M. to 7:00 P.M.	Any required notices to be published prior to Certification is the responsibility of the district
Risk Limiting Audit	
Canvass Election Returns	
Certify Election Results	

Estimated Cost of Election

Election Cost Breakdown	
Ballot Issue Notice - Only if there is a Tabor question.	\$843.00
Estimated Election Cost	\$2,641.40
Total Estimated Cost Including Tabor	\$3,484.40
Costs without Tabor	\$2,641.40
Estimated Property Owners	0
Active Voters	1,124
Total Voters	1,124

*Estimated costs reflects Active voters and property owners as of the time this estimate was created. Costs may change depending on participation from other entities, costs of supplies including printing and production. Property owners are estimated. Only Actual costs will be billed.



**NOTICE OF THE COORDINATED ELECTION
NOVEMBER 4, 2025
DELTA COUNTY, COLORADO**

Ballots will be mailed the week of October 13, 2025 to all active registered voters.

Ballots will not forward so please make sure your mailing address is current.

Ballots may be returned by U.S. Mail (affix adequate postage) or may be dropped off at a designated drop off location.

YOU CAN VERIFY, UPDATE YOUR ADDRESS, OR REGISTER TO VOTE AT www.govotecolorado.gov
UP TO 8 DAYS PRIOR TO ELECTION DAY TO RECEIVE A BALLOT BY MAIL

Sample ballots are available online at www.deltacountyco.gov

Voter Service and Polling Centers

Voter Service and Polling Center Locations

In Person Voting, Mail Ballot Replacement & 24 Hour Drop Boxes

*ADA accessible voting machines are available at any VSPC listed below.

Delta Human Services – 320 W 5th St, Delta

Monday through Friday (Oct 27 to Nov 3) 8:00 a.m. to 4:30 p.m.

Saturday (Nov 1st) 9:00 a.m. to 1:00 p.m.

Election Day (Nov 4) 7:00 a.m. to 7:00 p.m.

North Fork Annex - 196 W Hotchkiss Ave, Hotchkiss Co

Election Day (Nov 4) 7:00 a.m. to 7:00 p.m.

24 Hour Ballot Drop Boxes – Available Starting October 13th

Delta Courthouse - 501 Palmer St, Delta

North Fork Annex - 196 W Hotchkiss Ave, Hotchkiss

Paonia Town Hall – 214 Grand Ave, Paonia

Town of Crawford – 425 Highway 92, Crawford

Cedaredge Library – 180 SW 6th Ave, Cedaredge

Orchard City Town Hall – 9661 2100 Rd, Austin

Track Your Ballot: Visit Delta.BallotTrax.net and sign up for alerts when we receive, accept and count your ballot. You may select the types of messages you want to receive, when during the day you want to receive them, or stop receiving them altogether, if you prefer. **OR** visit www.GoVoteColorado.gov or call 970-874-2153



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	
SUBMITTED BY:	
DATE:	
BACKGROUND:	
BUDGET:	
RECOMMENDATION:	
ATTACHMENT:	

TOWN OF PAONIA, COLORADO

RESOLUTION NO. 22-2025

A RESOLUTION TO SUBMIT A BALLOT QUESTION ON WHETHER THE TOWN OF PAONIA SHOULD BE PERMITTED TO PUBLISH PROCEEDINGS RELATED TO PAYMENT OF BILLS AND STATEMENTS ON THE TOWN WEBSITE ONLY AND FIXING THE BALLOT TITLE FOR SAID REFERRED MEASURE

WHEREAS, the Town of Paonia, Colorado is a municipal corporation duly organized and operating as a statutory town under the Colorado Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to C.R.S. 31-11-111(2), the Board of Trustees may refer any question to a vote of the registered electors of the Town by fixing a ballot title for such referred measure; and

WHEREAS, C.R.S. 31-20-202(1) requires all proceedings relating to payment of bills and statements concerning their contracts approved conducted by the Board of Trustees to be published in a newspaper of general circulation in the Town within 20 days of the proceedings; and

WHEREAS, C.R.S. 31-20-202(1.5) authorizes the Board of Trustees to refer a ballot question to the Town's electors seeking approval to publish proceedings relating to payment of bills and statements concerning their contracts by an alternative distribution method; and

WHEREAS, in order to reduce the Town expenditures, the Board of Trustees desires to submit to a vote of the registered electors of the Town a ballot question to determine whether the Town may publish proceedings relating to payment of bills and statements concerning their contracts on the Town of Paonia website, with a full copy of the proceedings also available for review by the public on file at Town Hall, instead of publishing each proceeding in the newspaper.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

Section 1. At the November 4, 2025, regular election, the following question shall be submitted to the registered electors of the Town of Paonia, Colorado:

BALLOT TITLE: PUBLICATION OF DISBURSEMENTS ON TOWN WEBSITE

BALLOT TEXT:

TO REDUCE THE TOWN'S FINANCIAL BURDEN CONCERNING PUBLISHING PROCEEDINGS RELATING TO PAYMENT OF BILLS AND STATEMENTS CONCERNING THEIR CONTRACTS, SHALL THE TOWN OF PAONIA BE PERMITTED TO PUBLISH SAID PROCEEDINGS ON THE TOWN WEBSITE, AS PERMITTED UNDER COLORADO LAW, PROVIDED THAT THE FULL TEXT OF ALL SUCH PROCEEDINGS ALSO BE MADE AVAILABLE FOR REVIEW AT PAONIA TOWN HALL, LOCATED AT 214 GRAND AVENUE, PAONIA, COLORADO 81428, OR OTHER LOCATIONS AS THE BOARD OF TRUSTEES MAY DESIGNATE.

Yes _____

No _____

Section 2. Said election shall be a General Election, with the County of Delta administering the mail ballot election.

Section 3. The Town Clerk is hereby authorized and directed to take all necessary and appropriate action, with respect to the submission of content to the election and for the holding of a General Election on November 4, 2025.

THIS RESOLUTION was approved and adopted the 26th day of August, 2025, by the Board of Trustees of the Town of Paonia, Colorado.

TOWN OF PAONIA, COLORADO

By: _____
Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
MAYOR REPORT**

AGENDA ITEM:	Thank You Letter to Colorado Grand for \$17,000 Grant for Bathroom Upgrades
SUBMITTED BY:	Mayor Smith
DATE:	August 26, 2025
BACKGROUND:	The Town of Paonia applied for a grant in the amount of \$17,000 with The Colorado Grand on September 21, 2022. The grant requested was intended to fund various renovations and remodeling of the Apple valley and Town Park bathrooms. The grant request was approved by The Colorado Grand in November of 2022. I had previously provided a draft “Thank You” letter at the August 12th meeting for Trustee review and approval, but after submitting that letter I realized that I had not adequately acknowledged the proposed projects that had been itemized by the Town in the September 21, 2022, grant request. I revised the letter to hopefully better acknowledge how the Town has used the grant funds and showcase the results.
BUDGET:	N/A
RECOMMENDATION:	Make any desired changes to the draft letter and approve for signing and forwarding to The Colorado Grand.
ATTACHMENTS:	1) Town of Paonia September 11, 2022, Grant Request to The Colorado Grand 2) The Colorado Grand November 2022 Notice of Award Letter 3) Draft thank you letter to The Colorado Grand from the Town of Paonia

Town of Paonia



Don Shires
Colorado Grand Charity Chairman
2022 Colorado Grand Community Improvement Grant

September 21, 2022

Dear Mr. Shires:

The Town of Paonia is a small community of approximately 1,500 people on the Western Slope of Colorado. The mission of the Town of Paonia, in partnership and communication with residents, businesses, and schools is dedicated to:

- Honoring our history and heritage.
- Providing excellent services and a safe, healthy, welcoming atmosphere that contributes to a sense of community. Being a place where people choose to live.
- Promoting economic vitality and strategically positioning Paonia for the future. Promoting a steady local economy by supporting agriculture, energy, creative industries, health and wellness, recreation and tourism and our local businesses.
- Honoring the diversity of our population and their independent spirit and freedom of expression.
- Respecting and preserving our beautiful landscape and water resources.

As you may know, the Town has been in the process of transitioning our economy from one focused on the extractive industries to one dedicated to tourism, organic agriculture, healing and the arts. Part of this transition includes making sure our park facilities are adequate for our residents and those who visit our town.

Currently the bathrooms in both the Town Park and Apple Valley Park are in desperate need of upgrades. Neither park has bathrooms that can remain open all year round, and the one in Apple Valley is closed due to serious plumbing problems. We are asking for funds to upgrade both of these public facilities.

The project to repair the plumbing in the Apple Valley Park bathrooms and to paint the structure inside and out is slated to cost approximately \$13,000. Upgrading the electrical wiring to 240 volts and to install heaters in both bathroom structures is about \$2,000. We will also need to install doors in the Town Park bathroom and a light source for another \$2,250. Finally, drinking fountains for both bathrooms will cost about \$2,000. The total for all these renovations is \$21,250.

We are asking the Colorado Grand Community Improvement Fund for a grant of \$17,000 to help in this endeavor. We will provide the matching funds of \$4,250 and the manpower to complete the repairs. We also have a dedicated corps of volunteers who will assist with the painting of the structures.

The Colorado Grand fall tour has been visiting Paonia for many years. We always love when you arrive with your wonderful cars and the drivers who pilot them. It is one of the highlights of our year. You have granted us money in the past and we would greatly appreciate it if you would consider our request again this year. Thank you for your patronage and your generosity. We look forward to seeing you again.

Sincerely,



Mary Bachran

Mayor, Town of Paonia

Apple Valley and Town Park Bathroom Renovation Project

Plumbing + refurbishing (Apple Valley)	\$13,000
Electrical (both parks)	\$1,000
Baseboard heaters (both parks)	\$2,000
Doors (Town park)	\$2,500
Light Inlet (Town park)	\$750
Fountains (both parks)	\$2,000
Total cost	\$21,250
Town matching funds	\$4,250
Total grant request	\$17,000



The Colorado Grand

4915 Pasadena Way Broomfield, CO 80023 | www.co1000.com | info@coloradogrand.org

Town Of Paonia
214 Grand Avenue - P.O. Box 460
Paonia, CO 81428

Re: Grant funding from the Colorado Grand

Dear Mary Bachran,

Thank you for your recent application for funding from the Colorado Grand.

We are excited to notify you of an award in the amount of \$17,000.00

If you have any questions, please do not hesitate to contact me.
Thank you,

Don Shires
donshires@comcast.net
303-931-3291

COLORADO GRAND, INC
8558 Baseline Rd
Lafayette, CO 80026

FirstBank of Colorado

82-504 / 1070

5326

11/16/2022

PAY TO THE
ORDER OF

Town of Paonia

\$ **17,000.00

Seventeen Thousand and 00/100

DOLLARS

Town of Paonia
214 Grand Ave
P.O. Box 460
Paonia, CO 81428

MEMO

COLORADO GRAND, INC.

