

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT
FOR DESIGN SERVICES FOR THE CORONERS OFFICE**

THIS AGREEMENT ("Agreement") is made this 23 day of JULY 2018, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Roth Sheppard Architects located at 1900 Wazee Street, Suite 100, Denver, Colorado 80202 hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties."

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

1.1. All work shall be in accordance with the attached RFP 2018.401 and the Contractor's response to the RFP 2018.401 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

3.1. Term of Agreement: The Term of this Agreement shall be through December 31, 2018.

3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to two, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for

those services, the sum of: eighty-six thousand one hundred forty seven dollars. (\$86,147.00).

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000
- 8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. **Workers' Compensation Insurance:** Per Colorado Statutes
- 8.4. **Professional Liability Insurance:** to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. **Adams County as "Additional Insured":** The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. **Licensed Insurers:** All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to

furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

- 9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY:

- 10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

- 11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving

party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Fleet and Facility Operations
Contact: Sean Braden
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6003
E-mail: sbraden@adcogov.org

Department: Adams County Purchasing
Contact: Jen Tierney Hammer
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6049
E-mail: jtierney@adcogov.org

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6116

Contractor: Roth Sheppard Architects
Contact: Brian Berryhill
Address: 1900 Wazee Street, Ste. 100
City, State, Zip: Denver, Colorado 80202
Phone: 303.854.7007
E-mail:

- 12.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

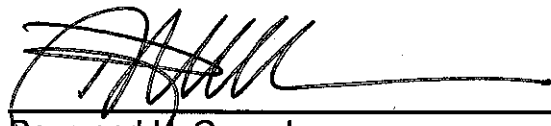
- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

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IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

County Manager




Raymond H. Gonzales

23 July 2018

Date

Roth Sheppard Architects



Signature

07.13.2018

Date

BRIANT BERRYHILL

Printed Name

PARTNER

Title

Attest:

Stan Martin, Clerk and Recorder



Deputy Clerk

Approved as to Form:



Adams County Attorney's Office


NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF Denver

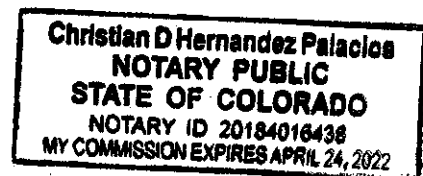
STATE OF Colorado)SS.

Signed and sworn to before me this 13th day of July, 2018,

by Brian T Berryhill



Notary Public



My commission expires on:

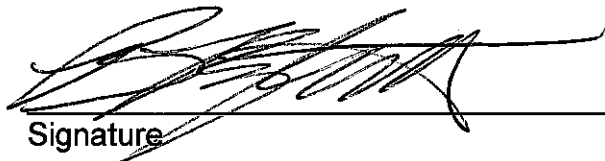
4/24/2022

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Roth Sheppard Architects 07.13.2018
Company Name Date

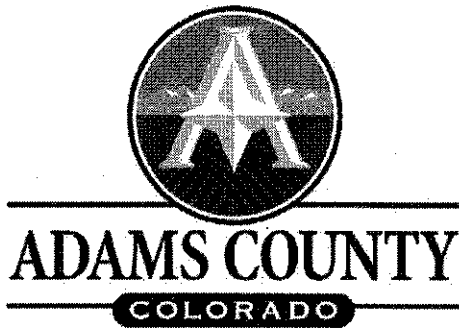

Signature

Brian T Berryhill
Name (Print or Type)

Partner
Title

Note: Registration for the E-Verify Program can be completed at:
<https://www.vis-dhs.com/employerregistration>.

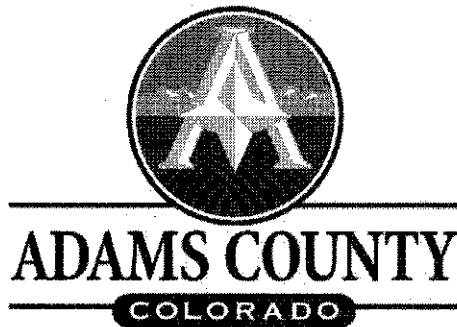
It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL COVER SHEET

RFP Issue Date:	December 27, 2017
RFP Number:	JTH-2018.401
RFP Title:	Professional Design Services Adams County Coroner's Office
Pre-Proposal Meeting: MANDATORY	January 9, 2018, 2:00 p.m. Coroner Lobby, 330 North 19th Avenue, Brighton, CO 80602
RFP Questions Due:	January 11, 2017
Proposal will be received until:	January 23, 2017, 2:00pm MT, Our Clock 4430 South Adams County Parkway, Front Lobby Brighton, CO 80601
For additional information please contact:	Jen Tierney Hammer, Contract Specialist 720-523-6049
Email Address:	jtierney@adcogov.org
Documents included in this package:	Proposal Instructions General Terms and Conditions Scope of Work (SOW)/ Specifications Pricing Form Submission Check List Statement of No Bid Contractor's Certificate of Compliance Contractor's Statement Reference Form Term of Acceptance Form Appendix A – Sample Agreement Appendix B- Sample Drawings Attachment 1- Design and Construction Standards Attachment 2-Design and Construction Handbook



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Professional Design Services for the Adams County Coroner's Office. Adams County is seeking Architectural and Engineering Design Services for the Programming of Coroner's functions with intent to renovate the existing facility. Potential for subsequent design evolution (SD, DD, CD, and CA) exist, so fee proposals will also be solicited for this future work.

1. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:

Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Jen Tierney Hammer
Lead Contract Specialist
JTH 2018.401

2. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for AE Services for Coroner's Office Programming.
3. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>

3.1. Interested parties must register with this service to receive these documents.

4. CONTRACTUAL OBLIGATIONS

- 4.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.

- 4.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 4.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 4.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 4.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 4.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 4.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

5. PRE-PROPOSAL MEETING AND WALK-THROUGH IS MANDATORY:

- 5.1. A mandatory pre-proposal meeting will be held on January 9, 2018, 2:00 p.m. at the Adams County Coroner's Office, Lobby, 330 North 19th Avenue, Brighton, CO 80601, to discuss the Scope of Work. A representative of the Contractor must attend this **mandatory** conference in order to qualify to respond to this Agreement.

5.1.1. Before submitting a proposal, each bidder must inspect the site of the proposed work to arrive at a clear understanding of the actual conditions under which the work is to be done. Firms will be held to have compared the premises with the documents, drawings and specifications, and to have satisfied themselves as to all conditions affecting the execution of the work.

5.1.2. No allowance or extra compensation concerning any matter or thing about which the bidder might have reasonably been informed through such examination will be allowed.

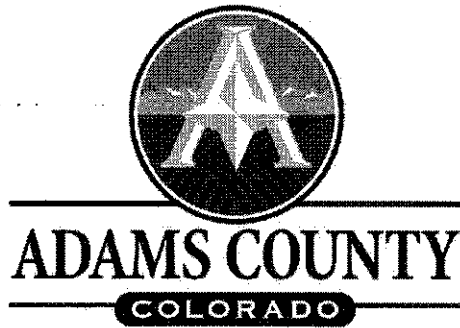
- 5.2. Contractor shall take all necessary precautions with going through secure facility, i.e. tools, camera, etc.
- 5.3. Pricing **MUST** be sealed separately with proposal submission. Please provide two copies of submitted pricing in a sealed clearly marked envelope with the RFP number name, firms name, address, phone number and contact. Do **NOT** submit any pricing directly into the RFP.
6. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.
- 6.1. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.
- 6.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.
- 6.3. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 8.6. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Jen Tierney Hammer, Lead Contract Specialist, Purchasing Division, Adams County, jtierney@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
7. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
8. **COOPERATIVE PURCHASING:** Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
9. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual

disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

10.BUDGET: Budget will not be disclosed.

11.DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").

2. CONTENTS OF PROPOSAL

2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.

2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make

available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 84-6000732

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. The Contractor's Statement of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.

7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any

documentation or presentation materials and to do so would be a violation of the County's trademark.

- 7.1.4. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.5. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.

- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: **Professional Design Services for the Adams County Coroner's Office** and RFP-JTH 2018-401.
- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 9.1. **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

9.2. WITHDRAWAL OF PROPOSALS

- 9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

- 10.1. **REJECTION OF PROPOSALS.** The County may, at its sole and absolute discretion:

- 10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

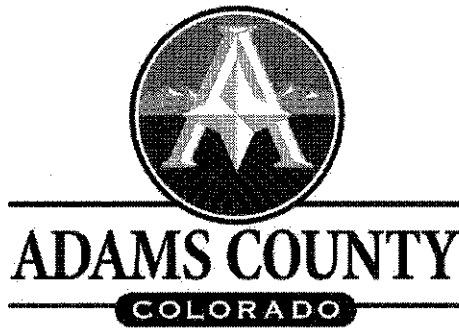
11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

12. QUALIFICATIONS OF CONTRACTOR: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. AWARD OF SOLICITATION: The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SCOPE OF WORK

I. INTRODUCTION

PROJECT DESCRIPTION:

Background: Adams County is seeking a qualified firm to provide Professional Design Services at the Adams County Coroner's Office located at 330 North 19th Avenue, Brighton, Colorado, 80601. The facility is currently a shared facility with the Sheriff's Headquarters. This project is to develop a Program Statement for the Coroner's office with intent to renovate the entire facility as a Coroner's office. Concept design options and Rough Order of Magnitude estimate are to be included in the Program Statement.

