

# **Parks, Recreation & Cultural Services**

PR&CS Administration, 1401 Recreation Way, Colorado Springs, CO 80905



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## **Agenda**

### **Westside Community Center Working Committee**

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**Thursday, July 18, 2024      2:00 p.m.      Westside Comm. Center, 1628 W. Bijou St.**

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#### **How to call in to the meeting for citizens:**

*Please dial +1 (720) 617-3426, Conference ID: 145 604 716#*

#### **How to comment:**

- *For Citizen Discussion concerning items that are not on the agenda please email your comments to [WCCWorkingCommittee@coloradosprings.gov](mailto:WCCWorkingCommittee@coloradosprings.gov) in advance of the meeting.*
- *For Agenda Items - Before the meeting, those who wish to comment should submit their name, telephone number, and the topic or agenda item for comment to [WCCWorkingCommittee@coloradosprings.gov](mailto:WCCWorkingCommittee@coloradosprings.gov). If you are a participant in Microsoft TEAMS please use the chat function to indicate you would like to comment. If you have joined the meeting via conference call, please listen for your opportunity to comment. You will be called upon to comment using the last four digits of your telephone number. Please limit your comment to three minutes.*

<b>Announcements</b> <i>(Timings are approximate)</i>	Staff and Committee
Take new WC member photo	
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<b>Citizen Comment/Discussion</b>	Citizens
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<b>Approval of Minutes</b>	Committee
Working Committee Meeting Minutes – June 20, 2024	
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<b>Action Items</b>	
Review of submitted and postponed <i>Proposals for Leased Space (0 minutes)</i>	
- N/A	
Review of submitted and postponed <i>Proposals for Program/Services (10 minutes)</i>	Committee and Staff
- Reabird Creations – Saraiya Kanning	
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<b>Committee Business</b>	Committee
Self-evaluation discussion <i>(60 mins.)</i>	Committee
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<b>Staff Updates (30 minutes)</b>	Felicia/Jamie

Westside Community Center

Facility Operations: ADA raised beds; seasonal staff; Bijou St. flower beds; second wooden sculpture; Hughes Hall blinds; campus ADA/roof & gutter/HVAC improvement update; programs and leases update;

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**Adjournment**

Committee



## Contracted Programs/Services Guide\* and Proposal Form\* Westside Community Center Campus 1628 W. Bijou, 1620 W. Bijou, and 1616 W. Bijou



### **Westside Community Center Campus Overview:**

The City of Colorado Springs (City) is soliciting proposals from community business, organizations, community partners and service providers that are interested in partnering with the City of Colorado Springs Parks, Recreation and Cultural Services Department in creating a space that cultivates community-based services offering quality social, cultural, educational, and recreational opportunities that promote a diverse, inclusive, safe, and healthy community with an emphasis on the westside neighborhood.

Program Space at the Westside Community Center Campus consists of a variety classrooms and studio/gathering rooms, as well as a gymnasium. In the West Building which is a Community Center, there are multiple classrooms and a large gymnasium. In the Middle Building, there are large and medium studio spaces (some with wall mirrors), a loft, and classrooms. In the East Cottages, there are 2 large classrooms on each end of the building, connected by a smaller common area in between. *A floorplan of all campus buildings is located at the end of this document. Tours of the campus are available upon request by contacting Center staff.*

**Mission:** The mission of the Westside Community Center campus is to provide inclusive community enrichment through:

- Arts, culture and music
- Health and wellness
- Education and learning
- Recreational offerings
- Social connections



- Other activities promoting community cohesiveness and access to available services

**Vision:** The Westside Community Center campus is a thriving destination for community growth, learning, connection, and wellness.

Regarding contracted programs and services, the City is envisioning a variety of multigenerational programs and services that serve a multitude of community members, including families, older adults, young adults/teens, and children. Contract programs and services ideally meet a need identified by the City as well as the Westside Community Center Working Committee, a committee of the Parks, Recreation and Cultural Services Advisory Board.