5326

Town of Paonia

11/16/2022

17,000.00

Cash in Bank - 1st Ba

17,000.00

Park Grants
16-35



Town of Paonia

214 Grand Ave.
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

Tais Field,
Event Coordinator
Tom Horan
Event Chairman
The Colorado Grand
4915 Pasadena Way
Broomfield, CO 80023

8/26/2025

RE: Grant Awarded To The Town of Paonia for \$17,000 in 2022

Dear Event Coordinator Tais Field and Event Chairman Tom Horan,

The Town of Paonia (Town) would like to extend our sincere gratitude for being invited to submit a grant application and subsequently being awarded the generous grant of \$17,000 in November of 2022.

In our grant request, the Town outlined the projects to be pursued if the grant funding was approved. These included plumbing infrastructure repairs to the Apple Valley Park bathrooms, painting the Apple Valley Park bathroom structure, upgrading electrical systems, adding heaters, and drinking fountains to the Apple Valley and Town Park bathrooms and replacing doors and adding lighting at the Town Park bathrooms.

Fortunately, the Town was able to upgrade the plumbing in the Apple Valley Park bathroom for a fraction of what was estimated. Consequently, the decision was made to turn the Town's attention and grant funding to fully renovating the bathrooms at Town Park as this is the park that hosts multiple community events attracting thousands of visitors annually.

With the completion of full upgrades to the Town Park bathrooms, the Town will be planning the completion of the remaining renovations described in the grant proposal for the Apple Valley Park bathrooms.

As they say, "a picture is worth a thousand words." Therefore, we're including photos of the Apple Valley Park plumbing before and after repair and the Town Park bathrooms before the renovation and are proud to share photos of the recently renovated interiors.

Apple Valley Park Plumbing Before Repair



Apple Valley Park Plumbing After Repair



Town Park Men's Bathroom Before Renovation



Town Park Men's Bathroom After Renovation



Town Park Woman's Bathroom Before Renovation



Town Park Women's Bathroom After Renovation



On behalf of the Town of Paonia staff, citizens, and visitors to our lovely parks, we want to thank you and your Board of Directors for making the improvements to our park bathrooms a reality.

Sincerely,

Paige Smith, *Mayor*

Kathy Swartz, *Mayor Pro-Tempore*

Rick Stelter, *Trustee*

Lucy Hunter, *Trustee*

Walter Czech, *Trustee*

Mike Heck, *Trustee*

John Valentine, *Trustee*



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Draft Ordinance 25-08 Revising Chapter 2 (Administration), Article 8 (Zoning Board of Adjustment)
SUBMITTED BY:	Sam Vetter, Clerk
DATE:	August 26, 2025
BACKGROUND:	The existence of Town Code at Sec 2-8-40(3) <i>To hear and decide appeals for special exceptions to the provisions of this Code, such exceptions to be known as variances</i> has been a point of consternation in that it appears to infer that the Zoning Board of Adjustment has broad authority to hear and decide appeals on the entirety of the Town Code because this subparagraph does not appropriately reference Chapter 16, Zoning. State statute §31-23-307 specifically limits the power of the Zoning Board of Adjustment to hearing appeals related to Zoning only. In addition, current Town Code at Sec 2-8-40(3) also includes a reference to “special exceptions” which is terminology not found in state statute. Because subparagraph (3) is not appropriately specifying the authority statutorily conferred to the Zoning Board of Adjustment, it is proposed for deletion to eliminate any source of confusion or misinterpretation.
BUDGET:	N/A
RECOMMENDATION:	Recommended Motion: I move to approve Ordinance 25-08 Revising Chapter 2 (Administration), Article 8 (Zoning Board of Adjustment)
ATTACHMENTS:	Draft Ordinance 25-08 Revising Chapter 2 (Administration), Article 8 (Zoning Board of Adjustment)

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 25-08**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
REVISING CHAPTER 2 (ADMINISTRATION), ARTICLE 8
(ZONING BOARD OF ADJUSTMENT);**

WHEREAS, the Town of Paonia, Colorado (the "Town") is a statutory municipality organized pursuant to Colorado Revised Statutes (C.R.S.) §31-1-203; and

WHEREAS, C.R.S. §31-23-307 provides the authority for the creation of a Zoning Board Adjustment, Article 23 pertains specifically to "Planning and Zoning" and 31-23-307 applies specifically to "Zoning"; and

WHEREAS, Chapter 16 of the Town's Municipal Code (the "Code") sets forth the Town's policies regarding Zoning; and

WHEREAS, as provided in C.R.S. §31-23-307, the Zoning Board of Adjustment shall only hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with the enforcement of the Town Code contained in Chapter 16, Zoning; and

WHEREAS, as provided in C.R.S. §31-23-307, the Zoning Board of Adjustment shall also hear and decide all matters referred to it or upon which it is required to pass under the Town Code limited to Chapter 16, Zoning; and

WHEREAS, Chapter 2, Article 8 is strictly limited to the duties and powers of the Zoning Board of Adjustment, and these duties and powers are strictly limited to the Town Code in Chapter 16, Zoning; and

WHEREAS, C.R.S. §31-23-307 does not provide the Zoning Board of Adjustment with the power to hear and decide appeals on the entirety of the Town Code as is included in the codified content of §2-8-40 (3); and

WHEREAS, C.R.S. §31-23-307 does not provide a category of "special exceptions" with regard to an appeal of Town Code in Chapter 16, Zoning as is included in the codified content of §2-8-40 (3); and

WHEREAS, the Board of Trustees determines that it is in the best interest of the community and the public health, safety, and welfare of the citizens of the Town to amend the Town Code regarding the power and duties of the Zoning Board of Adjustment; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

1. The foregoing recitals are incorporated by reference as the findings and determinations of the Board of Trustees.

Section 1. Section 2-8-40 (3) of the Town Code is hereby amended to read as follows (words deleted are ~~stricken through~~):

Sec. 2-8-40. - Powers and duties.

~~(3) To hear and decide appeals for special exceptions to the provisions of this Code, such exceptions to be known as variances.~~

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. If any section, paragraph, sentence or phrase of the ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or unconstitutionality of the remaining portions of this ordinance. The Board of Trustees declares that it would have adopted this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. This Ordinance shall take effect thirty (30) days after adoption and publication.

HEARD AND FINALLY ADOPTED by a vote of ___ for and ___ against the Board of Trustees of the Town of Paonia, Colorado this 26th day of August, 2025.

Paige Smith, Mayor

Attest:

Samira M Vetter, Town Clerk



TOWN OF PAONIA, COLORADO

REQUEST FOR QUALIFICATIONS
Professional Managed IT Services

RFQ 2025-05

ISSUED: AUGUST 27, 2025

PROPOSAL DUE DATE: SEPTEMBER 30, 2025, NOON (M.T.)

REQUEST FOR QUALIFICATIONS – Professional Managed IT Services

The Town of Paonia is currently seeking proposals from qualified professional information technology managed services providers. The selected qualified vendor will enable the Town to improve and maintain Information Technology (IT) effectiveness, enhance its quality-of-service delivery (including cybersecurity readiness and infrastructure resilience), minimize support costs, and maximize return on investment.

Contract duration shall be an initial term of three (3) years, with a start date beginning on November 1, 2025. The Town may, at its sole option and discretion, annually extend the contract for an additional two (2) years, based on performance. The Town reserves the right to complete the same services with other contractors at any time, should it determine it to be in its best interest.

Prospective Bidders are requested to submit proposals clearly marked as, “**RFQ 2025-05 Professional Managed IT Services**,” with the vendor’s name and address on the front. Only emailed PDF proposals sent to: Paonia@TownofPaonia.com and ‘cc’d to: StefenW@TownofPaonia.com, will be accepted on or before 12:00 P.M. (Noon) on September 30, 2025. Proposals submitted through bidnetdirect.com will not be considered unless they are also emailed to the addresses above.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

BACKGROUND INFORMATION

The Town of Paonia is a full-service municipality with extensive information technology (IT) and internet-of-things (IoT) needs. We currently employ 23 staff members equipped with mobile telephones, laptops, and desktop computers, all of which require secure connectivity and ongoing support.

Our technology footprint spans multiple facilities and operational areas. Wireless surveillance cameras are installed across municipal buildings, and the Town provides public Wi-Fi access in its largest park through a network of repeating towers that require regular maintenance. Satellite facilities, including Public Works, operate with internet-connected bulk water filling stations, computers, tablets, and surveillance systems. The water treatment plant relies on supervisory control and data acquisition (SCADA) systems, operation software, desktops, servers, and surveillance cameras, all of which depend on reliable internet connectivity. The wastewater treatment plant maintains parallel requirements with SCADA systems, surveillance, and computing resources.

Public safety and compliance are also critical components of our IT environment. The Police Department operates under the Criminal Justice Information Services (CJIS) Security Policy and requires compliance with the CJIS Support Vendor Program, including the ability to

obtain CJIS clearance. The Town coordinates with the County Clerk's Office regarding surveillance systems used for election integrity, and with the County Sheriff's Office for Motorola Solutions mobile products supporting computer-aided dispatch and report writing.

Town Hall operations include enterprise resource planning (ERP) systems, desktops, laptops, servers, and surveillance cameras. Staff technology assets, including Apple iPhones, are centrally managed through Apple Business Manager. Multiple Town boards, commissions, and committees operate under the Town's Acceptable Use Policy, with official business email accounts provided for appointed and elected members. While devices are not issued to elected officials or appointed board members, business email accounts ensure secure and consistent communication in accordance with municipal policy.

The Town will begin a server upgrade after this contract is activated for Town Hall and all satellite facilities.

Given these demands, the Town seeks vendor support through this RFQ process to ensure ongoing security, compliance, and reliability across its diverse IT and IoT systems.

SCOPE OF SERVICES

The Town of Paonia is seeking a qualified Managed Service Provider (MSP) to deliver comprehensive IT services that ensure the seamless operation, security, and scalability of the Town's technology infrastructure. As a full-service local government, the Town depends on digital systems for service delivery, internal operations, and stakeholder communication. With increasing reliance on cloud-based platforms, interconnected systems, and advanced technology, the Town requires a cost-effective and reliable IT solution that prioritizes performance, security, and accessibility.

The selected provider will be responsible for supporting a broad range of IT resources, including mobile devices, laptops, desktops, servers, surveillance systems, SCADA platforms, ERP systems, wireless networks, and satellite site connectivity. In addition, the Town's current IT environment includes leased desk telephones operating through an internet-connected switchboard. As such, the scope of services must include full desk phone support and product recommendations to ensure that voice communications remain integrated with other IT operations.