At the time of the issuance of this RFP, Adams County is one of the top ten population growth Counties in the United State. The growth of the County, as well as the associated services, have recognized that the existing Coroner's facility is in need of improvement and expansion. In addition to work spaces, an appropriate work flow and employee amenities are intended to support a modern Coroner's function. Potential inclusions might be, but not limited to:

- Improved privacy and protection of sensitive information throughout the facility
- Improved security and traffic flow for visitors/stakeholders
- Organization and adjacencies of each function/space based on work flow, privacy, security, sound attenuation, and zoned MEP systems.
- Growth space for rapidly growing County.
- Adequate working space, offices, work rooms, break spaces, etc. for staff
- Proper quantity, space, and utility needs for technical/medical procedures
- Climate and weather controlled spaces for fleet vehicles
- Storage, both secure and unsecure, in appropriate adjacencies and sizes, as well as based on stored items (medical, laundry, supplies, records, evidence, etc.)
- MEP systems that adequately function and otherwise support each area
- Staff support spaces focused on 24/7 nature of work and diminishing secondary trauma such as after-hours quarters, food preparation, wellness and break spaces, exterior courtyard, etc.

While much of the work is focused on interior improvements, consideration of proper way finding, site lighting, exterior camera technology, etc. will also be included. In addition, some discussion of proper site location based on supported medical facilities will also be considered for option to relocate the Coroner's Office. Concepts outlined in this RFP are derived from the Coroner's Office and the Facilities Department, and should be considered a basis of design; however professional input from the selected designer of record is expected.

III. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive.
Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and EIGHT (8) HARDCOPIES, TOTAL OF NINE (9) submittals of each Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.

Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.

IV. Detailed Scope/Specification Requirements

Proposals shall be structured/formatted to follow the layout and required information identified in this Statement of Work. Do not include materials that are of little or no relevance. At a minimum, please provide the following in a clear and concise manner:

- Fonts in proposals shall be "Times New Roman", "Arial", or "Helvetica" font no less than 12 point for main body of text.
- Proposals shall be bound.
- Cover Letter / Statement of Interest: *(1 Page Maximum)*
- General Information about the Firm: *(2 Pages Maximum)*
 - History and Business Profile
 - Business Organization (i.e. Corporation, Partnership, etc.)
 - Name of Countys, Principals and/or Officers
- Statement of Firm's Financial Status *(1 Page Maximum)*
 - Firms Financial Statement through Fiscal Year 2016/2017 is **not** required to be submitted with proposal, but shall be furnished upon County's request.
- Firm's Qualifications: *(Qualification Summary plus 12 Pages Maximum)*
 - The firm/person must have successfully completed a minimum of three (3) relevant projects of similar scope to the Project. List *all* similar and relevant government facility projects (based on size, cost, or scope), which your firm or yourself is presently engaged or has completed in the past 10 years. Include general descriptions of the projects, name of Countys, County's contact persons, addresses, email, and telephone numbers. Adams County may visit the sites to view quality of work.
 - Provide licensure and accreditations, including verification of professional licensing in Colorado. Provide a project team organizational chart and resumes of the proposed key project team members. The firm shall also

identify that they are able to provide support staff (where necessary). Indicate the number or personnel and breakdown of roles/titles.

- As part of the proposal, provide the name, address, telephone and fax number, and email address of the firm/person responding to this Request for Proposal. Please designate a single representative or prime contact through whom the County may communicate.
- Provide a list of proposed sub-consultants, identify how they will incorporate into the team organizational chart, the resumes of key personnel, and identify the relationship with the sub-consultant (e.g. identify how many times you have worked together, how many times the key personnel have worked together, etc.). Provide this information for each sub-consultant. *Additional pages (no more than 4) may be added for each sub-consultant*
- Adams County reserves the right to review sub-consultants independent of the overall project team, to contract independently with sub-consultants, or to identify opportunities for overall design team strengthening.
- Provide resumes of the proposed key project team members. Identify a project history, their present assignments and workload, and client references. Substitution or changes to personnel will be limited to those beyond the firm's control and not out of convenience.
- Indicate any potential conflicts of interest. It is the County's expectation that the Firm will have no financial interest or fiduciary relationship to other firms/vendors/contractors who are or will be providing services or products in the design and construction of the facility.
- **Scope of Services: (4 Pages Maximum)** Provide, in your own words, a description of the work scope and the intent of the project.
 - Provide an outline of the work plan and process for delivering the services requested. Describe the various phases of work, responsibility of the Firm, the County, Contractors or other Stakeholders. Identify all challenges and opportunities perceived, anticipated mitigation, and methodology for approaching the work.
 - Provide an anticipated staffing plan, based on each phase of the project, focusing primarily on key personnel (Project Executive, Project Architect, Project Manager, etc.)
 - Summarize what services the Firm proposes to provide and what services are excluded.
 - Indicate the Firm's ability to design projects within a defined timeline and within a defined budget, including but not limited to:
 - Percentage of Change Order (high, low, and average)
 - County directed changes
 - Construction Necessitated Changes
 - Errors or Omissions
 - Percentage of projects completed within Original Budget
 - Value Engineering activities
 - Schedule Management
- **Proposed Fee: (Form of Proposal, Fee Schedule & 1 Additional Page)**
 - Utilize the Form of Proposal and Fee breakdown.
 - ***Estimated hours are not contractual and are to be used for reference purposes only.***
 - Provide no more than one page (if any) description or clarifications to the fee proposal.

- Provide a Fee Schedule (Hourly Rate) by position title, and a Not-to-Exceed percentage markup for any Sub-consultant work.
- General Items: (2 Pages Maximum)
 - Include any other items describing the Firm and why it is advantageous for Adams County to hire the Design Professional.
 - Any clarifications or assumptions for the scope of services.

SCOPE OF SERVICES:

The Scope of Services included in this package describes the services to be delivered by the Design Professional. Although it is comprehensive, the Scope of Services listed herein may not represent all issues that could arise. So as long as there are normal associated business practices of similar design projects, it is the County's expectation that these elements are the responsibility of the Design Professional.

During the RFP phase, if the Design Professional identifies issues or a scope that is specifically not included, the proposer shall notify the County in writing. If the County determines the issue is valid, the County will issue a written amendment to all Proposers.

General Description of Services Required: The selected firm is expected to be responsible for the complete and comprehensive Architectural and Engineering professional services for the successful completion of the Project. This firm is also expected to work in a collaborative manner with the County staff and other Contractors or Vendors to develop a project that represents the goals of Adams County and maintain a design and budget within the established parameters. Services and responsibilities shall include, but are not limited to:

- Architectural
- Interior Design
- Structural Engineering
- Mechanical Engineering
- Fire Protection Systems
- Electrical Engineering
- Sustainability Design, as defined elsewhere in the Scope of Work
- Project Administration (Cost Estimating, Scheduling, Construction Administration, etc.)

Coordination of other County's Consultants:

The Design Professional will be required to Coordinate with the County's other consultants (if any) providing services for this project. The County expects that appropriate drawings and specifications are included in the construction documents to achieve a complete and operational building. Anticipated consultants at the time of this RFP include the County's construction testing agent (Firm TBD). We are not currently planning to need a security consultant and are intending to follow the current protocols, devices, and equipment in the rest of the facility.

In the event that additional consulting services are required, the County may contract these directly, or request the Design Professional to procure these services at an additional cost. Percentage mark-up of sub-consultants cost shall be included in the proposal.

Professional Design and Consultation Services by Stage/Phase: Services are expected to be provided for all stages of the work, including but not limited to:

- **Pre-Design:** Services consist of those technical architectural/engineering activities that encompass early project development. Activities generally included in pre-design are project programming and/or verification, space schematic/flow and bubble diagrams, existing facilities surveys, economic and feasibility analysis, project budgeting, scheduling and coordination with County to identify and confirm project needs. Intent is to develop, at a minimum:
 - Needs Assessment (both physical and function based)
 - Existing and Projected needs based on functions, staff counts, and industry best practices
 - Concept sketch(es) for options of redevelopment of the existing facility
 - Rough Order of Magnitude cost estimate for the renovation of the existing facility and/or relocated facility

The primary focus of the RFP is to develop the Program Statement, however the County reserves the right to continue selected design services for Design through Construction with the selected professional. To that end, if those services are subsequently selected, they shall be provided for all stages of the work, including but not limited to:

- **Design:** Services consist of those technical architectural/engineering activities which take a project programming statement and develop it through contract documents and permitting. Phases shall include Schematic, Design Development and Construction Documents.
- **Design Reviews:** Conducted with the County, at a minimum of each milestone phase, perform a "page-turn" and allow a reasonable time (approximately 1 week) for review and response. Each item identified during the review will be responded to by the Design Professional in writing.
- **Construction Estimates and Budgeting:** Design Professional shall provide, at each stage of design, an Opinion of Probable Cost, broken down into major trades or work scopes by division (not just square foot costs).
- **Bidding and Procurement:** Services consist of those consulting activities to prepare and issue documents for bidding, assist the County in the bidding process including attend pre-bid meetings and walk-through's, review and respond to RFI's, issue addenda, attend and record bid information, assist in evaluation of bids or proposals, and make recommendations for award.
- **Construction Administration:** Services include those technical architectural/engineering activities to conduct pre-construction meetings, attend progress and construction meetings (OAC), review of submittals (shop drawings, cut sheets, proposed product substitutions, etc.), review GMP and Sub-contractor bids, review change orders, respond to field inquiries, RFI's, coordinate project close-out, provide construction observation and documentation, and review/negotiation of proposed changes or modifications.
- **Closeout:** Project Closeout and Commissioning services include review of closeout documentation from contractor(s), check warranties, guarantees, and service contracts, review/approval of O&M manuals and as-builts, punchlist, facility acceptance/rejection, commissioning of major systems (pre-functional and functional testing, TAB, review of test and inspection reports, etc.), and post occupancy services (1-yr. warranty inspection, user survey(s), etc.).