**Programs** are generally defined as *an ongoing, multi-session offering that builds on skills or learning from session to session, typically lead by an individual or instructor.*

**Services** are generally defined as *an offering providing a community good, either for no or nominal cost, to enhance community understanding of a particular topic or be a resource or service for the community.*

Contract programs and services should have a focus on the Westside neighborhood and offer inclusive enrichment through:

- Arts, culture and music
- Health and wellness
- Education and learning
- Recreational offerings
- Social connection
- Other activities promoting community cohesiveness and access to available services

City Requirements for contract programs and services using the space include:

- Operated by a financially stable organization or contractor that provides services or programs at no cost to the City
- Has experience and background that supports the proposed program/service
- Produces revenue for the City through rent, and/or in-kind services if accepted by the City, that offsets costs the City would incur
- Able to commit to a minimum period of program/service delivery (3 occurrences or more)
- Willing to develop and implement an evaluation process with results provided to the City quarterly. Evaluation data to be collected at the end of each program/service if less than quarterly.



- Must offer programs and services to the public that promote a diverse, inclusive, safe, and healthy community
- Has a mission that is consistent with City policy as well as with State and Federal law and the requirements of City Ordinances

## **Accessibility**

The East Cottages and a portion of the Community Center are generally ADA accessible. The East Cottages were renovated in 2017 to add accessible ramps, accessible bathrooms and an accessible entrance. Each of the two floors of the Community Center are accessible but are separated by stairs. There are plans to further increase accessibility in the Community Center. The Middle Building consists of several flights of stairs, with the only bathrooms being in the basement level (down a flight of stairs). The Middle Building is NOT accessible. Please identify your actual and potential accessibility needs in connection with your services before submitting your proposal.

## **Proposal Process**

*Overview:* Proposals will be reviewed by both the City as well as the Westside Community Center Working Committee for viability and fit. The Working Committee will make a recommendation to the City and the City will make a final determination.

*Proposal Form:* The proposal form, located at the end of this document and available online, is designed to capture general information about your organization/agency/self. The proposal form and all information contained within will be made public during the Westside Community Center Working Committee review process. Please only submit the proposal form (and accompanying documents) as your proposal.

*Submission:* Proposals should be submitted either through the online *Proposal for Contract Programs and Services at the Westside Community Center Campus* webform or in print using the printer-friendly version of the same form. Printed proposals must be submitted to Mark Snow, Community Recreation Manager via email or mailed/dropped off to his attention at the Parks, Recreation and Cultural Services office at 1401 Recreation Way, Colorado Springs, CO 80905.

*Timeline of Submission and Review:* The Westside Community Center Working Committee meets on the third Thursday of the month. Proposals may be submitted at any time, however the City makes no guarantee that space will be available at the time of submission. Proposals requested to be reviewed at the upcoming meeting must be received by webform, email or print version no later than the Tuesday of the week preceding the Working Committee meeting (generally the second Tuesday of the month). Proposals received after this time will be reviewed at the next Working Committee meeting. If a substantial number of proposals are received for the same Working Committee meeting, some proposals may be postponed to the next meeting to



ensure meeting efficiency.

For proposals received no later than the second Tuesday of the week preceding the Working Committee meeting (generally the second Tuesday of the month), the proposer will be notified of when the Working Committee expects to review their proposal. The Working Committee requests, but does not require, that the proposer be present to narrate their proposal and answer any questions the Working Committee may have. If the proposer is unable to attend the meeting, the Working Committee will review the merits of the proposal based on the information submitted. If the proposer needs to reschedule the review of their proposal to a future meeting, they must contact Mark Snow, Community Recreation Manager, no later than the Tuesday of the week preceding the Working Committee meeting (generally the second Tuesday of the month). Working Committee Meetings take place at the Westside Community Center and have a Microsoft Teams option to virtually attend.