Data security remains a top priority, as the Town manages sensitive financial and operational data across multiple departments. The MSP must implement proactive security measures, including multi-factor authentication, data monitoring, threat detection, and compliance with privacy and security regulations. The Police Department requires IT support that is compliant with the **Criminal Justice Information Services (CJIS) Security Policy**, with a minimum of Level 4 CJIS support. The provider must also be able to obtain CJIS clearance for relevant personnel.

To safeguard operations, the provider will develop and maintain a disaster recovery and business continuity plan, ensuring data protection and rapid restoration of services in the event of an outage. Services should include routine maintenance, system updates, and proactive monitoring to minimize downtime and maintain reliable access to Town services.

The Town of Paonia requires IT support for a base of 20+ staff members, offering both remote and occasional onsite support across all municipal facilities. These include Administration, Public Works (with an internet-connected bulk water filling station and surveillance systems), the Water and Wastewater Treatment Plants (both utilizing SCADA systems), and the Police Department. Services must also extend to the management of Apple devices through Apple Business Manager, email account administration for appointed and elected officials, and compliance with the Town's Acceptable Use Policies.

The intent of this RFQ is to evaluate the qualifications and experience of interested consultants and select the provider best positioned to meet the Town's comprehensive IT service needs. Respondents must demonstrate that they have sufficient resources, trained personnel, specialized consultants, and financial capacity to perform all services without delay or shortcomings. The final scope of services will be formalized in a mutually agreed Services Agreement.

The Town anticipates awarding a contract to a single consultant; however, the award is subject to approval by the Paonia Board of Trustees. The Town reserves the right to make no award at its discretion.

IT SUPPORT REQUIREMENTS

The Town of Paonia seeks a Managed Service Provider (MSP) capable of delivering comprehensive, tiered IT support to ensure effective day-to-day operations, strategic technology management, and advanced problem resolution. The selected vendor will provide services across three distinct levels of support, ensuring coverage from basic end-user needs through advanced system administration and security.

TIER I – BASIC DESKTOP SUPPORT

Tier I support serves as the first line of assistance for Town employees and includes:

- Operation of a help desk and ticketing system with support available by email and telephone.
- Remote troubleshooting and resolution of routine issues, including login problems, connectivity concerns, and standard software errors.
- Escalation of unresolved issues to Tier II as necessary.
- Printer, copier, and scanner support for all users, including coordination with third-party vendors when required.

TIER II – ESCALATED DESKTOP SUPPORT

Tier II provides advanced desktop and on-site support for issues unresolved at Tier I. Services include:

- Direct support for escalated user issues requiring in-depth technical troubleshooting.
- On-site assistance when remote resolution is not sufficient.
- Coordination with municipal departments to ensure minimal downtime during issue resolution.

TIER III – ADVANCED IT AND SYSTEMS MANAGEMENT

Tier III encompasses specialized technical expertise, infrastructure oversight, and advanced security services. Expectations include:

Microsoft Managed Services and Cloud Administration

- Microsoft 365 (M365) licensing and administration.
- Hybrid environment support including Intra ID, Intune, and Conditional Access policies.
- Azure Active Directory management.
- Deployment and management of Microsoft Defender and multi-factor authentication protocols.
- SharePoint migration, backup, and data cleanup.
- OneDrive management, including permissions and storage monitoring.
- Power Automate and Power Apps support to optimize workflows.
- Office 365 administration, including standardization of software, licensing, and upgrades.

Infrastructure and Device Management

- Audio/visual system configuration and support.
- Battery backup and uninterruptible power supply (UPS) solutions.
- Secure storage and security management for servers, endpoints, and mobile devices.
- Nextiva or equivalent internet-connected desk phone system support, including product recommendations and lifecycle planning.
- Remote monitoring and management of Town devices, servers, and networks.
- Management of Town mobile phone devices.

Security, Compliance, and Maintenance

- Preventative maintenance, including regular patching, backups, and software updates.
- Firewall management, intrusion prevention, and secure remote access setup.
- System monitoring for threats, vulnerabilities, and suspicious activity.
- Compliance with all relevant standards, including Criminal Justice Information Services (CJIS) requirements, with a minimum of Level 4 CJIS support for the Police Department.

ADDITIONAL IT SUPPORT SERVICES REQUIREMENTS

Beyond the Tier I–III framework, the Town requires vendors to provide or coordinate the following support services:

- **Security and User Training:** Phishing prevention and ongoing security awareness programs.
- **IT Change Coordination:** Oversight of required IT changes, process implementation, and communication.
- **Data Backup and Duplication:** Regular scheduling, testing, and management of backups to ensure business continuity.
- **Employee Lifecycle Support:** Onboarding and offboarding assistance, file migration, and access management.
- **Email Management and Security:** Advanced filtering, anti-virus and anti-spam protection, and vulnerability testing.
- **Authentication Management:** Multi-Factor Authentication (MFA) setup, oversight, and user support.
- **Technology Deployment and Configuration:** Setup, relocation, troubleshooting, and configuration of Town-owned devices including mobile phones, desktops, laptops, and tablets.
- **Equipment Lifecycle Management:** Inventory tracking, warranty monitoring, and replacement planning.
- **Desktop Telephone Service with Internet-Based Switchboard:** Ongoing support for leased desk phones, internet-based switchboard operations, and product recommendations to ensure integrated communications.

- **Security Camera Support:** Coordination with vendors for surveillance camera maintenance and system integration across municipal facilities.
- **Website Accessibility and Compliance:** Oversight of accessibility standards and collaboration with the Town's webhost to ensure compliance with Colorado HB 21-1110.

GOVERNANCE, PLANNING, AND REPORTING REQUIREMENTS

The IT Managed Services Provider will work in close coordination with the Town Manager to configure user rights and administrative capabilities across all Town systems. User permissions will be assigned based on role responsibilities and technical skill levels. The Town Manager will retain final authority over all user rights configurations and may direct adjustments as necessary.

Project Planning and Documentation

- **Implementation Planning:** Prior to any migrations, hardware or software changes, or upgrades, the provider must submit an implementation plan to the Town Manager for approval. All planned downtime or outages must be scheduled and approved in advance.
- **Hardware Change Design Plans:** The provider will prepare and submit design plans for any hardware changes or upgrades to the Town Manager for review and approval.
- **Reporting and Documentation:** The provider will generate regular reports covering support ticket activity, inventory, system health, security status, outdated equipment, and expired warranties. Reports must support proactive planning for asset replacement and lifecycle management.
- **Review and Approval:** All plans, reports, and documentation will be reviewed by the Town Manager and other designated staff prior to implementation.

Additional Services

During the contract term, additional services may be required outside the scope of standard managed services. Interested respondents shall submit a fee schedule for key staff who may be engaged in such work. This fee schedule shall be provided on an hourly basis.

Minimum Deliverables

The successful respondent will be expected to provide the following deliverables at a minimum:

- **Administrative Record of Services:** A comprehensive administrative record of all services performed, with written acknowledgement of any contracted services not provided.
- **Weekly Project Status Reports:** Status updates during any software or hardware upgrades, changes, or implementations.
- **Monthly Support Reports:** A summary of support tickets, including dates of resolution, trends, and recurring issues.

CURRENT TECHNOLOGY ENVIRONMENT

The Town of Paonia maintains a diverse technology environment that supports daily operations, service delivery, and compliance with regulatory requirements. The following represents a sampling of the Town's current hardware, software, and applications.

Hardware

- Workstations: Windows based, mostly Lenovo or Dell Laptops
- iPads and iPhones: Assorted
- Phone system: VoIP

Software and Applications

- Productivity and Collaboration: Microsoft 365 Suite, including Teams, OneDrive, and limited SharePoint usage; Microsoft Edge and Google Chrome
- Enterprise Resource Planning (ERP): Caselle Clarity
- Operational Systems: SCADA platforms supporting utilities and infrastructure
- Remote Access: Splashtop
- Design and Review Tools: Bluebeam
- Geospatial Systems: ArcGIS/Esri
- Virtual Meetings: Zoom
- Public Safety: Motorola Solutions Spillman Mobile & Flex for law enforcement operations
- Document and Media Tools: Adobe Acrobat, Adobe Acrobat Pro, Adobe Express
- Document Management: Laserfiche
- Specialized Platforms: Multiple online portals supporting municipal operations and service delivery

PROPOSAL REQUIREMENTS

These guidelines are provided to standardize the preparation and submission of proposals by all consultants. The intent is to assist consultants in developing complete responses, to simplify the Town's review process, and to ensure consistency in format and content.

Submission Instructions

Prospective bidders are required to submit proposals **digitally only**. Proposals must be submitted as a single PDF document, clearly titled:

"RFQ 2025-05 PROFESSIONAL MANAGED IT SERVICES"

Each proposal must include the vendor's name and address in the file header or cover page.

Proposals must be submitted by email to:

Paonia@TownofPaonia.com

AND

cc'd to:

StefenW@TownofPaonia.com

Deadline: 12:00 P.M. (Noon), Tuesday, September 30, 2025 (MT)

- Proposals submitted through **bidnetdirect.com** or any platform other than direct email will **not** be considered unless they are also sent to the addresses above.
- **Mailed or hand-delivered proposals will not be accepted.**
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to **Paonia@TownofPaonia.com**, and cc'd to **StefenW@TownofPaonia.com**. The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFQ.

Proposal Format

Proposals shall contain the following information in the order listed:

1. **Proposer Submission Checklist & Introductory Letter**

- Include the Proposer Submission Checklist (Attachment A of this RFQ)
- Addressed to:
 - Stefen Wynn, Town Administrator & Treasurer
Email: StefenW@TownofPaonia.com
- Must be on the firm's letterhead and include the consultant's contact name, mailing address, telephone number, and email address.
- Should state the firm's understanding of the requested services and include any pertinent information.
- Must acknowledge receipt of all addenda.
- Must be signed by an individual authorized to bind the firm.

2. **Team Qualifications & Experience**

- Provide firm history, experience, and qualifications, including key personnel and their responsibilities.
- Include one-page résumés for primary personnel responsible for services.
- Emphasize relevant experience, ability to comply with state and federal regulations, and expertise with Microsoft 365 managed services.

3. **Project Approach, Scope of Work, and Deliverables**

- Describe approach to the scope of work, including any subcontractors, their roles, and oversight processes.
- Explain how staff and user training will be incorporated.
- Outline health, safety, and quality assurance/control practices.
- Identify any innovative approaches, tools, or technologies.

4. **Relevant Experience and References**

- Provide at least three (3) references, including name, email, address, and phone number.

5. **Responsiveness to Project Schedule**

- Describe the team's availability and capacity to meet the project schedule.

6. **Cost Proposal**

- Provide detailed cost information broken down by key areas of need.

7. **Statement of Acceptance**

- Include a statement explicitly acknowledging and accepting the Town's general terms and conditions.