- **Construction Delivery:** The County anticipates that the project will be delivered based on the Design-Bid-Build with a Construction Manager – General Contractor (CM at Risk) methodology. This is subject to change as the design develops and the selected consultant Design Professional may have input on this delivery method.

Project is eventually anticipated to be delivered with a CMGC process, however may be conducted as a traditional design-build delivery. If selected for full design services, and regardless of delivery, the Designer of Record will be responsible for:

- Producing independent cost estimates at each stage of design
- Design schedules for their work (critical path)
- Assisting in the assessment of the CM or GC's construction schedule.
- Coordination with the CMGC at each design phase for constructability, logistics, and design reviews.
- Hosting or participating in team meetings with the CMGC to review and resolve design issues, value engineering, risk assessments, or other design development, refinement, or conflict resolution.
- Correction of documents at no additional cost to the County for conflict issues and clarifications/RFI's after the GMP and subcontractor bidding as a compiled "Construction" set of documents.
- Fast tracking is not currently planned as part of the project, however there may be a need for early release bid packages to accommodate long lead times and/or permitting approvals.

Estimated Project Schedule:

The final project schedule will be developed between Adams County and the successful prime consulting Design Professional, and if applicable, the Construction Manager. This schedule may evolve throughout the course of the design phase, however at this time is estimated as follows:

A/E RFP Issued	December 27, 2017
Mandatory Pre-Proposal Meeting	January 9, 2018
A/E Proposals Due	January 23, 2018
Anticipated Award	February 13, 2018
Programming Validation Complete	August 17, 2018
Concept Designs & Cost Estimate	October 5, 2018
Final Program Statement	October 26, 2018

PROJECT BUDGET:

The final construction budget will be developed between Adams County and the successful prime consulting Design Professional, and if applicable, a Construction Manager. This budget may evolve throughout the course of the design phase. Anticipated total Construction Cost estimate is unidentified and dependent on the Program Statement.

The existing facility size is 28,360 square feet, single story facility, with potential to significantly renovate the existing layout and MEP systems. Budget will be a by-product of the Programming exercise.

EVALUATIONS:

Proposals shall be evaluated based on a series of criteria/categories, which may include, but not be limited to:

- Professionalism: May include proposal's appearance, presentation, completeness, accuracy, following instructions, and responsiveness.
- Understanding of the Project: May include the understanding of the project, scope of services and work plan, scheduling and planning, and services provided.
- General Project Experience: May include the general experience of the Design Professional and sub-consultants, quantity of work performed, and general industry standing.
- Specific (Similar) Project Experience: May include experience in project of similar size, cost, quality, schedule, delivery, or use. May include special qualifications or certifications related to the project needs.
- Design Team: May include organizational chart, collaboration internally and externally (with sub-consultants), key personnel experience and qualifications, adequate staff, and evidence of teamwork.
- General Items: May include exclusions or exceptions with the contract terms, and miscellaneous items not falling within the other criteria.
- Fee Proposal: Will include the fee proposal, hourly rates, and mark-up percentages. May also include pricing exclusions, missing services, or similar impacts to proposed fee.
- Interview / Oral Presentation (if required): May include any and all items identified in the Evaluations List above.

INTERVIEWS:

In addition to the qualifications and fee proposal, it may be required that the Firm gives a presentation and is interviewed by Adams County and/or their consultants. Site visits of completed similar facilities may also be conducted. Interviews or site visits, if required, will be scheduled by Adams County for any or all Firms selected.

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Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (**also provide Summary of Qualifications form for each Sub-Consultant**):

Business / Corporate Information:

Current Name of Firm: _____ Place of Incorporation: _____

Other Names / Previous Names: _____

Type of Business: _____ Number of Years in Business: _____

Number of Employees: _____ Number of Local Employees: _____

Principals/ Owners: _____ VP/Directors: _____ Project Managers: _____

Architects: _____ Engineers: _____ Support Staff: _____

Project Information (through the past 5 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through **the past 5 years**.

Total number of Projects: _____

Total number of Coroner's Facilities or similar type projects: _____
(Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)

Total number of Project with specific focus on Morgue/Autopsy spaces: _____

Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: _____

Number of Projects for Governmental Agencies (State, County, Municipal): _____

Value of Work Currently Under Contract: \$ _____

Number of Projects completed with prime Sub-consultant(s): _____
(for Subcontractors – indicate # of projects completed with the Design Lead)

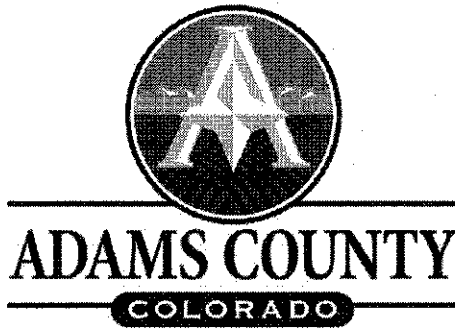
Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

Name and Title (Printed)

Signature

Date



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SUBMISSION CHECK LIST

SUBMISSION: It is imperative you address your submittal envelope as follows:

Mailing Address:

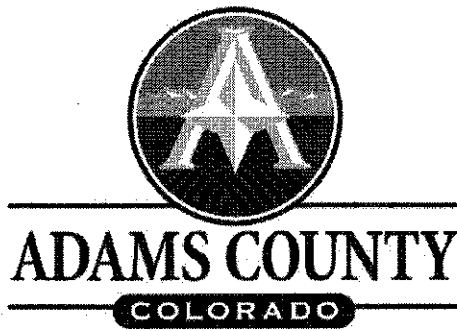
Adams County Government Center
Purchasing Division C4000A
4430 South Adams County Parkway
Brighton, CO 80601

Jen Tierney Hammer
Lead Contract Specialist
RFP-JTH 2018.401

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.	YES	NO
Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?	YES	NO
Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.	YES	NO
Requirements met and response included?	YES	NO
May any other governmental entity avail itself of this Agreement and purchase any and all items specified?	YES	NO
Have all the addendums been acknowledged and enclosed?	YES	NO
Original and the number of copies specified enclosed including electronic copy?	YES	NO
Has a duly authorized agent of the contractor signed the Contractor's Statement?	YES	NO
Is pricing form enclosed in a separate sealed envelope?	YES	NO



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Contractor Name

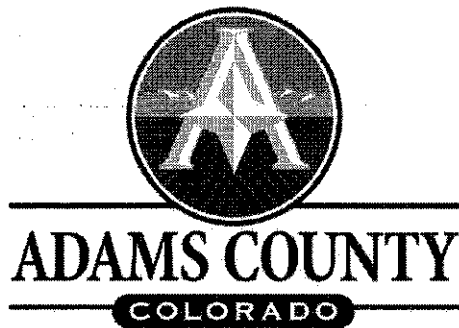
Printed or Typed Name

Signature

Title

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Bid is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Bid submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): _____