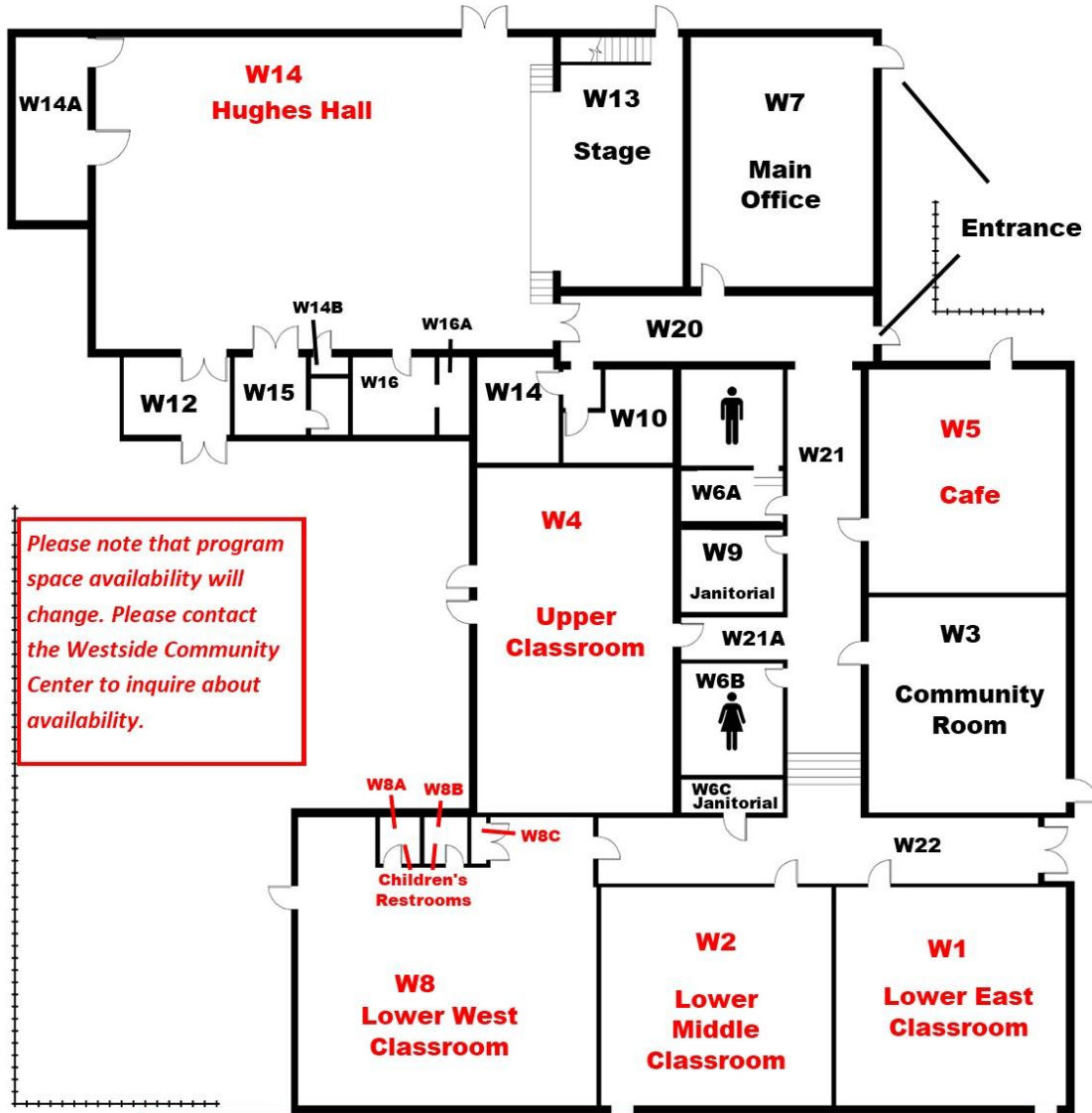
*Next Steps:* Following recommendation by the Westside Community Center Working Committee and selection by the City, the proposer will be contacted by the City of Colorado Springs to discuss an agreement.