PROPOSAL EVALUATION

All proposals will be reviewed and evaluated by a Selection Committee. The Committee may include Town staff and other individuals with expertise relevant to the services described in this RFQ. The Committee will independently assess and rank proposers in accordance with the evaluation criteria outlined below. Evaluation of proposals will be based solely on the judgment and discretion of the Committee.

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any attempt to do so may compromise the integrity of the selection process and may result in disqualification.

The Committee will evaluate only those proposals that meet the minimum qualification requirements set forth in this RFQ. Proposals that appear unrealistic in terms of technical or scheduling commitments may be deemed indicative of insufficient technical competence or a lack of understanding of the complexity and risks inherent in the Town's requirements.

At the Town's discretion, the evaluation process may include oral interviews with shortlisted proposers. If oral interviews are conducted, proposers will be notified in advance of the date, time, location, and any additional information that may be requested. In the event the Town receives three or fewer proposals, the Town reserves the right to forego oral interviews.

Evaluation Criteria:

Proposals will be evaluated according to the following criteria. Each criterion will be scored on a zero-to-five-point scale. Scores will then be weighted according to the assigned values to produce a total score. **The maximum possible score is 550 points.** Proposals with higher weighted totals will be considered more advantageous to the Town.

1. Project Team Qualifications (25 weight, 125 points)

- Relevant experience and expertise of key personnel in IT support.
- Professional certifications and specialized training.
- Team structure, defined roles, and allocation of responsibilities.
- Availability and responsiveness of team members.
- Demonstrated familiarity with municipal operations.

2. Scope of Services (30 weight, 150 points)

- Comprehensive approach aligned with the Town's needs and requirements.
- Innovative strategies for ongoing improvements and efficiencies.
- Clear methodology for user engagement, training, and communication.

3. Relevant Municipal and Public Safety Experience (30 weight, 150 points)

- Demonstrated success with Microsoft and managed services implementations.
- Experience supporting municipalities, utilities, and public safety agencies.
- Quality and relevance of client references.

4. Management and Schedule (15 weight, 75 points)

- Availability and responsiveness to meet Town service expectations.
- Flexibility to adapt to potential hardware, software, or process changes.

5. Proposal Format and Completeness (10 weight, 50 points)

- Clarity, organization, and professionalism of the submittal.
- Compliance with RFQ requirements and formatting guidelines.
- Thoroughness and accuracy of information provided.
- Demonstrated attention to detail and quality control.

GENERAL TERMS AND CONDITIONS

1. Town's Rights

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

2. Ownership of Proposals

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

3. Public Disclosure

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

4. Proposal Costs

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

5. Conformance with RFQ Requirements

Failure to comply with the instructions, requirements, and format outlined in this RFQ, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

6. Conflict of Interest

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

7. Basis for Selection

Final selection will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Town.

8. Interpretations and Clarifications

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: Paonia@TownofPaonia.com and cc: StefenW@TownofPaonia.com. The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

9. Submission Deadline

Proposals must be submitted as a single PDF document by email, with the subject line clearly titled:

“RFQ 2025-05 Professional Managed IT Services”

Proposals must be received on or before **12:00 P.M. (Noon), Tuesday, September 30, 2025 (MT)** at the email addresses above.

Proposals received after the deadline will not be considered.

Proposals submitted through **BidNetDirect** or any other platform will not be considered unless they are also emailed to the addresses listed above.

Mailed or hand-delivered proposals will not be accepted.

10. Reservation of Rights

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

11. Acceptance of Conditions

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFQ.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on October 14, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

Publication of RFQ	August 27, 2025
Due date for proposals	September 30, at 12:00PM (M.T.)
Regular Meeting to Choose Consultant	October 14, 2025
Consultant Services Agreement Approved at Regular Town Board Meeting	October 28, 2025
Continuing Services Agreement Effective	November 1, 2025

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Proposals does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.

Proposer Submission Checklist

RFQ 2025-05 Professional Managed IT Services

Town of Paonia, Colorado

All proposers are responsible for ensuring their submission is complete and complies with the RFQ requirements. Incomplete or late submissions will not be considered. Please use this as a tool to ensure that your firm meets all of the requirements for submission.

Submission Requirements

- ☐ Proposal submitted as a single **PDF document**
 - ☐ File clearly titled: **"RFQ 2025-05 Professional Managed IT Services"**
 - ☐ Vendor name and address included on cover page or header
 - ☐ Submitted **only by email** to:
 - **Paonia@TownofPaonia.com**
 - **cc: StefenW@TownofPaonia.com**
 - ☐ **Deadline: 12:00 P.M. (Noon), Tuesday, September 30, 2025 (MT)**
 - ☐ No mailed, hand-delivered, or BidNetDirect. Only emailed submissions accepted.
-

Proposal Content

- ☐ **Introductory Letter** (on firm letterhead)
 - Addressed to **Stefen Wynn, Town Administrator & Treasurer**
 - Contact information (name, mailing address, phone, email)
 - Acknowledgement of addenda
 - Signed by authorized representative
- ☐ **Team Qualifications & Experience**
 - Firm history and qualifications
 - Roles and responsibilities of key personnel
 - One-page résumés of primary staff
 - Demonstrated experience with Microsoft 365 managed services
 - Experience with state and federal compliance

☐ **Project Approach, Scope of Work, and Deliverables**

- Description of approach and methodology
- Identification of subcontractors and oversight methods (if applicable)
- Health, safety, and quality assurance practices
- Innovative approaches and technologies

☐ **Relevant Experience and References**

- Minimum of three (3) references with name, email, address, and phone number

☐ **Responsiveness to Project Schedule**

- Statement of availability and capacity to meet deadlines

☐ **Cost Proposal**

- Detailed costs broken down by key areas of need

☐ **Statement of Acceptance**

- Explicit acknowledgment and acceptance of the Town's general terms and conditions

Final Confirmation

- ☐ Proposal reviewed for completeness and accuracy
- ☐ Proposal submitted before deadline

Town of Paonia

**RFQ 2025-05 Professional Managed IT Services
Proposal Evaluation Scoring Sheet**

Proposer Name: _____

Evaluator Name: _____

Date: _____

Scoring Guidelines

- **0 = Does not meet requirements**
 - **1 = Poor – minimal evidence provided**
 - **2 = Fair – partially meets requirements**
 - **3 = Satisfactory – meets requirements adequately**
 - **4 = Good – exceeds requirements in some areas**
 - **5 = Excellent – exceeds requirements in all areas**
-

Evaluation Criteria

Criteria	Weight	Score (0-5)	Weighted Score	Evaluator Notes
1. Project Team Qualifications	25	_____	_____	
- Relevant experience of personnel				
- Certifications/training				
- Team structure & availability				
- Familiarity with municipalities				
2. Scope of Services	30	_____	_____	
- Comprehensive approach				
- Innovative strategies				
- Methodology for training & communication				

Criteria	Weight	Score (0-5)	Weighted Score	Evaluator Notes
3. Municipal & Public Safety Experience - Microsoft/project success record - Municipal and public safety experience - References provided	30	_____	_____	
4. Management and Schedule - Responsiveness & availability - Flexibility/adaptability	15	_____	_____	
5. Proposal Format & Completeness - Clarity & organization - Compliance with RFQ requirements - Thoroughness and attention to detail	10	_____	_____	
TOTAL	550		_____	

Final Notes

Evaluator Signature: _____



TOWN OF PAONIA, COLORADO

REQUEST FOR QUALIFICATIONS

Safe Streets for All Consultant

RFQ 2025-07

ISSUED: AUGUST 27, 2025

PROPOSAL DUE DATE: OCTOBER 22, 2025, NOON (M.T.)

REQUEST FOR QUALIFICATIONS – Safe Streets for All Consultant

The Town of Paonia, Colorado, is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to provide professional services in support of the Town's **Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan**. This project is funded through a Fiscal Year 2024 SS4A Planning and Demonstration Grant administered by the United States Department of Transportation's Federal Highway Administration (FHWA). The total project cost is **\$367,468**, supported by a federal award of **\$293,974**, with the Town providing **\$71,988 in local funds** and **\$1,506 in in-kind contributions**.

The SS4A initiative is designed to address pressing transportation safety challenges within the Town of Paonia. As a small rural community, Paonia has limited pedestrian and bicycle infrastructure, inadequate ADA accessibility, and aging roadway and stormwater systems. Many streets lack sidewalks altogether, while existing sidewalks are broken, buckled, and without ADA-compliant crossings. The absence of bike facilities, combined with deteriorating roadway surfaces and reliance on irrigation ditches as stormwater conveyance, creates unsafe conditions for all users. In September 2024, the Town experienced its first fatal vehicle–bicyclist collision, underscoring the urgent need for systemic safety improvements.

Through this RFQ, the Town seeks a consultant partner to guide the development of a **Comprehensive Safety Action Plan (CSAP)** that prioritizes infrastructure investments aimed at eliminating roadway fatalities and serious injuries.

The consultant will assist the Town in:

- Developing an implementable Action Plan that ensures safe travel for drivers, pedestrians, cyclists, and persons with disabilities.
- Incorporating ADA standards and Complete Streets design principles to promote multimodal mobility and community health.
- Identifying cost-effective, high-impact strategies suitable for a rural context.
- Evaluating innovative technologies and practices proven effective in comparable communities.
- Collaborating with Delta County, Delta County Public Schools, Paonia Fire District, and other stakeholders to ensure regional safety coordination.
- Engaging residents in an inclusive planning process to reflect a broad range of community experiences and perspectives.

The SS4A Action Plan will provide the framework for prioritizing future capital improvement projects, including sidewalks, bike paths, intersection redesigns, drainage improvements, and roadway resurfacing. Once complete, the plan will guide the Town in aligning transportation investments with federal, state, and local safety objectives.

The consultant selected through this RFQ will play a critical role in shaping a plan that is data-driven, community-informed, and designed for implementation. The project must be completed in one phase, with the **Comprehensive Safety Action Plan publicly available by May 8, 2027, and the final SS4A report delivered by June 1, 2027.**

By undertaking this initiative, the Town of Paonia reaffirms its commitment to creating safer, more accessible streets for all residents and visitors, ensuring that transportation networks support long-term community vitality, mobility, and quality of life.

Prospective Bidders are requested to submit proposals clearly marked as, “**RFQ 2025-07 Safe Streets for All Consultant**,” with the vendor’s name and address on the front.

Only emailed PDF proposals sent to: Paonia@TownofPaonia.com and cc’d to StefenW@TownofPaonia.com, will be accepted on or before **12:00 P.M. (Noon) on OCTOBER 22, 2025**. Proposals submitted through **bidnetdirect.com** will not be considered unless they are also emailed to the addresses above.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check the site for relevant updates prior to submittal of a proposal.