Contractor Name _____ Date _____

Signature _____ Printed Name _____

Title _____

Address _____

City, State, Zip Code _____ County _____

Telephone _____ Fax _____

Email _____

ADAMS COUNTY COLORADO - CORONER'S OFFICE

Request For Proposal #JTH-2018.401
PROFESSIONAL DESIGN SERVICES

January 30, 2018



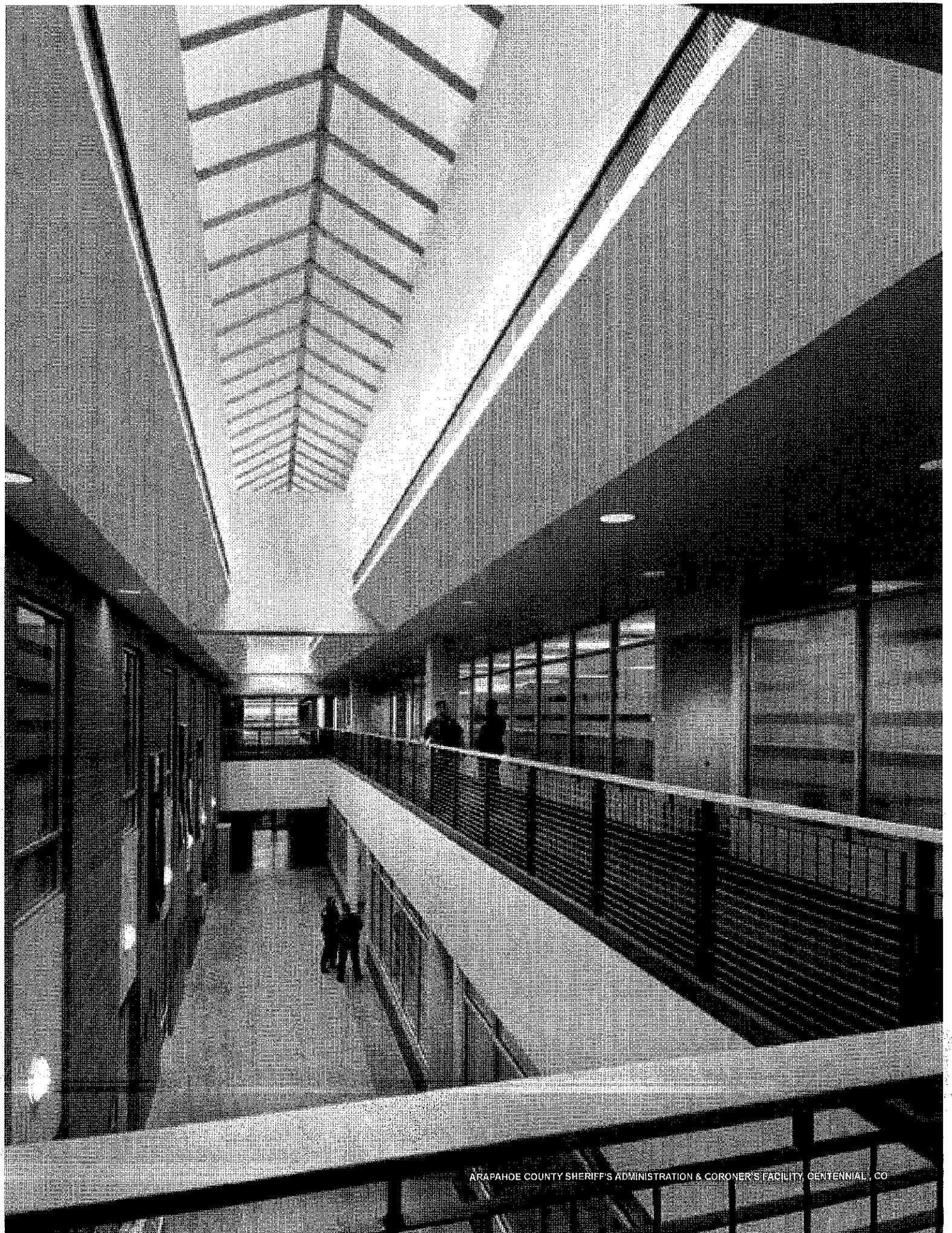
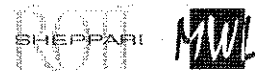
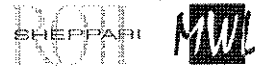


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January 30, 2018



To: Jen Tierney Hammer, Contract Specialist, Adams County
4430 South Adams County Parkway, Brighton, Colorado 80601

RE: Request For Qualifications - Adams County Coroner's Office

Dear Members of the Selection Committee:

Thank you for the opportunity to submit our credentials for your consideration. We view this project as an important opportunity to further the mission, goals and master planning of the Adams County Coroner's Facility, and we are excited to be a part of your team in realizing this opportunity.

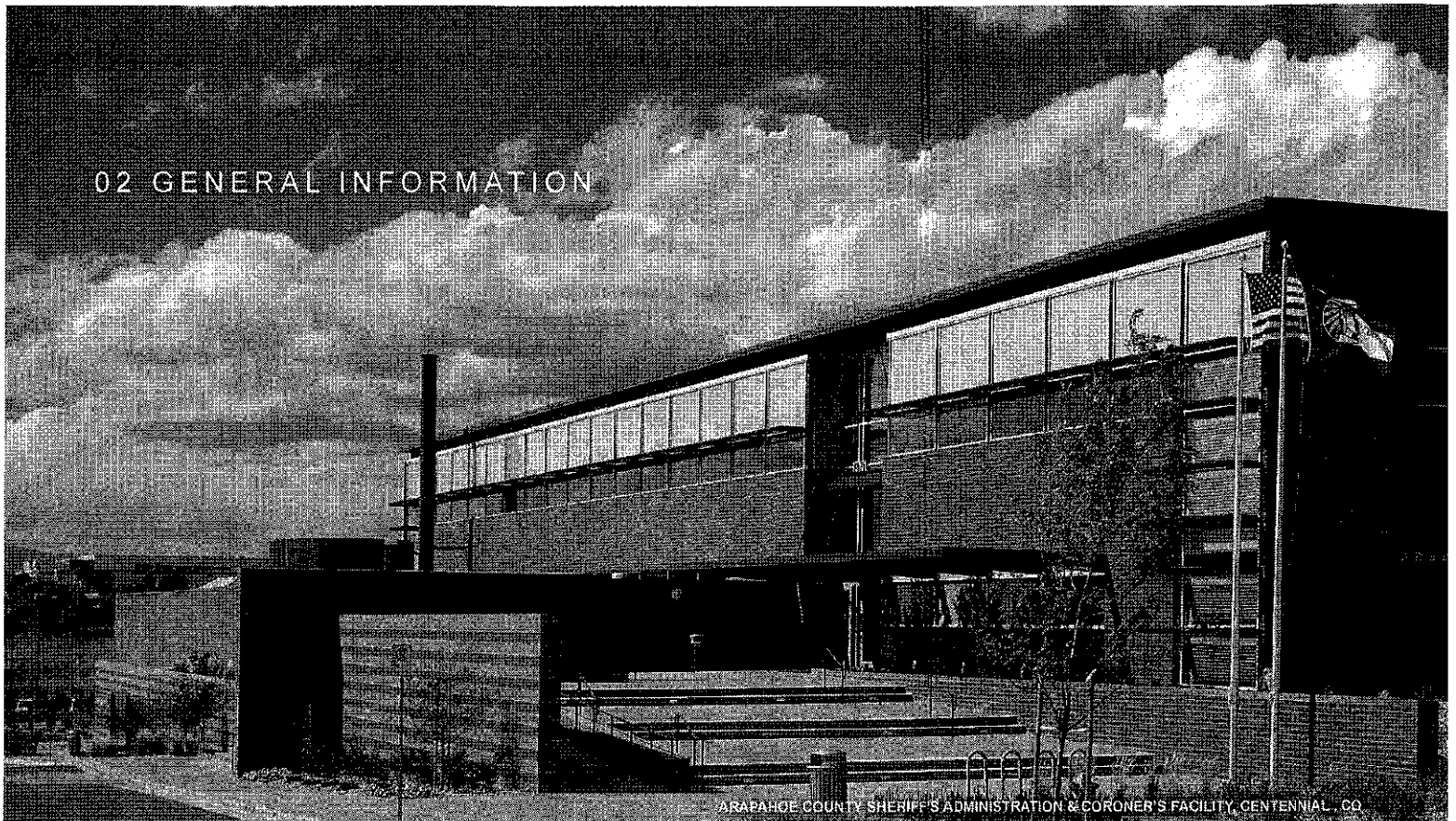
Roth Sheppard and McClaren, Wilson & Lawrie have a combined 58 years of municipal design experience and are uniquely qualified to tackle your project. Combined, We have worked with agencies nationwide and completed over 335 public safety facilities, including 130 forensic science laboratories and medical examiner facilities. Through this experience, we have developed a strong understanding of the needs and complexities of judicial facilities.

We hope you recognize our expertise and afford us the opportunity to present our qualifications and approach in more detail. We look forward to representing you and working with your major stakeholders to create a master plan and concept design that serves your community for many years to come.

Sincerely,
Brian Berryhill, AIA

Partner
Roth Sheppard Architects

02 GENERAL INFORMATION



ARAPAHOE COUNTY SHERIFF'S ADMINISTRATION & CORONER'S FACILITY, CENTENNIAL, CO

FIRM HISTORY & BUSINESS PROFILE

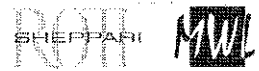
Roth Sheppard Architects (RSA): Founded in 1983, Roth Sheppard Architects is nationally recognized for its cost effective, functional and creative designs for municipal and law enforcement agencies throughout the US. With over 60 Public Safety Projects completed across North America, The firm's international experience is used as a resource to provide analysis and recommendations in all aspects of law enforcement design. The firm's capabilities extend from planning and design of police stations and headquarters buildings to the specialized support facilities, coroner facilities, and forensic laboratory facilities.

RSA's award winning work is due, in large part, to our commitment to the relationships we build with our clients. Design decisions are made with extensive input from the client and that collaboration extends throughout the entire design process. Our project team remains in close contact with the client, which allows for smooth, accurate communication from the kickoff meeting to the ribbon cutting. With a well-qualified and seasoned leadership team of architects, we're certain our work will result in a process that stimulates exploration of the known and unknown to uncover value opportunities. Through rigorous analysis, these opportunities provide the framework for transforming conventional problems into inventive and cost effective solutions - two fundamental elements of a successful project.

McClaren, Wilson & Lawrie, Inc. (MWL): MWL was founded in 1995 with an exclusive commitment to the planning and design of public safety and civic facilities, forensic science laboratories and forensic pathology facilities. MWL has achieved international recognition with its extensive portfolio consisting of 275 public safety facilities and 130 forensic science laboratories and medical examiner facilities in 44 states and three Canadian provinces. MWL's clients include a diverse range of government clients at city, county, state and federal levels throughout North America.

A cornerstone of MWL's success is its commitment to work with each client to meet its current, as

02 GENERAL INFORMATION



well as, future facility needs. MWL's proven process engages clients and seeks to understand and apply appropriate operational and functional criteria as the basis for planning and design efforts. MWL provides design leadership and technical expertise with a skilled, experienced staff working diligently to respond to its clients' interests in function, cost effectiveness, and progressive design. MWL consistently delivers practical, award-winning and cherished solutions.

