



**go MINTURN**  
**Request for Proposal**

Town of Minturn  
Michelle Metteer  
Economic Development  
PO Box 309  
Minturn, CO 81645

## **REQUEST FOR PROPOSAL**

### **PURPOSE**

Design and construction of a publicly-used community board.

### **BACKGROUND**

The Economic Development Advisory Committee (EDAC) has determined the need for community residents and visitors to have communication methods available which are not of an electronic nature. Community boards offer a traditional-style of communication accessible to anyone.

The EDAC will start with one board and expects to add additional boards within the community as locations and funding become available.

### **SERVICE \ WORK REQUIREMENTS**

- Board Design
  - The EDAC is looking for a unique design that is easy to replicate and recognizable from a distance. The Community Board should capture the “funky and eclectic” feel of Minturn while maintaining functionality for the public.
- Size: The first design needs to be 5’ wide by 4’ tall and able to hang next to the newspaper stand on Boulder Street at the Minturn Post Office.
- Materials: Variable, but should be able to withstand all outdoor conditions.

### **MANDATORY REQUIREMENTS**

- Project completion date: June 30, 2016.
- Total budget cost not to exceed \$1000.00.

### **PROPOSAL SUBMITTALS**

Please submit your project proposal no later than May 13, 2016. The EDAC will review all proposals at the May 16, 2016 meeting and notify entries accordingly.

The purpose of the EDAC is to “...strengthen and expand economic opportunities within and for the Town of Minturn, its residents, and its businesses,” therefore; when quality, service and other relevant factors are equal, responses to RPS’s will be evaluated with a preference for local (Minturn) vendors.

Proposals can be mailed to:

Town of Minturn  
Attn: Michelle Metteer  
PO Box 309  
Minturn, CO 81645

Emailed to: [mmetteer@minturn.org](mailto:mmetteer@minturn.org)

Delivered to: Minturn Town Hall, 302 Pine St, Minturn, CO 81645

For additional questions please email Michelle Metteer at [mmetteer@minturn.org](mailto:mmetteer@minturn.org), stop by Town Hall Monday – Friday between 8:00 am and 5:00 pm or call 970-827-5645 x2.