BACKGROUND INFORMATION/SITE DESCRIPTION

The Town of Paonia is a statutory municipality located in Delta County, Colorado. Incorporated on July 21, 1902, Paonia has a long and distinctive history shaped by agriculture, coal mining, and creative enterprise. The community was first settled in 1880 by pioneers who established orchards and ranches in the fertile North Fork Valley. Paonia’s unique climate, naturally moderated by mountain airflows, makes it particularly well-suited for the cultivation of cherries, apricots, peaches, plums, pears, nectarines, and apples. This agricultural legacy continues to be a defining characteristic of the Town and its surrounding region.

Culturally, Paonia is recognized for its vibrant arts and creative sector. The Town is home to the North Fork Valley Creative Coalition, which manages Paonia’s state-certified Creative District. This initiative has fostered a strong arts community and hosts recurring events such as Final Friday Frolics, the Mountain Harvest Festival, and the Holiday Art Fair. The Town also draws visitors to long-standing traditions including Cherry Days, Top ‘O the Rockies BMW Rally, and Pickin’ in the Park, reinforcing Paonia’s identity as both an agricultural hub and a center of cultural vitality.

For much of the twentieth century, coal mining was the primary economic driver for Paonia and the greater North Fork Valley. However, the closures of the Elk Creek Mine in 2013 and the Bowie #2 Mine in 2016 resulted in significant job losses, population decline, and a sharp reduction in revenues. Today, the West Elk Mine remains the only operational mine in the area, with finite reserves. In recognition of these economic challenges, the State of Colorado has designated Paonia as a Disadvantaged Community (DAC). Current socioeconomic

indicators underscore this designation, with the Town's 2023 median household income of \$53,646 and median home value of \$217,400 falling below statewide averages.

Paonia has faced additional infrastructure and public service challenges. In 2019, a catastrophic water loss crisis forced the Town to declare a local emergency, shut off its water system, and impose a moratorium on new water taps. Since then, the Town has embarked on a comprehensive 20-year capital improvement plan to rebuild its water system. Funded by the Colorado Drinking Water Revolving Fund and supplemented through grants, the plan includes replacement of the main distribution line, rehabilitation of raw water systems, and tank relining projects. Early results from a hydrogeological study conducted in 2024 revealed greater water availability than previously anticipated, providing a foundation for long-term system resiliency.

In the summer of 2025, the Town also began developing an ADA Self-Evaluation and Transition Plan with the assistance of Mile High Accessibility Consultants, Inc. This federally required process, first mandated under the Americans with Disabilities Act in 1992, involves identifying and prioritizing barriers to accessibility across Town facilities, parks, and the public right-of-way. Paonia's nearly completed assessment has cataloged existing barriers, engaged the public and disability community for input, and is preparing a comprehensive plan to reduce obstacles to participation in Town services. Importantly, the Transition Plan is being structured to guide prioritization of barrier removal projects and compliance efforts, and it will serve as a critical reference for Safe Streets for All planning. By aligning ADA compliance initiatives with SS4A objectives, Paonia will ensure that infrastructure investments simultaneously advance multimodal safety, accessibility, and equity.

In 2024, the Town experienced a tragedy when a cyclist was killed in a collision with a commercial truck on one of Paonia's main thoroughfares. This fatality brought renewed urgency to the community's efforts to improve roadway safety and underscored the vulnerabilities faced by pedestrians, cyclists, and other non-motorized users in areas lacking adequate infrastructure.

Today, Paonia is primarily a residential community with a limited commercial district concentrated in retail, restaurants, and nonprofit operations. Lacking large-scale industry, the Town continues to diversify its economy through tourism, agriculture, and the creative arts. Proximity to outdoor recreation in the North Fork Valley and the surrounding mountains further strengthens its appeal as a destination. While economic stresses remain, Paonia has demonstrated resilience by investing in infrastructure modernization, improving financial transparency, and fostering community partnerships.

These conditions make the Safe Streets for All initiative particularly important for Paonia. As a rural community with limited transportation infrastructure, economic challenges, and a recent history of serious safety incidents, the Town must ensure that streets are designed and managed to protect all users. Development of a Comprehensive Safety Action Plan will allow Paonia to prioritize investments that support safe multimodal travel, strengthen community connectivity, and align transportation improvements with long-term economic recovery and quality of life goals.

SCOPE OF SERVICES

The consultant selected through this RFQ will assist the Town of Paonia in developing a **Comprehensive Safety Action Plan (CSAP)** in accordance with the requirements of the Federal Highway Administration (FHWA) under the **Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Program**. The consultant will serve as the Town's lead planning partner, working closely with staff, elected officials, and regional stakeholders to ensure the successful development of a plan that prioritizes projects and strategies aimed at eliminating roadway fatalities and serious injuries within the municipal boundary and entrances from Colorado Highway 133.

The Scope of Services shall include, but not be limited to, the following:

1. Planning and Data Collection

1.1 Project Initiation: Conduct a project kickoff meeting with Town staff, elected officials, and identified stakeholders, establishing project goals, schedule, and communication protocols.

1.2 Data Collection: Inventory existing roadway, sidewalk, bicycle, and ADA infrastructure; review crash data, traffic counts, and roadway condition reports; and document safety hazards unique to Paonia such as irrigation ditch conflicts and deteriorated roadway edges.

1.3 Analysis: Evaluate existing conditions, identify multimodal gaps, and assess safety concerns near schools, businesses, neighborhoods, and community destinations. Develop baseline mapping and data products to inform plan recommendations.

2. Community and Stakeholder Engagement

2.1 Public Involvement Plan: Develop and implement a plan that ensures broad community participation, with outreach designed to include underrepresented and vulnerable populations.

2.2 Engagement Activities: Facilitate public meetings, workshops, open houses, and surveys to capture resident input and lived experiences related to transportation safety.

2.3 Regional Coordination: Collaborate with Delta County, CDOT, Delta County Public Schools, the Paonia Fire District, and other partners to align priorities across jurisdictions and agencies.

2.4 Documentation: Record and summarize public input, ensuring that engagement outcomes are incorporated into draft and final Action Plan recommendations.

3. Development of the Comprehensive Safety Action Plan

- 3.1 Identification of Strategies and Projects:** Identify and evaluate infrastructure improvements and policy strategies that enhance safety for drivers, pedestrians, cyclists, and persons with disabilities.
- 3.2 Prioritization:** Rank proposed projects based on safety benefits, equity, feasibility, cost-effectiveness, and alignment with federal and state objectives.
- 3.3 Best Practices:** Incorporate Complete Streets, ADA-compliant design standards, and low-cost/high-impact strategies proven effective in similar rural communities.
- 3.4 Draft and Final Plan Preparation:** Prepare a draft Comprehensive Safety Action Plan that integrates existing conditions, public input, and prioritized project lists. Revise based on Town and stakeholder feedback, and deliver a final Action Plan suitable for adoption by the Paonia Board of Trustees.

4. Reporting and Deliverables

- 4.1 Progress Reports:** Provide regular updates to the Town and FHWA in compliance with SS4A grant requirements, including documentation of milestones, community engagement, and performance measures.
- 4.2 Final Deliverables:** Deliver the Comprehensive Safety Action Plan in both print-ready and digital formats.
- 4.3 Compliance:** Ensure that the final Action Plan satisfies FHWA program requirements, including performance measurement, lessons learned, and recommendations for preventing roadway fatalities and serious injuries.
- 4.4 Final Deadlines:** Ensure that the Action Plan is publicly available no later than **May 8, 2027**, with the final SS4A report submitted to FHWA no later than **June 1, 2027**.

PROPOSAL REQUIREMENTS

Firms responding to this RFQ must provide complete and comprehensive proposals that demonstrate the ability to perform the required planning, engagement, and technical services for the development of the Town of Paonia's Comprehensive Safety Action Plan under the Safe Streets and Roads for All (SS4A) program.

Proposals shall be concise, well-organized, and include the following information:

1. Cover Letter & Submission Checklist

- Include the Proposer Submission Checklist (Attachment A of this RFQ).
- Introduce the firm, identifying the principal contact person and the location of the office that will manage the project.
- Provide a brief statement of the firm's interest in and understanding of the project.

2. Firm Qualifications and Experience

- Describe the firm's history, size, organizational structure, and areas of expertise.
- Provide examples of at least three (3) successfully completed projects of similar scope, scale, and complexity, preferably within Colorado or other rural communities.
- Highlight experience with federally funded planning projects, particularly those involving SS4A, multimodal transportation safety, ADA compliance, or Complete Streets planning.

3. Project Team

- Identify the proposed project manager, key staff, and technical personnel.
- Provide resumes that highlight relevant certifications, qualifications, and experience in transportation safety planning, ADA accessibility, community engagement, and multimodal planning.
- Clearly indicate staff availability for this project and their role/responsibility.

4. Project Understanding and Approach

- Demonstrate understanding of Paonia’s transportation safety challenges, including limited pedestrian and bicycle infrastructure, ADA accessibility barriers, and the need to address roadway safety in a rural community context.
- Outline a proposed methodology for data collection, public engagement, project prioritization, and development of the Comprehensive Safety Action Plan.
- Identify strategies to integrate findings from Paonia’s ADA Transition Plan into the SS4A Action Plan to ensure accessibility, inclusion, and equity are prioritized.

5. Quality Assurance and Compliance

- Provide a detailed description of the firm’s approach to ensuring compliance with:
 - Federal Highway Administration SS4A program requirements
 - Americans with Disabilities Act (ADA) and Public Right-of-Way Accessibility Guidelines (PROWAG)
 - Title VI of the Civil Rights Act and other applicable equity requirements
- Identify internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.

6. Schedule and Availability

- Provide a staffing and availability plan that ensures timely completion of project milestones.
- Confirm the capacity to complete the Comprehensive Safety Action Plan and publish it publicly by **May 8, 2027**, with the final SS4A report delivered to FHWA no later than **June 1, 2027**.

7. References

- Provide contact information for at least three (3) client references for similar work performed within the past five (5) years.

8. Other Required Information

- Proof of insurance meeting minimum Town and FHWA requirements.
- Any other information the responding firm deems relevant.

SUBMISSION INSTRUCTIONS

Firms interested in providing professional planning services for the Safe Streets and Roads for All Comprehensive Safety Action Plan must submit their proposal in accordance with the requirements outlined in this RFQ.

Submissions must be clearly titled and in the email subject line as:

RFQ 2025-07 Safe Streets for All Consultant [Insert Firm Name]

Proposals must be submitted electronically in PDF format by email to:

Paonia@TownofPaonia.com

AND

cc'd to: **StefenW@TownofPaonia.com**

Deadline: 12:00 P.M. (Noon), Friday, OCTOBER 22, 2025 (MT)

- Proposals submitted through bidnetdirect.com or any platform other than direct email will not be considered unless they are also sent to the addresses above.
- Mailed or hand-delivered proposals will not be accepted.
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to **Paonia@TownofPaonia.com**, and cc'd to **StefenW@TownofPaonia.com**. All questions must be received no later than **October 10, 2025, at 4:00 P.M. (MT)**. Questions will be answered by publishing an addendum to **bidnetdirect.com**.