A good reputation is gained over time and MWL is proud to have the endorsement of previous clients for its commitment to excellent service and outstanding public safety buildings. Through its pursuit of practical, durable and timeless architecture, MWL has shown that there is no inconsistency between functional design and perennial legacy architecture.

BUSINESS ORGANIZATION

Roth Sheppard Architects is a L.L.P. and McClaren, Wilson & Lawrie, Inc. is a corporation.

OFFICERS AND PARTNERS

Roth Sheppard Architects:

Herb Roth, FAIA
Jeff Sheppard, AIA
Brian Berryhill, AIA
Adam Harding, AIA

McClaren, Wilson & Lawrie:

James L. McClaren, AIA
David G. Wilson, RA
Russell H. McElroy, AIA
Dean S. Roberts, AIA
Bonnie J. Carver, AIA

03 FINANCIAL STATUS

WASHOE COUNTY REGIONAL MEDICAL EXAMINER'S OFFICE, RENO, NV

STATEMENT OF FIRM'S FINANCIAL STATUS

Roth Sheppard Architects and McClaren, Wilson & Lawrie, Inc. are both in good financial standing, and will submit supporting documentation at the county's request.

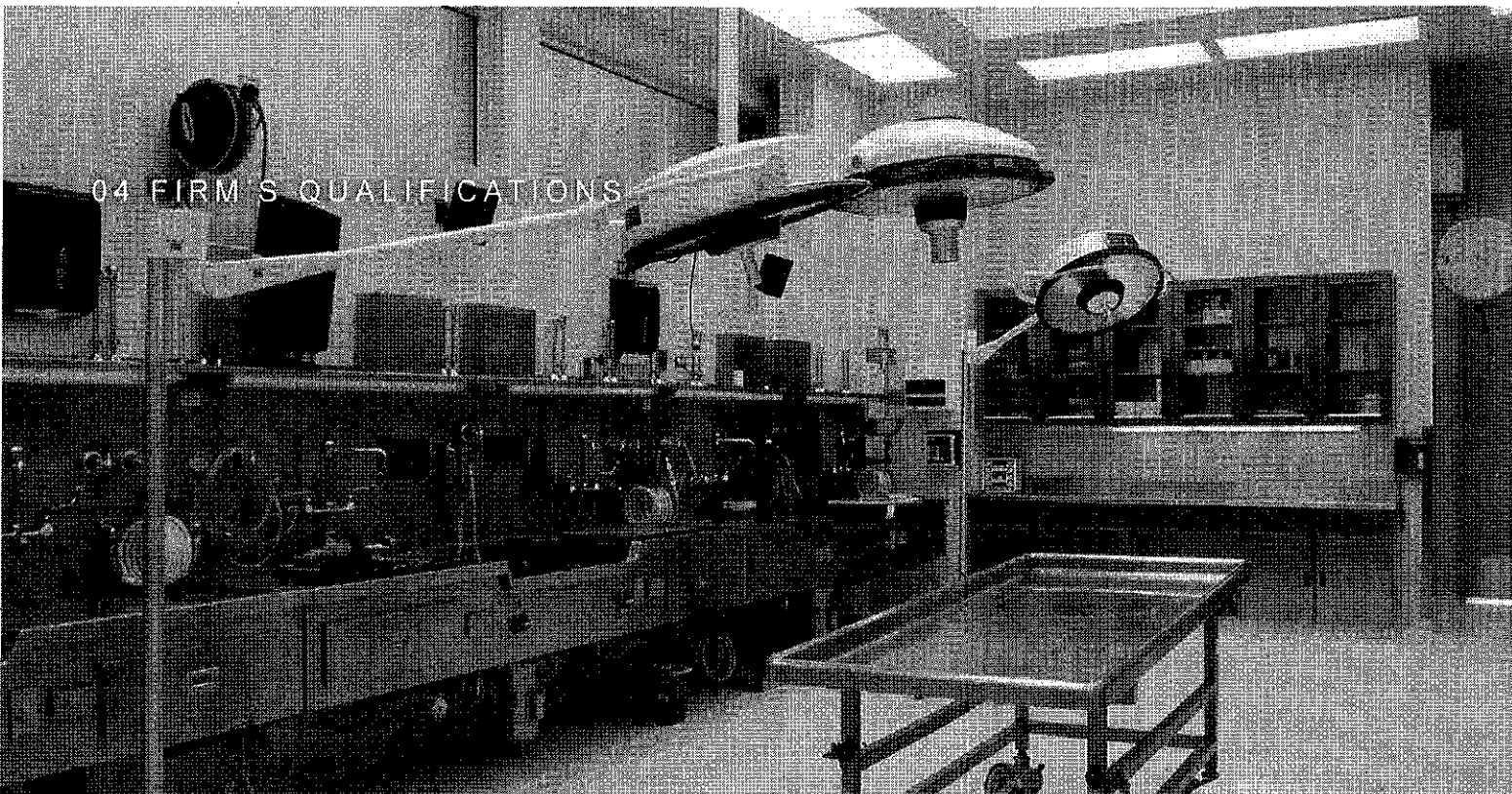
04 FIRM'S QUALIFICATIONS



RELEVANT PROJECTS

To highlight our relevant experience, we wish to detail several projects which we believe are particularly relevant to the Coroner's Office Remodel. Please see the following pages for a more detailed look at some of our projects. Below is a selection relevant projects.

PROJECT	FEATURES
ARAPAHOE COUNTY SHERIFF'S ADMINISTRATION & CORONER'S FACILITY	Autopsy Complex, Medical Examiner Offices, Investigations Offices, Refrigerated Body Storage, Lodox/X-Ray, project completed by Both RSA and MWL
WASHOE COUNTY REGIONAL MEDICAL EXAMINER'S OFFICE	Autopsy Complex, Medical Examiner Offices, Investigations Offices, Refrigerated Body Storage, Histology Lab, Recovery, Lodox/X-Ray, Completed in 2016
LANCASTER COUNTY CORONER COMPLEX	Autopsy Complex, Forensic Photography, Histology, Odontology, Anthropology, Radiological/CT, Lab Administration, Completed in 2012
DANE COUNTY MEDICAL EXAMINER'S OFFICE	Mass Disaster Sally Port, X-ray Room w/ Lodox, 911 Center, Tissue Recovery Suite, Completed in 2016
TORONTO CORONER'S COMPLEX	Autopsy Complex, Medical Examiner Offices, Investigations Offices, Refrigerated Body Storage, Histology Lab, Recovery, Lodox/X-Ray, Completed in 2013



ARAPAHOE COUNTY SHERIFF'S ADMINISTRATION & CORONER'S FACILITY

CENTENNIAL, CO

David Walcher,
Sheriff Arapahoe
County Sheriff's
Department
720.874.4176

120,382 SF

Building Gross SF

BUILT 2002

RSA and MWL
provided full
architecture design
services.

