

# Request for Proposals

Coworking Incubator Space

Town of Mancos, Colorado

Submittals due by October 6, 2021 3:00 p.m.

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## **Introduction**

The Town of Mancos is exploring the possibility of a coworking incubator space in town limits. We have identified the Mancos Marshal's Office as a possible location for this space.

## **Proposal Preparation**

Interested firms should submit an electronic copy of their proposal to [halvarez@mancoscolorado.com](mailto:halvarez@mancoscolorado.com), clearly labeled Coworking Incubator Space, no later than October 6, 2021 at 3:00 p.m.:

Or submit by mail to:  
Town of Mancos  
Attn: Heather Alvarez  
PO Box 487  
Mancos, CO 81328

Submittals should contain:

- A cover letter, not exceeding two pages.
- A list of references where similar work has been performed.
- Estimate of the amount of time the organization would spend in the community performing the research.
- List and description of project deliverables with a timeline for completion.
- Proposed charges for services.

## **Scope of work:**

Determine the viability of and opportunities for establishing a coworking incubator space in Mancos.

We envision the "hub" to provide the following:

- Open concept workstations
- Potential private offices that can accommodate 1-4 people.
- Long-term and short-term occupancy
- Conference and meeting room
- Phone booths, wi-fi, printer, and secured entry
- Programming and workshops to help startups build businesses
- Networking events

## **Phase 1 – Feasibility Study**

The consultant shall assess market demand for business incubator space and services. This assessment should include surveys, interviews, and evaluation of regional economic, entrepreneurial, and telecommuting activity. This assessment of market demand should at a minimum address the following:

- a) Assess the level of community and business support for this coworking/incubator model.

- b) Assess the suitability of the designated building for use as a site for an incubator/co-work space.
- c) Development of a financial analysis of the ability for the facility to be self-sustaining.
- d) Determine long term sustainability of the proposed facility and potential funding sources for creation of the facility as well as operations.
- e) Identify institutions and organizations that could be partners in this project.
- f) Recommend a general operational and management plan for the incubator.

**Economic Development Purpose:** The consultant shall determine the role of the business incubator in supporting the community's economic development objectives by, nurturing an atmosphere of entrepreneurialism, and increasing the viability of Town of Mancos Downtown District as a business center.

**Community and Stakeholder Support:** The consultant should detail the level of community and stakeholder support for the incubator and its expected impact on the overall success of the project. The consultant should also determine the services and equipment needed within the facility to generate willingness and desire for entrepreneurs within the region to see this as a viable location and local business leaders to support the project.

**Market Analysis Report:** Market research and community outreach should culminate in a market analysis, which clearly and fully demonstrates why the incubator/co-work space is or is not feasible and should address the identification of critical "go/no-go" criteria.

**Building Suitability:** The selected consultant will provide a broad plan of the building in terms of its suitability to house the project. This will include a site plan outlining the suggested building changes and interior floor plan.

## **Phase 2 – Business Plan Development**

If the outcome of the Phase 1 Feasibility Study is favorable and acceptable by the Town, the consultant shall prepare a business plan and financial pro forma for the project. The Business Plan should include a structure and implementation plan to address appropriate vision, objectives, and goals for the facility, and the methodology for measurement.

- a) Identify management, staffing, and operational model for the facility.
- b) Determine all appropriate partners and how they should most effectively be incorporated into the facility.
- c) Define services (such as brand and marketing expenses), support functions, as well as business related equipment (such as desks, chairs, tables, sofas) to be included.
- d) Client entrance and exit criteria, scheduling, pricing guidelines, etc.
- e) Prepare a cohesive and complete business plan that anticipates an organization that will achieve sustainability.

## **Final Report**

The results of the study and a description of the individual tasks and activities conducted by the consultant will be included in the final report to be provided to the Town of Mancos

in electronic format. The final report will identify the next critical steps for how staff should proceed. Included in the final report will be a projection of economic impact identified through the study. Copies of any survey results, interview transcripts, and other work materials generated by the consultants shall be provided with the final report.

### **Evaluation Criteria**

The Town will select a partner for this work based on their history in executing feasibility and market studies. Also, their experience working with communities like Mancos, and/or the planning of coworking incubator spaces.

### **Selection Procedure**

The following factors will form the basis for evaluation of the proposals. The evaluation will be completed by a selection committee composed of staff from the Town of Mancos.

- Quality, creativity, ability and approach put forth in the detailed scope of work outlined by the consultant
- Summary of qualifications demonstrating experience and knowledge
- Knowledge and understanding of Town of Mancos and Montezuma County
- Proposing firm's fee structure and overall proposed fee
- Availability and project timeline
- Results of reference checks and past performance for the Town of Mancos and/or other clients

The Town reserves the right to contract with more than one firm if deemed appropriate. The Town reserves the right to reject any or all proposals received. During the term of any resulting contract, the Town may seek proposals from other firms.

Questions should be addressed to Heather Alvarez, Town Administrator, at [halvarez@mancoscolorado.com](mailto:halvarez@mancoscolorado.com). No preproposal meetings will be held.