The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFQ.

SELECTION PROCESS

The Town of Paonia will utilize a qualifications-based selection process consistent with state and federal requirements under the Safe Streets and Roads for All (SS4A) program.

Evaluation of Proposals

All proposals will be evaluated by a Selection Committee based on the criteria outlined in the Evaluation Criteria section of this RFQ. The Town may seek clarification of submitted proposals as deemed necessary. Proposals that do not meet the minimum qualification requirements may be deemed non-responsive.

- Proposals will be evaluated by a Selection Committee based on the criteria outlined in the Evaluation Criteria section of this RFQ.
- The Town may seek clarification of submitted proposals as deemed necessary.

Shortlisting and Interviews

Based on the initial evaluations, the Selection Committee may create a shortlist of the most qualified firms. Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities. Interviews will provide proposers an opportunity to present their understanding of Paonia's transportation safety challenges and their methodology for developing the Comprehensive Safety Action Plan.

- Based on initial evaluations, the Selection Committee may create a shortlist of the most qualified firms.
- Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities.

Final Selection

Following evaluations and interviews (if conducted), the Selection Committee will rank firms and make a recommendation to the Paonia Board of Trustees for award of contract. The Committee's recommendation will be based on the firm's overall qualifications, demonstrated experience, project understanding, engagement strategy, and ability to comply with federal requirements.

Negotiations will then be conducted with the highest-ranked firm to finalize scope, fees, and contract terms. If an agreement cannot be reached, the Town reserves the right to negotiate with the next highest-ranked firm.

Anticipated Schedule

The following schedule is provided as a general guideline and is subject to change at the Town's discretion:

- RFQ Issued: August 27, 2025
- RFQ Issued: **August 27, 2025**
- Deadline for Questions: **October 10, 2025, at 4:00 P.M. (MT)**
- Proposals Due: **October 22, 2025, at 12:00 P.M. (Noon, MT)**
- Selection and Recommendation: **October 28, 2025, Board of Trustees Meeting**
- Contract Award: within 7-days of selection
- Notice to Proceed: within 5-Days after fully-executed contract award

PROPOSAL EVALUATION

All proposals will be reviewed and evaluated by a Selection Committee. The Committee may include Town staff and other individuals with expertise relevant to the services described in this RFQ. The Committee will independently assess and rank proposers in accordance with the evaluation criteria outlined below. Evaluation of proposals will be based solely on the judgment and discretion of the Committee.

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any attempt to do so may compromise the integrity of the selection process and may result in disqualification.

The Committee will evaluate only those proposals that meet the minimum qualification requirements set forth in this RFQ. Proposals that appear unrealistic in terms of technical or scheduling commitments may be deemed indicative of insufficient competence or a lack of understanding of the complexity and risks inherent in the Town's requirements.

At the Town's discretion, the evaluation process may include oral interviews with shortlisted proposers. If oral interviews are conducted, proposers will be notified in advance of the date, time, location, and any additional information that may be requested. In the event the Town receives three or fewer proposals, the Town reserves the right to forego oral interviews.

Evaluation Criteria:

Proposals will be evaluated according to the following criteria. Each criterion will be scored on a zero-to-five-point scale. Scores will then be weighted according to the assigned values to produce a total score. **The maximum possible score is 500 points.** Proposals with higher weighted totals will be considered more advantageous to the Town.

1. Firm Qualifications and Relevant Experience (25 points)

- Demonstrated experience providing transportation safety planning, multimodal infrastructure assessments, ADA compliance planning, and community engagement.
- Successful completion of projects of similar scope and complexity, preferably within Colorado and/or rural communities.

2. Project Team and Key Personnel (25 points)

- Qualifications, certifications, and experience of proposed project manager and key staff.
- Availability of personnel to perform services throughout the duration of the project.

3. Project Understanding and Approach (20 points)

- Demonstrated understanding of Paonia's transportation safety challenges, including limited sidewalks, ADA barriers, bicycle and pedestrian safety, and rural roadway conditions.
- Clarity, feasibility, and effectiveness of proposed methodology for data collection, analysis, engagement, and plan development.
- Integration of Paonia's ADA Transition Plan findings into the Safe Streets Action Plan.

4. Community Engagement and Equity (20 points)

- Demonstrated ability to design and implement inclusive engagement strategies that reach diverse residents, underrepresented populations, schools, businesses, and people with disabilities.
- Experience ensuring compliance with Title VI and advancing equity in transportation planning.

5. Quality Assurance and Compliance (20 points)

- Proven ability to ensure adherence to SS4A program requirements, ADA and PROWAG standards, and other applicable federal and state requirements.
- Internal processes for ensuring accuracy, timeliness, and completeness of deliverables.

6. References and Past Performance (10 points)

- Quality of references and prior client satisfaction.
- History of successful collaboration with small municipalities, state agencies, and federal programs.

GENERAL TERMS AND CONDITIONS

1. Town's Rights

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

2. Ownership of Proposals

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

3. Public Disclosure

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

4. Proposal Costs

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

5. Conformance with RFQ Requirements

Failure to comply with the instructions, requirements, and format outlined in this RFQ, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

6. Conflict of Interest

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

7. Basis for Selection

Final selection will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Town.

8. Interpretations and Clarifications

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: Paonia@TownofPaonia.com and cc: StefenW@TownofPaonia.com. The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

9. Submission Deadline

Proposals must be submitted as a single PDF document by email, with the subject line clearly titled:

“RFQ 2025-07 SAFE STREETS FOR ALL CONSULTANT [Insert Firm Name]”

Proposals must be received on or before **12:00 P.M. (Noon), Friday, OCTOBER 22, 2025 (MT)** at the email addresses above.

Proposals received after the deadline will not be considered.

Proposals submitted through **BidNetDirect** or any other platform will not be considered unless they are also emailed to the addresses listed above.

Mailed or hand-delivered proposals will not be accepted.

10. Reservation of Rights

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

11. Acceptance of Conditions

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFQ.

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Proposals does not bind the Town to accept a proposal when, in the Town’s sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town’s specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days’ written notice for reasons other than cause. This may include the Town’s inability to continue with the contract due to non-appropriation or a reduction of funding.

Proposer Submission Checklist

RFQ 2025-07 Safe Streets for All Consultant **Town of Paonia, Colorado**

The following checklist is provided to ensure that all required elements of the proposal are completed and included. Proposers must verify that their submission contains all items listed below. Failure to include any required item may result in rejection of the proposal as non-responsive.

- | | |
|--|--|
| ☐ Cover Letter | Introduce the firm, identify the principal contact person, and state the office location managing the project. |
| ☐ Completed Checklist | Attach this Proposer Submission Checklist (Attachment A). |
| ☐ Firm Qualifications and Experience | Provide firm history, size, organizational structure, and expertise. Include at least three (3) similar projects, preferably in Colorado or rural communities. |
| ☐ Project Team | Identify project manager and key staff. Include resumes with relevant certifications, qualifications, experience, roles, and availability. |
| ☐ Project Understanding and Approach | Demonstrate understanding of Paonia's transportation safety and accessibility challenges. Outline methodology for data collection, engagement, prioritization, and Action Plan development. |
| ☐ Community Engagement and Equity Approach | Describe strategies to involve residents, schools, businesses, underrepresented groups, and people with disabilities. |
| ☐ Quality Assurance and Compliance | Describe processes to ensure compliance with SS4A program requirements, ADA/PROWAG, Title VI, and federal/state regulations. |
| ☐ Schedule and Availability | Confirm ability to complete all deliverables, including making the Comprehensive Safety Action Plan publicly available by May 8, 2027 , and submitting the final SS4A report by June 1, 2027 . |
| ☐ References | Provide at least three (3) client references from the past five years with contact information. |
| ☐ Proof of Insurance | Submit documentation meeting minimum Town and FHWA requirements. |
| ☐ Other Required Information | Include any additional information deemed relevant by the proposer. |
| ☐ Electronic Submission | Submit as a single PDF, titled: <i>"RFQ 2025-07 Safe Streets for All Consultant [Insert Firm Name]"</i> . |
| ☐ Deadline Confirmation | Submission must be received no later than 12:00 P.M. (Noon), Friday, October 22, 2025 (MT) by email to Paonia@TownofPaonia.com and cc'd to StefenW@TownofPaonia.com . |

Town of Paonia

**RFQ 2025-07 Safe Streets for All Consultant
Proposal Evaluation Scoring Sheet**

Proposer Name: _____

Evaluator Name: _____

Date: _____

Each proposal will be scored on a 0–5 scale for each criterion:

- **0 = Does not meet requirements**
- **1 = Poor**
- **2 = Fair**
- **3 = Good**
- **4 = Very Good**
- **5 = Excellent**
-

Scores will then be weighted according to the assigned point values. The maximum possible score is 500 points.

Evaluation Criteria	Weight	Score (0–5)
1. Firm Qualifications and Relevant Experience	25	
• Demonstrated experience with safety planning, multimodal infrastructure, ADA compliance, and federally funded projects. • Successful completion of similar projects in Colorado or rural communities.		
2. Project Team and Key Personnel	25	
• Qualifications, certifications, and experience of proposed staff. • Clear definition of roles, responsibilities, and availability.		
3. Project Understanding and Approach	20	
• Demonstrated understanding of Paonia’s safety and accessibility challenges. • Feasibility and clarity of methodology for Action Plan development. • Integration of ADA Transition Plan into SS4A planning.		
4. Community Engagement and Equity	20	
• Strategies for inclusive and equitable engagement. • Experience engaging underrepresented populations, schools, businesses, and disability community.		

Evaluation Criteria	Weight	Score (0-5)
5. Quality Assurance and Compliance • Processes to ensure compliance with SS4A program requirements, ADA/PROWAG, Title VI, and other federal/state standards. • Internal quality control measures.	20	
6. References and Past Performance • Quality of references and history of successful collaboration with municipalities, agencies, and federal programs.	10	
TOTAL SCORE (Maximum 500 points): _____		



TOWN OF PAONIA, COLORADO

REQUEST FOR QUALIFICATIONS

***Construction Management (CM)/Materials Testing (MT) Owner's
Assurance (OA) Consultant for RMS No. M035-003***

RFQ 2025-08

ISSUED: TBD

PROPOSAL DUE DATE: NOVEMBER 14, 2025, NOON (M.T.)