Please direct all inquiries about this proposal process to:

Mark Snow  
Community Recreation Manager  
City of Colorado Springs Parks, Recreation and Cultural Services  
Email: [mark.snow@coloradosprings.gov](mailto:mark.snow@coloradosprings.gov)  
Office: 719-385-6958

*\*This document is subject to change.*

## 1628 West Bijou - Main Community Center

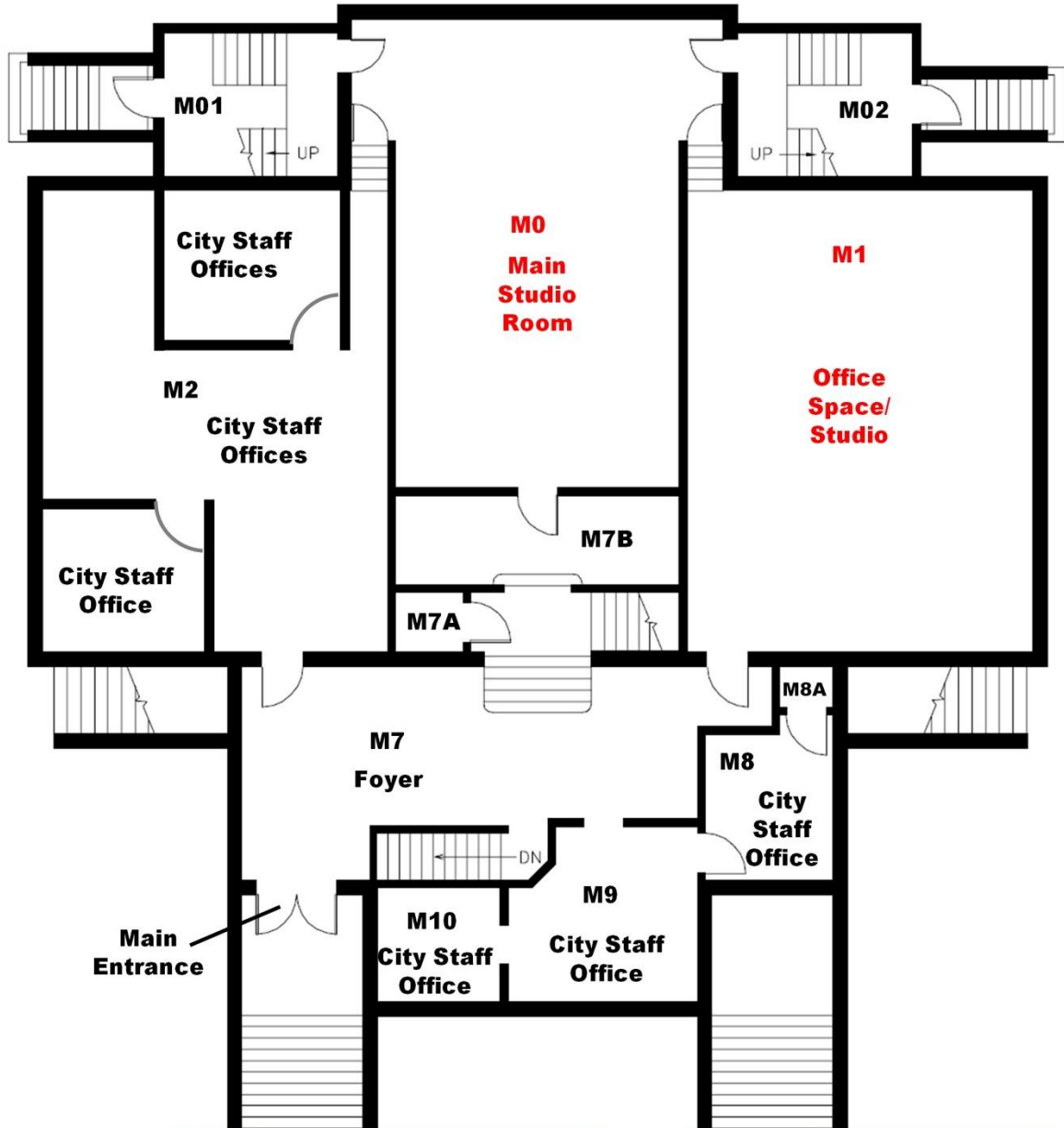


*Please note that program space availability will change. Please contact the Westside Community Center to inquire about availability.*