\$19.9 M

Construction cost

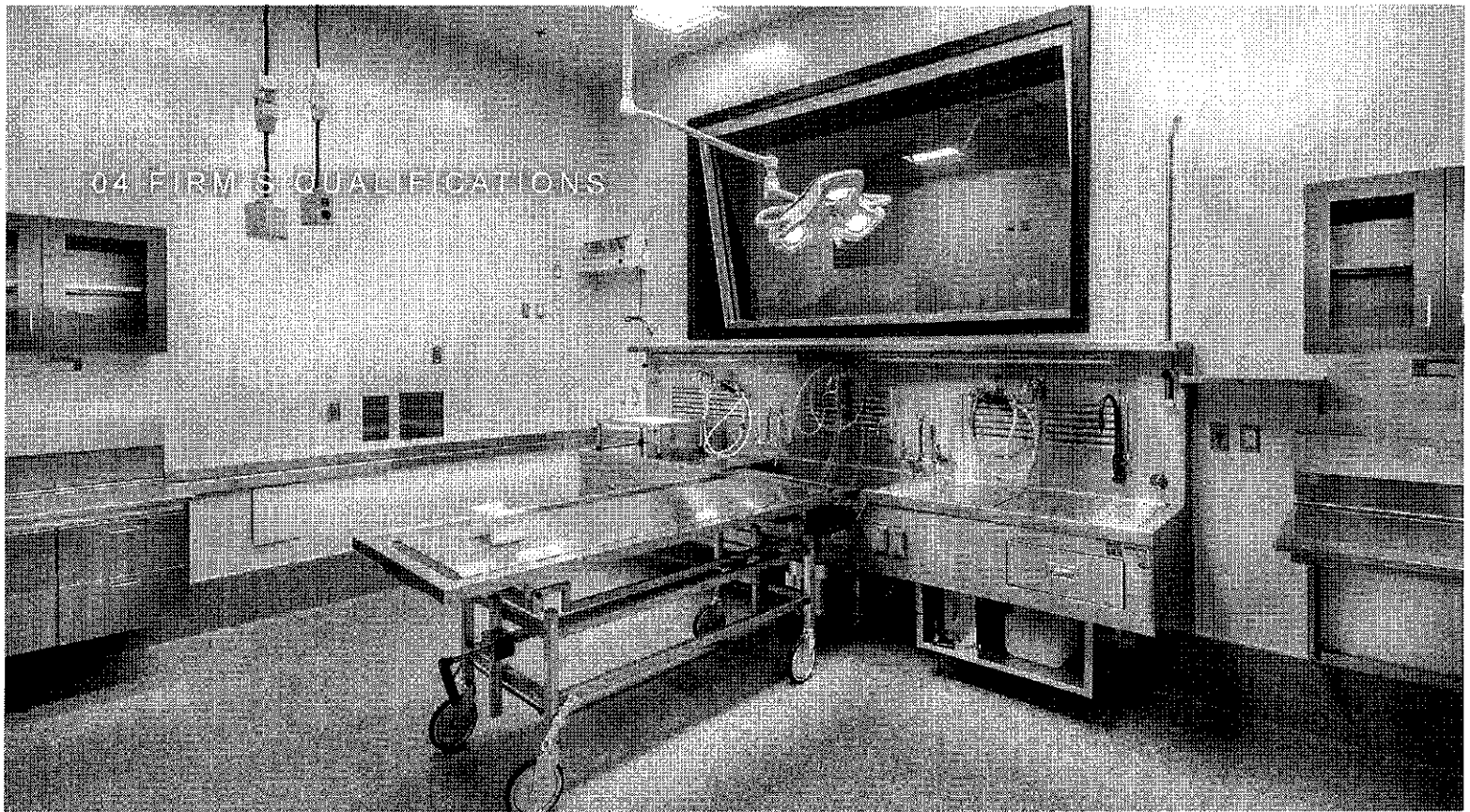
AWARDS

2013 AIA JFR Merit
Award

Arapahoe County's 120,382 SF facility was designed around a three-story daylit staff entry hall. This secure hall acts as a communal space for the building users. Stairs, break rooms, department entries, and the exercise room all orient to this space, reinforcing the importance of communication between all staff members. The contemporary, cost-effective design provides the county with a low-maintenance facility.

A state-of-the-art crime lab, coroners facility, dispatch center and flexible open plan office system further reinforce the county's desire to have an efficient and advanced multi-use facility. The major coroner spaces include: Tissue Prep and Storage, multiple autopsy suites, X-Ray Labs, storage cooler and freezer, offices/workstations, and personal effects/Medication storage.

The project also contains the following components: Sheriff Patrol, Sheriff Investigations, Administration, Information Technology, Support Services, Records, Property and Evidence, County IT, Communications and Dispatch, Coroner Investigations, Coroner Administrative Offices, Staff Lockers and Fitness Rooms.



WASHOE COUNTY REGIONAL MEDICAL EXAMINER'S OFFICE

Reno, NV

Laura Knight, M.D.
Chief Medical
Examiner and
Coroner
(775) 785-6114
lknight@
washoecounty.us

20,980 SF

Building Gross SF

BUILT 2012

MWL provided
Space Needs
Assessment,
Programming,
Forensic Sciences
Consultants,
Construction
Administration

\$10.7 M

Construction cost
Budget: \$10.7 M

The new office of the Chief Medical Examiner at Washoe County is a needed update to an existing facility that was built in 1959 as a Health and Welfare building, then renovated in the 1980's to a medical examiner office. By the time the decision was made for a replacement building, inadequate space and poor ventilation, among other things, made for deficient working conditions. The programming priorities of the Chief Medical Examiner were to achieve NAME accreditation, guarantee a secure facility for staff and visitors and provide space staff and county training in the event of a mass casualty.

The team worked with the medical examiner and her staff to create a program that was used as the basis of the design of the new building. After a site was selected by the county, the building was designed into two main areas, the office and the autopsy and laboratory spaces. One continuous corridor divides the building into the two separate areas. This dividing line provides for two entirely separate mechanical systems, one on each side of the corridor to work with the most efficiency, and with close team coordination, there were few, if any, wall penetrations between the two areas. This will prevent noise and odors from traveling to any areas outside of where bodies are located.

LANCASTER COUNTY CORONER COMPLEX

LANCASTER, PA

Eric S. Bieber
Chief Deputy
Coroner
(717) 278-4571
ebieber@
co.lancaster.pa.us

14,000 SF

Building Gross SF

BUILT 2012

MWL provided
Programming,
Forensic Sciences
Consulting
Architect,
Construction
Administration

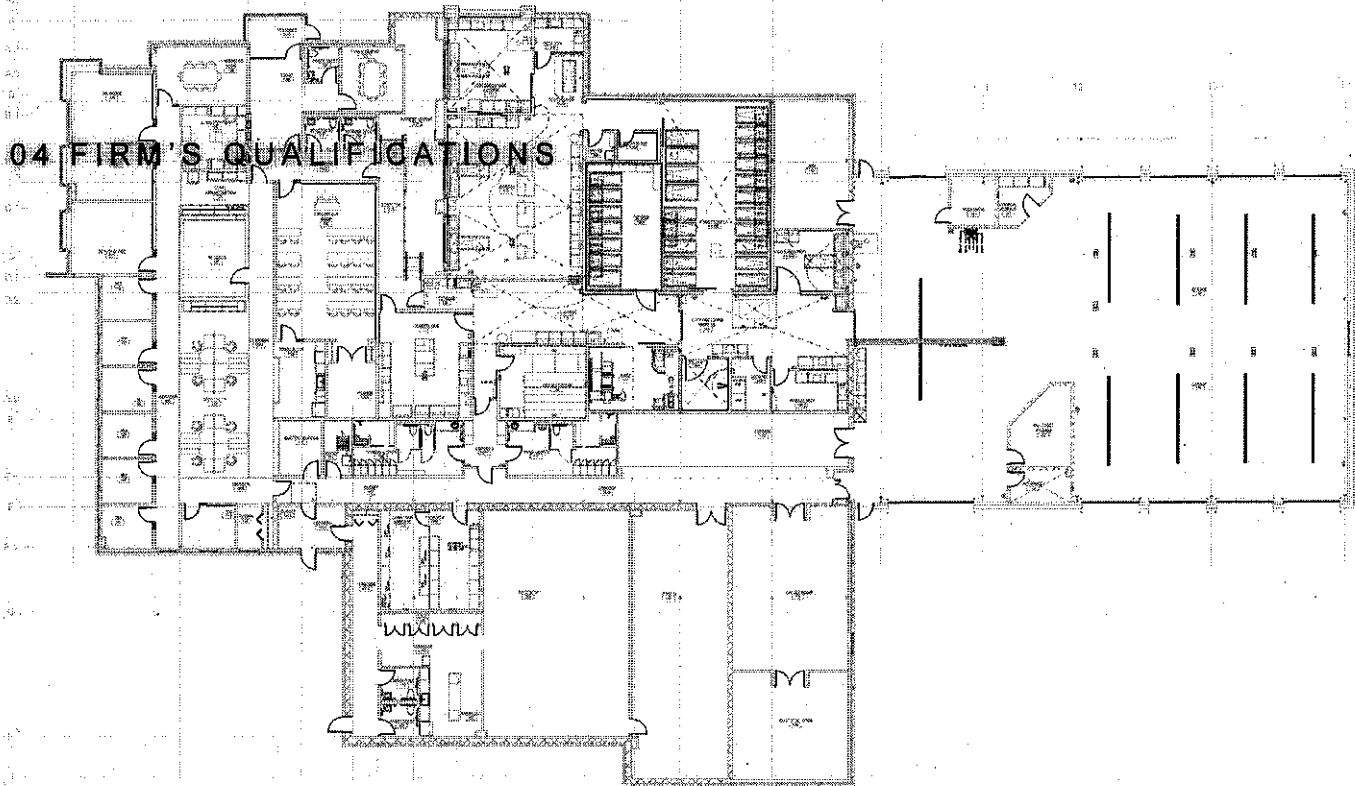
\$5.8 M

Construction cost
Budget: \$5.5 M

The team efforts began with program development focused on the County's caseload and case types. After developing a measurable size for the new stand-alone coroner complex MWL assisted in calculating construction cost efforts and building confidence with this commissioner led body of decision makers. Site organization was coordinated with L. R. Kimball and the County contracted civil engineer, for the most efficient use of land. This included a pad-ready 8,000 square foot expansion space that could double their caseload capacity in the future, if needed.

MWL's efforts provide two observable downdraft autopsy stations and a completely segregated decomposed/burn victim autopsy suite. A radiology suite is provided with the ability to house CT equipment. Laboratories have been planned for histology, odontology and anthropology, with tissue storage centrally located to each and the main autopsy suite. Body flow was mapped from receiving within an enclosed sally port through investigation, identification, and terminating with release including body hoist for bariatric cases. MWL assisted in planning a mass disaster strategy, at very little cost to the County, should the unfortunate need arise.

04 FIRM'S QUALIFICATIONS



DANE COUNTY MEDICAL EXAMINER'S OFFICE BUILDING

McFARLAND, WI

Barry Irmen
Department of
Public Works
(608) 284-6000
irmen@
countyofdane.com

The Dane County Medical Examiner building is part of a master plan that includes a new highway department garage and 911-facility. The ME's office has a new agreement to provide services to adjacent Rock County and also to provide autopsy and forensic services to several other Wisconsin counties, as well as one county in Illinois.

28,597 SF

Building Gross SF

The design includes two autopsy stations and a decomp station that can be observed through a view window. Incorporated into this design is a tissue recovery room, x-ray room to accommodate Lodox full body digital x-ray, office support area and a 7,000 square feet drive through receiving/release bay that can accommodate multiple vehicles, including mass disaster vehicles. The air handling system is divided into two separate units to prevent the bridging of odor and contamination.