REQUEST FOR QUALIFICATIONS – CM/MT (OA) Consultant

The Town of Paonia is requesting Statements of Qualifications (SOQs) from experienced consulting firms to provide construction management, materials testing, and owner's assurance services for the 5th and Grand Avenue Realignment Project (Project No. RMS M035-003 / PCN 25364). This project, undertaken in partnership with the Colorado Department of Transportation (CDOT), and funded through a 'Better Utilizing Investments to Leverage Development (BUILD)' grant from the United States Department of Transportation (USDOT), will reconstruct and realign approximately 565 linear feet of roadway on Grand Avenue between 5th Street and 4th Street. The work includes the conversion of 5th Street from a Y-intersection to a T-intersection, installation of curb, gutter, and sidewalks, as well as the full replacement of storm sewer and associated utilities along the project corridor.

The selected consultant will serve as the Town's representative throughout the construction phase, overseeing the work of the contractor to ensure compliance with project plans, CDOT Standard Specifications for Road and Bridge Construction (2023 edition), and the Town's special provisions. The consultant will be responsible for providing construction oversight, conducting quality assurance materials testing, monitoring contractor performance, and safeguarding the Town's interests by ensuring that work is completed on schedule, within budget, and in accordance with all regulatory and safety requirements.

This contract will require coordination with the Town of Paonia Project Manager, CDOT Resident Engineer, and the contractor to provide independent verification of construction quality and adherence to approved phasing and traffic control plans. Consultant responsibilities include, but are not limited to:

- Acting as the **owner's on-site representative** during construction;
- Providing **quality assurance materials testing** for soils, aggregates, asphalt, and concrete;
- Reviewing schedules, phasing plans, and contractor submittals for compliance;
- Documenting field activities and maintaining orderly project records consistent with CDOT requirements;
- Assisting with project meetings, progress reporting, and pay application review;
- Ensuring contractor adherence to environmental protection, safety, and permit requirements;
- Verifying compliance with all **Buy America/Build America (BABA)** provisions, including **Certificates of Compliance (COC)** and **Certified Test Reports (CTR)**, as required for federally funded projects.

The project is scheduled for completion no later than **November 1, 2026**, with phased construction required to maintain traffic through the corridor during all stages of work.

Through this RFQ, the Town seeks a consultant team with demonstrated expertise in federally funded roadway projects, proven capability in construction management and materials testing, and the qualifications necessary to represent the Town's interests in delivering this critical public infrastructure improvement.

Prospective Bidders are requested to submit proposals clearly marked as, "**RFQ 2025-08 CM/MT (OA) Consultant**," with the vendor's name and address on the front.

Only emailed PDF proposals sent to: Paonia@TownofPaonia.com and 'cc'd to: StefenW@TownofPaonia.com, will be accepted on or before 12:00 P.M. (Noon) on **November 14, 2025**. Proposals submitted through [bidnetdirect.com](https://www.bidnetdirect.com) will not be considered unless they are also emailed to the addresses above.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

BACKGROUND INFORMATION/SITE DESCRIPTION

The Town of Paonia, in partnership with the Colorado Department of Transportation (CDOT) and the U.S. Department of Transportation (USDOT), is undertaking the 5th and Grand Avenue Realignment Project (Project No. RMS M035-003 / PCN 25364). This project is supported through multiple funding sources, including a USDOT BUILD grant award, CDOT's RMS program funding, and Safe Routes to School (SRTS) funding. Collectively, these resources underscore the regional and national significance of the project and the importance of enhancing transportation safety and accessibility in Paonia.

The project scope includes the construction of approximately 565 linear feet of new roadway along Grand Avenue, realigning 5th Street from its current Y-intersection into a safer and more efficient T-intersection. The improvements encompass installation of curb, gutter, and sidewalks on all streets within the project area, along with the installation of a new storm sewer system spanning the entire corridor. These enhancements will improve traffic circulation, pedestrian access, cyclist safety, and stormwater management, while addressing longstanding safety concerns at this gateway intersection.

The project area is one of the primary entrances into the Town of Paonia and experiences significant traffic volumes from vehicles, students, pedestrians, and cyclists. The corridor serves as a direct route for children and families traveling to and from school, as well as for residents and visitors accessing the Town's river park and trail network. This makes the project critical for multimodal safety and connectivity. In addition, the corridor is lined with

active businesses that will remain open during construction, creating additional challenges in managing access, minimizing disruption, and coordinating with the public.

The Town has proactively secured all rights-of-way and all necessary temporary construction easements, including an intergovernmental maintenance agreement with Delta County and acquisition of right-of-way from the Delta County School Board. These actions ensure that the project can move forward without delay, with clear ownership, maintenance responsibilities, and construction access established in advance.

Safety is a driving factor in this project. The Town of Paonia has recently experienced a traffic fatality involving a bicyclist in the vicinity of the project area. While not at this specific intersection, the incident underscores the urgency of providing safer infrastructure for all modes of travel. The project directly supports the Safe Routes to School (SRTS) mission by improving pedestrian and bicycle connectivity in an area heavily used by students, families, cyclists, and commuters.

Given the location of the project within the Town's central transportation network, phased construction will be required to maintain traffic and ensure continued access for local residents, businesses, and emergency services throughout the duration of the work. The project has been designed to minimize disruption while still delivering a complete reconstruction of roadway and utility infrastructure.

As a federally funded project, this initiative must comply with all CDOT standards, federal-aid contract provisions, and USDOT requirements. This includes adherence to the Buy America/Build America (BABA) provisions as well as the Davis-Bacon Act (prevailing wage requirements). Consultants selected under this RFQ will play a critical role in ensuring compliance with these requirements, including verification of Certificates of Compliance (COC) and Certified Test Reports (CTR) for materials incorporated into the project.

When completed, the 5th and Grand Avenue Realignment will provide a modern, safe, and durable transportation corridor that meets the Town's long-term mobility, safety, and infrastructure needs while supporting economic vitality and community connectivity.

SCOPE OF SERVICES

The consultant selected through this RFQ will provide construction management, materials testing, and owner's assurance services for the 5th and Grand Avenue Realignment Project. The consultant will serve as the Town's representative in the field, working closely with the Town of Paonia Project Manager, the CDOT Resident Engineer, and the contractor to ensure that all work is performed in accordance with the approved plans, specifications, and federal and state requirements.

The scope of services shall include, but is not limited to, the following:

1. Construction Management

- **Project Representation:** Act as the Town's on-site representative during construction, ensuring contractor compliance with contract documents, phasing requirements, environmental regulations, safety protocols, and traffic control provisions.
- **Scheduling and Coordination:** Review and monitor the contractor's progress schedule, phasing plan, and traffic control submittals. Provide recommendations to maintain sequencing that minimizes impacts to students, pedestrians, cyclists, businesses, and emergency access.
- **Meetings and Documentation:** Conduct and document pre-construction, weekly progress, and close-out meetings. Maintain accurate daily logs, inspection records, correspondence, and all required CDOT and Town documentation.
- **Change Management:** Review proposed modifications, prepare recommendations for supplemental agreements, and assist in evaluating change orders.
- **Communication:** Serve as the liaison between the Town, CDOT, the contractor, and the public to ensure coordinated communication, particularly with schools, businesses, and property owners directly impacted by construction.

2. Owner's Assurance and Oversight

- **Quality Assurance:** Provide independent oversight to verify that all work meets the standards of the CDOT Standard Specifications for Road and Bridge Construction (2023 edition), Town of Paonia special provisions, and approved project plans.
- **Compliance Verification:** Monitor contractor performance to ensure compliance with all federal-aid contract provisions, including the Buy America/Build America (BABA) provisions, Davis-Bacon Act prevailing wage requirements, Certificates of Compliance (COC), and Certified Test Reports (CTR).
- **Safety and Environmental Protection:** Verify contractor adherence to OSHA standards, environmental permits, stormwater management requirements, and right-of-way limitations.
- **Records and Reporting:** Prepare progress reports for the Town, including documentation of inspections, materials acceptance, contract compliance, and pay application review.

3. Quality Assurance Materials Testing

- **Field Testing and Sampling:** Perform quality assurance testing of soils, aggregates, asphalt, and concrete in accordance with CDOT and project-specific requirements.
- **Laboratory Testing:** Provide a CDOT-certified laboratory with staff qualified under ACI, LabCAT, and WAQTC as applicable. Testing shall include compaction, density, gradation, asphalt content, concrete strength, and other required parameters.
- **Documentation:** Complete all CDOT-required forms, including Form 250, Form 266, and associated materials documentation. Provide both handwritten and typed test results, and maintain accurate, auditable testing records throughout construction.
- **Independent Verification:** Confirm contractor test results and quantities placed. Report any discrepancies immediately to the Town and CDOT Resident Engineer.

4. Project Closeout

- **Final Inspection:** Participate in substantial and final completion inspections with the Town, CDOT, and the contractor. Prepare and maintain a punch list of outstanding items and verify corrections.
- **Project Records:** Submit all required closeout documentation, including final inspection reports, testing certifications, materials acceptance documentation, and project diaries.
- **Final Acceptance:** Assist the Town in certifying that the project has been constructed in accordance with all plans, specifications, and federal and state requirements.

PROPOSAL REQUIREMENTS

Firms responding to this RFQ must provide complete and comprehensive proposals that demonstrate the ability to perform the required construction management, materials testing, and owner's assurance services for the 5th and Grand Avenue Realignment Project.

Proposals shall be concise, well-organized, and include the following information:

1. Cover Letter & Submission Checklist

- Include the Proposer Submission Checklist (Attachment A of this RFQ)
- Introduce the firm, identifying the principal contact person and the location of the office that will manage the project.
- Provide a brief statement of the firm's interest in and understanding of the project.

2. Firm Qualifications and Experience

- Describe the firm's history, size, organizational structure, and areas of expertise.
- Provide examples of at least three (3) successfully completed projects of similar scope, scale, and complexity, preferably within Colorado and under CDOT oversight.

3. Project Team

- Identify the proposed project manager, key staff, and field personnel.
- Provide resumes that highlight relevant certifications, CDOT qualifications, and experience in construction management, quality assurance, and materials testing.
- Clearly indicate staff availability for this project and their role/responsibility.

4. Project Understanding and Approach

- Demonstrate understanding of the 5th and Grand Avenue Realignment Project, including the complexities of maintaining traffic, accommodating schools, pedestrians, cyclists, and businesses, and ensuring compliance with federal and state funding requirements.
- Outline a proposed approach for construction management, materials testing, quality assurance, and compliance monitoring.

5. Quality Assurance and Compliance

- Provide a detailed description of the firm's approach to ensuring compliance with:
 - **CDOT standards and specifications**
 - **Buy America/Build America (BABA) provisions**
 - **Davis-Bacon Act prevailing wage requirements**
 - **Certificates of Compliance (COC) and Certified Test Reports (CTR)**
- Identify testing facilities and their CDOT certification status.

6. Schedule and Availability

- Provide a staffing and testing availability plan that ensures timely coverage throughout the construction period.
- Confirm capacity to begin services immediately upon notice to proceed.