- Potential Program Spaces include:
- W14 Hughes Hall (gymnasium)
  - W5 Café
  - W4 Upper Classroom
  - W8 Lower West Classroom
  - W2 Lower Middle Classroom
  - W1 Lower East Classroom



## 1620 West Bijou—Middle Building, main floors



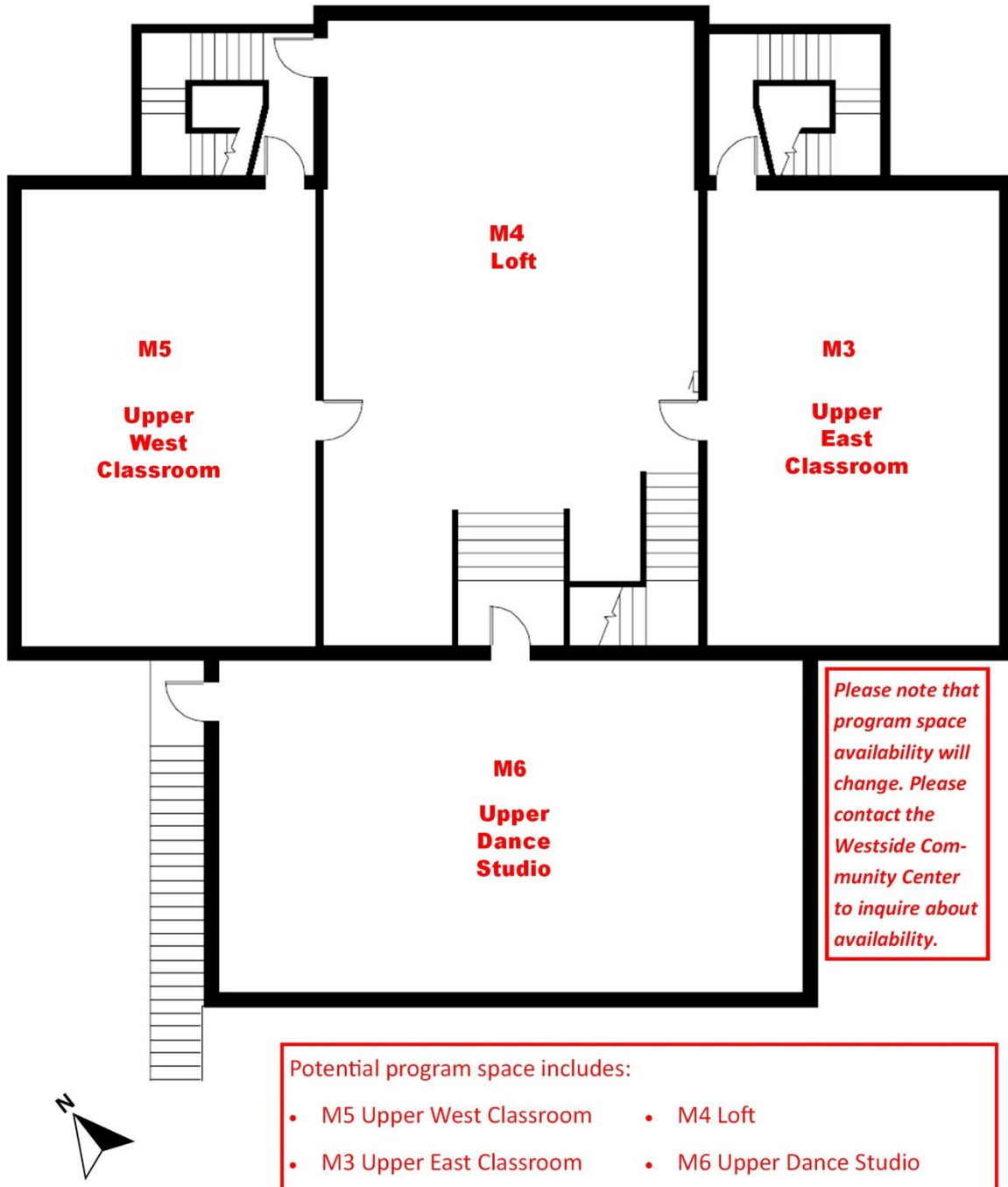
Potential program space includes:

- M0 Main Studio Room
- M1 Office Space/Studio

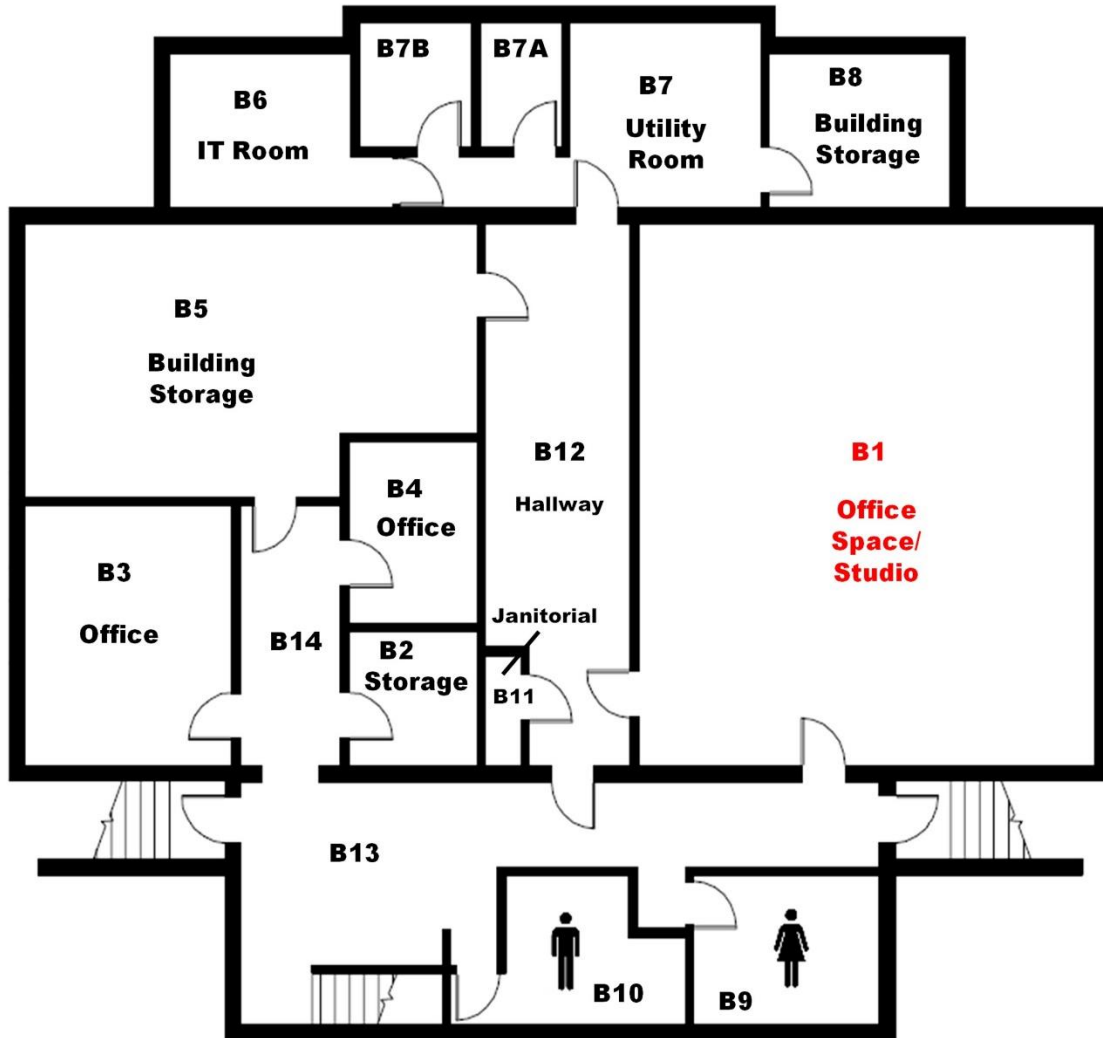
*Please note that program space availability will change. Please contact the Westside Community Center to inquire about availability.*