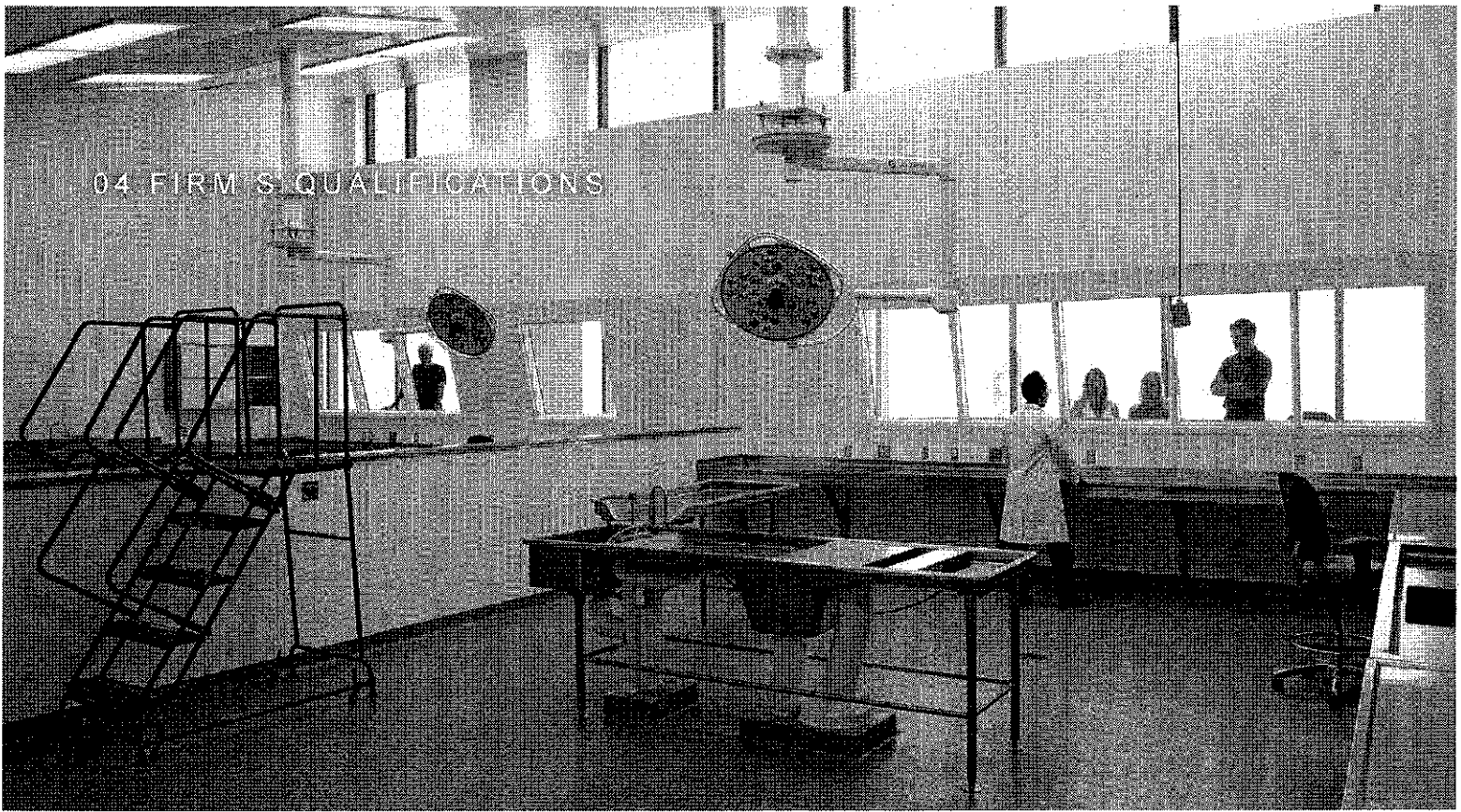
BUILT 2016

MWL provided
Programming,
Forensic Sciences
Consultants,
Construction
Administration

The design incorporated many special considerations including adequate space surrounding the facility for future expansion, separate and secure staff parking, and secure access to protect evidence chain of custody. The building was designed to include optimal solar orientation with a long east-west axis, ADA compliant parking, and tree islands to reduce the heat island effect.

\$9.7 M

Construction cost



TORONTO FORENSIC SERVICES & CORONER'S COMPLEX

TORONTO, CANADA

Dave Riley
(647) 329-1390
dave.riley@ontario.ca

663,000 SF

Building Gross SF

BUILT 2013

MWL provided
Programming,
Forensic Sciences
Consultants,
Construction
Administration

\$266 M

Construction cost
Budget: \$10.7 M

AWARDS

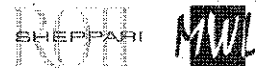
AIA/AAJ Justice
Facilities Review:
Publication Award,
2014

P3 Award: Gold
- Best Designed
Project, 2015

The facility is comprised of five floors, a full basement for parking and building support functions and a sixth mechanical floor. The ground floor includes the coroner's courts, entry and training complex and the forensic pathology unit. The second floor contains the primary office complex for the entire facility. The upper three floors contain forensic labs and their associated lab offices.

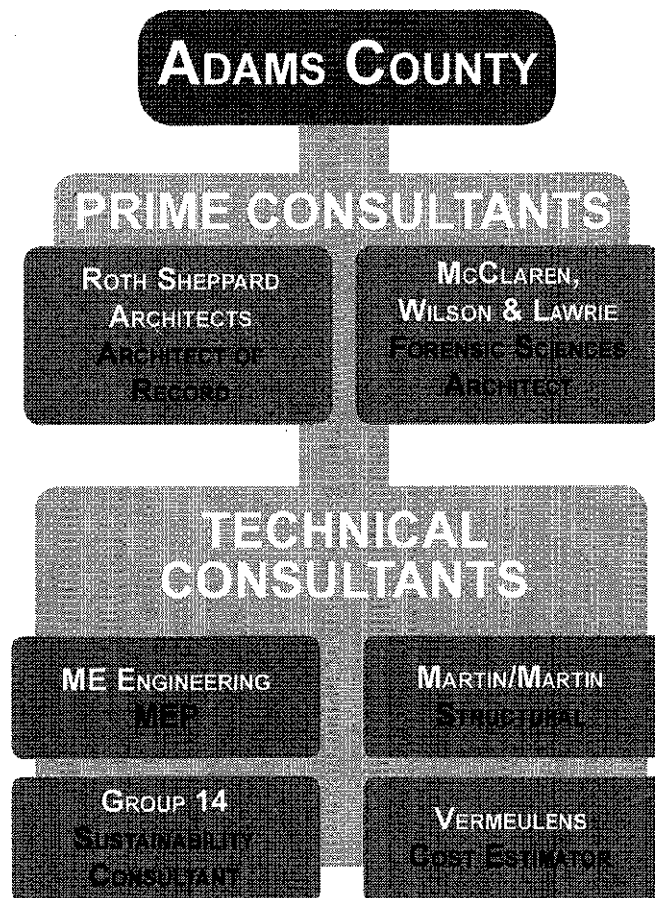
The lab floors are organized on a repetitive lab module with a flexible band of uninterrupted lab spaces at the perimeter of the plan. This lab band surrounds a central core comprised of fixed opaque elements such as stairs, elevators, vertical mechanical and plumbing shafts, evidence storage rooms, etc. By eliminating the opaque elements from the perimeter lab bands, a more transparent, flexible lab zone is achieved, with a corresponding increase in the penetration of natural light into the interior lab spaces. Ultimate flexibility was achieved by using predominantly table-based, mobile lab cabinetry with overhead power, data and gas services throughout the lab. The FSCC design allows for over 100,000 GSF of expansion by having the ability to expand horizontally in a linear fashion.

04 FIRM'S QUALIFICATIONS



Firm Organization and Key individuals

Our team organization chart is illustrated below and includes our key consultant team to provide a depth of coroner facility design, planning, engineering and specialist expertise that can not be matched by any other team. Roth Sheppard has a proven track record with each of these consultants. We have teamed with them on numerous civic projects.



Prime Contact

Brian Berryhill, AIA
Roth Sheppard Architects
Address: 1900 Wazee Street, Suite 100, Denver, CO 80202
Phone number: 303.534.7007 Fax: 303.854.7722
Email: Bberryhill@rothsheppard.com

Conflicts of Interest

We have no conflicts of interest.

Resumes

See Pages 12-20.



BRIAN BERRYHILL

AIA

Partner, Roth Sheppard Architects

Workload Summary: 75% Available

Education

University of Oklahoma
Bachelor of Architecture -
2008

Registration

Registered Colorado
Architect#
00404216
NCARB Supervisor
NCARB Certified# 83919

Professional Affiliations

American Institute of
Architects,
AIA Member# 3033533

Lectures, Presentations & Juries

2017 AAJ Conference
Presenter
"Psychological
Considerations for Modern
Public Safety Design"

ROLE ON THE PROJECT - **Principal In Charge (Primary Contact)**

Brian Berryhill has successfully managed the design and development of several significant public safety projects with Roth Sheppard Architects. He searches for creative and effective solutions to make the client's vision a reality. Whether listening to clients or detailing the technical aspect of a building, Brian is constantly attentive to the project requirements.