7. References

- Provide contact information for at least three (3) client references for similar work performed within the past five (5) years.

8. Other Required Information

- Proof of insurance meeting minimum Town and CDOT requirements.
- Any other information the responding firm deems relevant.

PROPOSAL REQUIREMENTS

These guidelines are provided to standardize the preparation and submission of proposals by all consultants. The intent is to assist consultants in developing complete responses, to simplify the Town's review process, and to ensure consistency in format and content.

Submission Instructions

Firms interested in providing construction management, materials testing, and owner's assurance services for the 5th and Grand Avenue Realignment Project must submit their proposal in accordance with the requirements outlined in this RFQ.

Submissions must be clearly titled and in the email subject line as:

RFQ 2025-08 CM/MT (OA) [Insert Firm Name]

Proposals must be submitted electronically in PDF format by email to:

Paonia@TownofPaonia.com

AND

cc'd to:

StefenW@TownofPaonia.com

Deadline: 12:00 P.M. (Noon), Friday, November 14, 2025 (MT)

- Proposals submitted through **bidnetdirect.com** or any platform other than direct email will **not** be considered unless they are also sent to the addresses above.
- **Mailed or hand-delivered proposals will not be accepted.**
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to Paonia@TownofPaonia.com, and cc'd to StefenW@TownofPaonia.com. **All questions must be received no later than October 29, 2025, at 4:00 P.M. (MT).** Questions will be answered by publishing an addendum to bidnetdirect.com.

The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFQ.

SELECTION PROCESS

The Town of Paonia will utilize a qualifications-based selection process consistent with state and federal requirements.

Evaluation of Proposals

- Proposals will be evaluated by a Selection Committee based on the criteria outlined in the Evaluation Criteria section of this RFQ.
- The Town may seek clarification of submitted proposals as deemed necessary.

Shortlisting and Interviews

- Based on initial evaluations, the Selection Committee may create a shortlist of the most qualified firms.
- Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities.

Final Selection

- Following evaluations and interviews (if conducted), the Selection Committee will rank firms and make a recommendation to the Paonia Board of Trustees for award of contract.
- Negotiations will then be conducted with the highest-ranked firm to finalize scope, fees, and contract terms. If an agreement cannot be reached, the Town reserves the right to negotiate with the next highest-ranked firm.

Anticipated Schedule

The following schedule is provided as a general guideline and is subject to change at the Town's discretion:

- RFQ Issued: [TBD]

- Deadline for Questions: [October 29, 2025, at 4:00 P.M. (M.T.)]
- Proposals Due: [November 14, 2025, at 12:00 P.M. (M.T.)]
- Shortlist Notification: [insert date]
- Interviews (if required): [insert date]
- Selection and Recommendation: [November 25, 2025 at Board of Trustees' Meeting]
- Contract Award: [insert date]
- Notice to Proceed: [insert date]

PROPOSAL EVALUATION

All proposals will be reviewed and evaluated by a Selection Committee. The Committee may include Town staff and other individuals with expertise relevant to the services described in this RFQ. The Committee will independently assess and rank proposers in accordance with the evaluation criteria outlined below. Evaluation of proposals will be based solely on the judgment and discretion of the Committee.

During the evaluation process, all communications shall be directed exclusively to the Town Administrator & Treasurer. Proposers are prohibited from contacting or lobbying members of the Selection Committee directly. Any attempt to do so may compromise the integrity of the selection process and may result in disqualification.

The Committee will evaluate only those proposals that meet the minimum qualification requirements set forth in this RFQ. Proposals that appear unrealistic in terms of technical or scheduling commitments may be deemed indicative of insufficient technical competence or a lack of understanding of the complexity and risks inherent in the Town's requirements.

At the Town's discretion, the evaluation process may include oral interviews with shortlisted proposers. If oral interviews are conducted, proposers will be notified in advance of the date, time, location, and any additional information that may be requested. In the event the Town receives three or fewer proposals, the Town reserves the right to forego oral interviews.

Evaluation Criteria:

Proposals will be evaluated according to the following criteria. Each criterion will be scored on a zero-to-five-point scale. Scores will then be weighted according to the assigned values to produce a total score. **The maximum possible score is 500 points.** Proposals with higher weighted totals will be considered more advantageous to the Town.

Firm Qualifications and Relevant Experience (25 points)

- Demonstrated experience providing construction management, owner's assurance, and materials testing for CDOT and federally funded projects.
- Successful completion of projects of similar scope and complexity.

Project Team and Key Personnel (25 points)

- Qualifications, certifications, and experience of key staff.
- Availability of personnel to perform services throughout the duration of the project.

Project Understanding and Approach (20 points)

- Demonstrated understanding of project complexities, including maintaining traffic, pedestrian, and business access.
- Clarity, feasibility, and effectiveness of proposed approach.

Quality Assurance and Compliance (20 points)

- Proven ability to ensure adherence to CDOT standards, BABA provisions, Davis-Bacon Act requirements, and material certification protocols.
- Demonstrated capacity to provide accurate, timely, and compliant testing and reporting.

References and Past Performance (10 points)

- Quality of references and prior client satisfaction.
- History of successful coordination with CDOT and local governments.

GENERAL TERMS AND CONDITIONS

1. Town's Rights

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

2. Ownership of Proposals

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

3. Public Disclosure

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

4. Proposal Costs

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

5. Conformance with RFQ Requirements

Failure to comply with the instructions, requirements, and format outlined in this RFQ, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

6. Conflict of Interest

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

7. Basis for Selection

Final selection will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Town.

8. Interpretations and Clarifications

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFQ other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: Paonia@TownofPaonia.com and cc: StefenW@TownofPaonia.com. The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

9. Submission Deadline

Proposals must be submitted as a single PDF document by email, with the subject line clearly titled:

"RFQ 2025-08 CM/MT (OA) [Insert Firm Name]"

Proposals must be received on or before **12:00 P.M. (Noon), Friday, November 14, 2025 (MT)** at the email addresses above.

Proposals received after the deadline will not be considered.

Proposals submitted through **BidNetDirect** or any other platform will not be considered unless they are also emailed to the addresses listed above.

Mailed or hand-delivered proposals will not be accepted.

10. Reservation of Rights

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

11. Acceptance of Conditions

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFQ.

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Proposals does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.

Proposer Submission Checklist

RFQ 2025-08 CM/MT (OA)

Town of Paonia, Colorado

All proposers are responsible for ensuring their submission is complete and complies with the RFQ requirements. Incomplete or late submissions will not be considered. Please use this as a tool to ensure that your firm meets all of the requirements for submission.

Submission Requirements

- ☐ Proposal submitted as a single **PDF document**
 - ☐ File clearly titled: **"RFQ 2025-08 CM/MT (OA) [Insert Firm Name]"**
 - ☐ Vendor name and address included on cover page or header
 - ☐ Submitted **only by email** to:
 - **Paonia@TownofPaonia.com**
 - **cc: StefenW@TownofPaonia.com**
 - ☐ **Deadline: 12:00 P.M. (Noon), Tuesday, November 14, 2025 (MT)**
 - ☐ No mailed, hand-delivered, or BidNetDirect. Only emailed submissions accepted.
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Proposal Content

- ☐ **Introductory Letter** (on firm letterhead)
 - Addressed to **Stefen Wynn, Town Administrator & Treasurer**
 - Contact information (name, mailing address, phone, email)
 - Acknowledgement of any addenda
 - Signed by authorized representative
 - Introduce the firm, provide primary contact person, and state the firm's interest and understanding of the project.
- ☐ **Firm Qualifications & Experience**
 - Firm history and qualifications
 - Firm's organizational structure
 - Experience with state and federal compliance by showing at least three (3) similar projects
 - Demonstrated experience with providing construction management, owner's assurance and materials testing for CDOT and federally funded projects

☐ **Project Team Information**

- Roles and responsibilities of key personnel
- One-page résumés of primary staff
- Organizational chart
- Any relevant certifications of key staff and testing personnel

☐ **Project Understanding and Approach**

- Demonstrating familiarity with the 5th and Grand Avenue Realignment Project
- Proposed methodology for construction management, materials testing and owner's assurance services
- Health, safety, and quality assurance practices
- Innovative approaches and technologies

☐ **Quality Assurance and Compliance Plan**

- Detail how the firm will ensure adherence and compliance with the following:
 - CDOT Specifications
 - Buy America/Build America (BABA)
 - Davis-Bacon Act
 - Certificates of Compliance (COC)
 - Certified Test Reports (CTR)

☐ **Schedule and Availability Plan**

- Confirm firm's capacity to provide continuous coverage and timely services during construction period

☐ **References**

- Include contact information for at least three (3) clients for similar work completed in the last five years

☐ **Statement of Acceptance**

- Explicit acknowledgment and acceptance of the Town's general terms and conditions

☐ **Proof of Insurance meeting Town and CDOT Requirements**

☐ **Additional Supporting Information**

Final Confirmation

- ☐ Proposal reviewed for completeness and accuracy
- ☐ Proposal submitted before deadline
 - Demonstrated experience with providing construction management, owner's assurance and materials testing for CDOT and federally funded projects (a qualified subcontractor versed in materials testing is sufficient, but requires their qualifications to be included in the proposal)

Proposal Evaluation Scoring Sheet

Proposer Name: _____

Evaluator Name: _____

Date: _____

Scoring Guidelines

0 = Does not meet requirements

1 = Poor – minimal evidence provided

2 = Fair – partially meets requirements

3 = Satisfactory – meets requirements adequately

4 = Good – exceeds requirements in some areas

5 = Excellent – exceeds requirements in all areas

Evaluation Criteria

Criteria	Weight	Score (0–5)	Weighted Score	Evaluator Notes
1. Firm Qualifications and Relevant Experience	25	_____	_____	Demonstrated experience in construction management, owner’s assurance, and materials testing for CDOT and federally funded projects. Successful completion of projects of similar scope and complexity.
2. Project Team and Key Personnel	25	_____	_____	Qualifications, certifications, and experience of key staff. Availability of personnel to perform services throughout the project duration.
3. Project Understanding and Approach	20	_____	_____	Demonstrated understanding of project complexities, including maintaining traffic, pedestrian, cyclist, and business access. Clarity, feasibility, and effectiveness of proposed approach.
4. Quality Assurance and Compliance	20	_____	_____	Proven ability to ensure adherence to CDOT standards, Buy America/Build America (BABA), Davis-Bacon Act requirements, and material certification protocols. Capacity to provide accurate, timely, and compliant testing and reporting.

Criteria	Weight	Score (0-5)	Weighted Score	Evaluator Notes
5. References and Past Performance	10	_____	_____	Quality of references and client satisfaction. History of successful coordination with CDOT and local governments.

TOTAL POSSIBLE SCORE: 500

TOTAL: _____

Final Notes

Evaluator Signature: _____