## 1620 West Bijou—Middle Building, upper floors



## 1620 West Bijou—Middle Building, basement



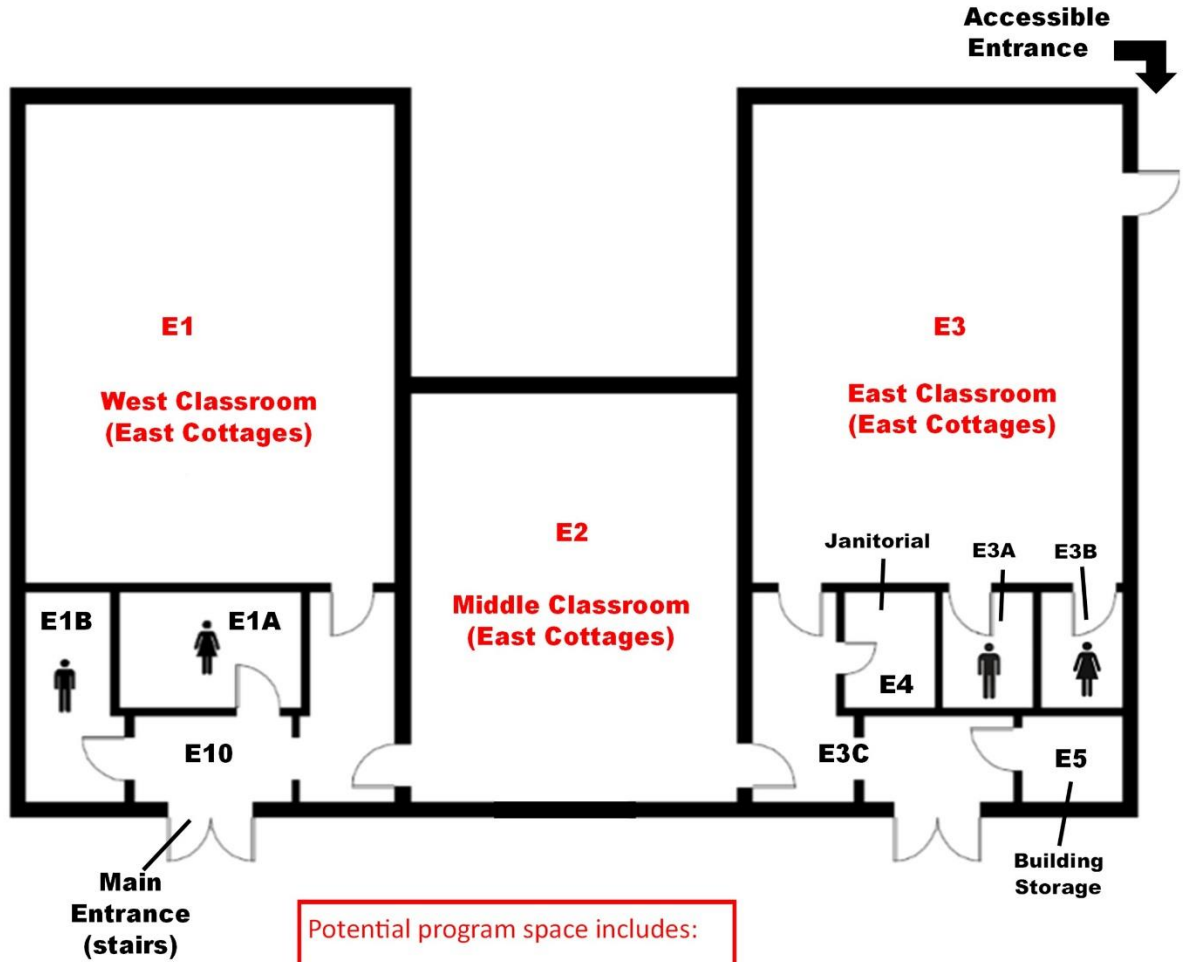
Potential program space includes:

