



Town of Lake City

P. O. Box 544
230 North Bluff Street
Lake City, Colorado 81235
970 • 944-2333

CONDITIONAL NOTICE OF AWARD

Date: 10/21/2026

Delivery Method: Email

To: Sarah McClain
Westen Spaces, LLC
8155 Pinion Street
Salida, Colorado 81201
sarah@westernspaces.co

Project: Phase 1 Implementation of the Lake City & Hinsdale County Housing Plan

Solicitation: RFP 2026-HOUSING-01

Contract Type: Professional Services Agreement for Phase 1 Housing Plan Implementation
Consultant Services

Funding Source: DOLA LPC-IN-922 Grant

Board Action Date: 10/21/2026

Award Amount: Not to Exceed \$100,000

Dear Sarah McClain:

The Town of Lake City, Colorado, referred to in this Notice as the "Town," hereby provides notice that, at its regular meeting held on **10/21/2026**, the Town of Lake City Board of Trustees approved the award of the above-referenced Agreement to **Western Spaces LLC(Abundance Community Advisors Team Member)**, subject to the terms and conditions stated in this Notice and the final Contract Documents.

The award is based on the Awardee's proposal dated **7/16/2026** and Team Update Proposal Dated **10/6/2026** including the following accepted pricing and alternates:

- Base Proposal Amount: \$100,000
- **Total Award Amount:** \$100,000

The basis of selection was: **Second highest-ranked proposal with best overall value determined to be in the best interests of the Town and County. On 8/19/2026 the Board of Trustees issued the first notice of award to Ashley Kappel with Collegiate Peaks Law & Mediation LLC. Ashley Kappel pulled out of the project before signing a contract.**

1. Conditional Nature of Award

This award is expressly conditioned upon the completion of all applicable requirements identified in the Solicitation, this Notice, the Awardee's submission, applicable grant or funding requirements, and the final Contract Documents.

Unless otherwise expressly stated in the Solicitation, this Notice records the Town's award decision but does not, by itself, constitute a fully executed contract or create an obligation for the Town to make payment. The Town will not be contractually bound until:

1. The final Agreement has been approved as required and executed by authorized representatives of both parties;
2. All required insurance certifications and supporting documents have been received and accepted by the Town;
3. Funds have been lawfully appropriated and are available;
4. All other conditions identified in this Notice or the Solicitation have been satisfied.

2. Required Award Documents

No later than **3:00pm on October 30th, 2026**, please submit the following documents to **Town Manager Alexander Mulhall at townmanager@townoflakecity.co**:

1. **Contract or Agreement.** Signed original counterpart(s) of the proposed Contract or Agreement, together with all required exhibits and attachments.
2. **Insurance.** Certificates of insurance and required policy endorsements demonstrating compliance with the Contract Documents. The certificates must identify the Town of Lake City and Hinsdale County as additional insureds where applicable.
3. **Tax and Vendor Documentation.** A completed IRS Form W-9.
4. **Project Personnel and Subcontractors.**
A list of key personnel, subcontractors, and subconsultants, if applicable

The Town may review the submitted documents and require corrections, supplemental information, or reasonable revisions before executing the Contract.

3. Contract Documents

The final Contract Documents are anticipated to include, as applicable:

- The executed Contract or Agreement and its exhibits;
- The Solicitation and all issued addenda;
- The Awardee's accepted proposal & team update proposal;
- Scope of work or scope of services;
- Applicable grant or funding requirements;
- Required insurance documentation;
- Approved schedules and pricing;

- Written amendments and change orders executed after contract award; and
- Other documents expressly incorporated into the executed Contract.

The executed Contract will establish the order of precedence among the Contract Documents. In the event of a conflict between this Notice and the subsequently executed Contract, the executed Contract will control.

5. Failure to Satisfy Award Conditions

Failure to return the required documents or satisfy the conditions of award by the stated deadline may be considered a failure to complete contract formation.

Subject to the Solicitation and applicable law, the Town may:

- Extend the submission deadline in writing;
- Request corrections or additional documentation;
- Withdraw or rescind the award;
- Exercise rights against any bid or proposal security if applicable;
- Award the Contract to another respondent; or
- Take any other action determined to be in the Town's best interests.

The Town's acceptance of late or incomplete documentation on one occasion does not waive any requirement or establish a course of dealing.

6. Town Contact

Please direct all communications and required documents concerning this award to:

Alexander Mulhall

Town Manager

Town of Lake City

P.O. Box 544

230 N. Bluff Street

Lake City, CO 81235

Telephone: 970-944-2333

Email: townmanager@townoflakecity.co

The Town appreciates your participation in this procurement and looks forward to completing the contracting process.

Sincerely,

TOWN OF LAKE CITY, COLORADO

By: _____

Date: _____

Alexander Mulhall

Town Manager

Enclosures:

- Professional Services Agreement for Phase 1 Housing Plan Implementation Consultant Services
 - RFP 2026-HOUSING-1
 - Abundance Community Advisors Original Proposal
 - Abundance Community Advisors Team Update Proposal
 - IRS Form W-9
 - DOLA LPC-IN-922 Grant Agreement, Scope of Project, & Reporting Guidance
 - Acknowledgement of Receipt and Intent to Complete Contracting
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Acknowledgment of Receipt and Intent to Complete Contracting

The undersigned acknowledges receipt of this Notice of Award and confirms that the Awardee intends to timely submit the required documents and complete the contracting process.

This acknowledgment is not a Notice to Proceed and does not authorize the Awardee to begin work or incur reimbursable costs.

AWARDEE: Sarah McClain- Western Spaces LLC

By: _____

Printed Name: _____

Title: _____

Date: _____

Telephone: _____

Email: _____