- B1 Office Space/Studio

*Please note that program space availability will change. Please contact the Westside Community Center to inquire about availability.*



## 1616 West Bijou—East Cottages



Potential program space includes:

- E1 West Classroom
- E2 Middle Classroom
- E3 East Classroom

*Please note that program space availability will change. Please contact the Westside Community Center to inquire about availability.*



CITY OF COLORADO SPRINGS  
DEPARTMENT OF PARKS, RECREATION AND CULTURALS SERVICES

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**Westside Community Center Campus  
Contract Program or Service Provider Proposal**

**\*This proposal form and all information contained within will be made public during the Westside Community Center Working Committee review process.\***

Organization or Provider Name: Saraiya Kanning (Raebird Creations)

Contact Name: Saraiya Kanning

Contact Email: raebirdcreationsart@gmail.com

Contact Phone: 520-365-3216

Type of Organization:  Individual  For Profit  Non-Profit  Other: \_\_\_\_\_

What type of program or service are you proposing?

Program (Defined as an ongoing, multi-session offering that builds on skills or learning from session to session, typically lead by an individual or instructor)

Service (Defined as an offering providing a community good, either for no or nominal cost, to enhance community understanding of a particular topic or be a resource or service for the community)

Other: \_\_\_\_\_

**Organization and Proposed Program Information**

*(please attach additional pages as needed)*

Please describe your proposed contract program or service. Include the title, description, populations served, anticipated attendance per class and general participant fees (if applicable). Please also include how this program or service is of value to the Westside Community, list goals and objectives of the program or service, and describe how you intend to make this program successful.

Wonderful Watercolor - Free and Playful, 3 days, 2 hours each, \$55, adults  
Discover a world of vibrant, bold, and flowing color in this 3-day class for all levels. Participants will learn foundational techniques, including wet-on-dry and wet-on-wet painting styles, as well as fun, explorative techniques like using salt, bubble wrap, and saran wrap. Our subjects will include local Colorado wildflowers, birds, and landscapes. A supply list will be provided to all participants, or participants may borrow supplies for an additional \$15.

Intro to Drawing Birds, 3 days, 2 hours each, \$55, adults  
Celebrate Colorado's diverse birdlife in this accessible, all-levels class! We'll grow our foundation in drawing from observation through a series of exercises that will call us into the present moment, shifting the way we see, inviting us to take a closer look. Our subjects will include an array of songbirds, raptors, and waterbirds. A supply list will be provided to all participants, or participants may borrow supplies for an additional \$10.

(proposal form continues on next page)



*Optional: You may submit a cover letter further expressing your interest in offering this contract program or service at the Westside Community Center Campus.*

**Statement of Understanding**

*I understand that this is a proposal to offer contract programs and services at the Westside Community Center Campus. I understand that this form and all information contained within will be made public during the Westside Community Center Working Committee review process. I acknowledge that the City is subject to the Colorado Open (Public) Records Act, C.R.S. § 24-72-201 et. seq. I further understand that, if selected to discuss an agreement, I will be contacted by a member of the City of Colorado Springs Parks, Recreation and Cultural Services Department. **Failure to sign and return this form could result in the rejection of the entire submission.***

*Saraiya Kanning*

\_\_\_\_\_  
Signature of proposer

July 1, 2024

\_\_\_\_\_  
Today's Date