Typically overseeing projects from beginning through close-out, Brian has gained a comprehensive view of the entire design and construction process. This experience has also provided the interpersonal skills necessary to engage diverse user groups and agencies, guiding them along a collaborative and consensus directed approach.

PROJECT EXPERIENCE

Thornton Police/Fire Public Safety Facility, Thornton, CO
Firestone Police Department Public Safety Facility,
Firestone, CO

Colorado Bureau of Investigations Lab Facility, Pueblo, CO
Colorado Bureau of Investigations Lab Facility, Arvada, CO
Houston Police Department, SW Station, Houston, TX
Dickinson Public Safety Center, Dickinson, ND
City of Gardena Public Safety and Community Center,
Gardena, CA
Gunnison County Courthouse, Gunnison, CO
Black Hawk Police Department, Black Hawk, CO
Room and Board Cherry Creek, Denver, CO



HERB ROTH

FAIA

Founding Partner, Roth Sheppard Architects

Workload Summary: 60% Available

ROLE ON THE PROJECT - **Programming Principal**

Over the past 30+ years Herb Roth and Roth Sheppard Architects have developed a resource for municipal and communities seeking facility operational assessments and functionally derived spatial programs.

Education

City College of New York

BS Architecture - 1968

Bachelor of Architecture -
1971

Registration

Architect | Colorado Lic#
B913

Architect | California Lic#
C22145

Professional Affiliations

AIA College of Fellows

AIA|Academy of Arch. for
Justice,

Advisory Group Member
2006-12

AIA, AIAJ Chair (2 years)

IACP Associate Member

Lectures, Presentations & Juries

2017 AAJ Conference

Presenter

"Psychological
Considerations for Modern
Public Safety Design"

Designing New Police
Facilities

Recognized internationally for planning, needs assessments and design expertise, Herb Roth has set new standards for the next generation of municipal facilities and has positively impacted other architects' work, building occupants and the communities they serve. His work on over 60 public safety projects and community buildings has provided insight and understanding of the varied operational and organizational structures of multi departmental agencies and the appropriate planning and design strategies utilized to create optimum working environments for personnel.

PROJECT EXPERIENCE

Arapahoe County Sheriff's Administration & Coroner's Facility,
Aurora, CO

RCMP 'E' Division Forensic Lab, Vancouver, BC
Colorado Bureau of Investigations Crime Lab, Grand
Junction, CO

Colorado Bureau of Investigations Crime Lab, Pueblo, CO

Colorado Bureau of Investigations Crime Lab, Arvada, CO

Thornton Police/Fire Public Safety Facility, Thornton, CO

Gunnison County Courthouse, Gunnison, CO

Dickinson Public Safety Center, Dickinson, ND

City of Lancaster Public Safety Building, Lancaster, TX

Dallas Police Department, South Central Substation, TX

Denver District 4 Police Station, Denver, CO

Fort Worth Polytechnic Heights Neighborhood Police Station,
Fort Worth, TX

Fort Worth 6th Patrol Substation, Fort Worth, TX

Houston Police Department - South Gessner Division,
Houston, TX

Houston Police Department - SW Station, Houston, TX



AVIK GUHA

AIA, NCARB
Roth Sheppard Architects
Workload Summary: 90% Available

Education

*M.Arch, Washington
University in St. Louis,
2012*

*Master of Construction
Management, Washington
University in St. Louis,
2012*

*Bachelor of Design,
Architecture, University of
Florida 2009*

*Bachelor of Science,
Psychology, University of
Florida 2009*

Registration

*Registered Architect
(Missouri) #02015015974*

*National Council of
Architectural Registration
Boards (NCARB)
Certification #594373*

Professional Affiliations

*American Institute of
Architects, AIA Member#
30474855*

NCARB Think Tank

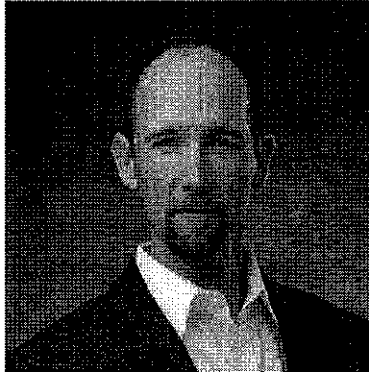
ROLE ON THE PROJECT - Project Architect

Avik's thorough attention to detail and expertise with Building Information Modeling software make him an invaluable team member. He has gained broad design experience by developing a wide range of civic and law enforcement projects, like his work on the RCMP Forensic Laboratory in Vancouver, Canada. His passion for travel and extensive education give him a unique perspective on design issues. Avik's positive personality allows him to maintain strong client relationships.

PROJECT EXPERIENCE

RCMP 'E' Division Forensic Lab, Vancouver, BC
Colorado Bureau of Investigations Crime Lab, Pueblo, CO
Thornton Police/Fire Public Safety Facility, Thornton, CO
MillerCoors Blue Moon Brewery, Denver, CO
Olin Business School at Washington University, Saint Louis, MO*
Centene Core Claims Center, Tyler, TX*
Old Cathedral Renovation, Saint Louis, MO*
Prairie Place at Governors State University, University Park, IL*
Centene Service Center, Ferguson, MO*
20 Upper Ladue Private Residence, Ladue, MO*

*Projects completed with Mackey Mitchell Architects



RUSSELL H. MCELROY

AIA NCARB

Senior Principal, McClaren, Wilson & Lawrie, Inc.

Workload Summary: 60% Available

ROLE ON THE PROJECT - Programming Principal

Russell McElroy has over 25 years of diversified experience as an architect focused on designing laboratories and medical examiner facilities. Russell prepares needs assessments and programming documents during pre-design efforts and is active throughout the design process.

Education

*Bachelor of Architecture
Virginia Tech – 1992*

Registration

*Registered Architect
in: Georgia, Indiana,
Louisiana, Ohio,
Oklahoma, South Carolina,
Virginia*

Professional Affiliations

*National Council of
Architectural Registration
Boards (NCARB)
American Institute of
Architects (AIA)
National Fire Protection
Association (NFPA)
International Veterinarians
Bio-Safety Group (IVBG)*

Lectures, Presentations & Juries

*Richmond-Oct 2007,
Feb 2008, International
Facilities Management
Association (IFMA)
"Project Overview of
Virginia Blood Services
and Northrop Grumman"
Singapore-Nov 2006*

Russell's projects range from 1,500 square feet to as large as 665,000 square feet. Laboratory units included in his scientific knowledge are autopsy suites and associate coroner facility components, DNA, drug analysis, toxicology, and many more. His experience working with municipal agencies and coroner professionals makes him uniquely qualified to assist Adams County with their programming efforts.

PROJECT EXPERIENCE

Lancaster County Coroner's Facility - Lancaster,
Pennsylvania
Forensic Services & Coroner's Complex - Toronto, Ontario,
Canada
Stanislaus County Sheriff's Coroner's Facility – Modesto,
California
Northern Virginia Division of Forensic Science Laboratory
& Medical Examiner Facility - Manassas, Virginia
Ohio Bureau of Criminal Investigations & Bowling Green
State University
Forensic Laboratory – Bowling Green, Ohio
Health Sciences Authority Blood Services Group Facility -
Singapore
Kansas Bureau of Investigation Forensic Laboratory -
Topeka, Kansas
Nebraska State Police Crime Lab – Lincoln, Nebraska
Police Department Forensic Science Laboratory -
Columbus, Ohio
Franklin County Forensic Science Center – Columbus,
Ohio



BONNIE J. CARVER

AIA NCARB

Principal, McClaren, Wilson & Lawrie, Inc.

Workload Summary: 75% Available

ROLE ON THE PROJECT - Programming Principal

Bonnie Carver has over 20 years of architectural experience in a wide range of projects focusing on forensic laboratory, medical examiner and coroner facilities. Under her guidance, design intentions are balanced with project budgets and continuity is ensured from the earliest phases through construction administration.

Education

Bachelor of Architecture

Virginia Tech - 1992

Registration

*Registered Architect in:
Virginia, Florida, Louisiana,
Maine, Pennsylvania*

Professional Affiliations

*National Council of
Architectural Registration
Boards (NCARB)
American Institute of
Architects (AIA)*

Bonnie's thorough knowledge of forensic laboratories and forensic pathology facilities is demonstrated by her involvement in numerous renovation and new construction opportunities of widely varied size throughout the country.

PROJECT EXPERIENCE

Alameda County Coroner Facility, Forensic Science & Public Health Laboratories - Oakland, California
Forensic Services & Coroner's Complex - Toronto, Ontario, Canada
Health Sciences Authority Blood Services Group Facility - Singapore
Alaska Scientific Detection Laboratory - Anchorage, Alaska
San Francisco City & County Office of Chief Medical Examiner -
San Francisco, California
San Bernardino County Sheriff's Scientific Investigation Division Crime Laboratory - San Bernardino, California
Dane County Medical Examiner Facility - McFarland, Wisconsin
Maryland Forensic Center - Baltimore, Maryland
Police Department Forensic Science Laboratory - Columbus, Ohio
Monroe County Forensic Science Laboratory - Rochester, New York
Leon County Medical Examiner's Office - Tallahassee, Florida
Allegheny County Forensic Laboratory & Medical Examiner Facility - Pittsburgh, Pennsylvania



ME ENGINEERS: ME Engineers is a global mechanical and electrical engineering design firm, founded in 1981, whose portfolio includes some of the most recognized buildings in the world.



BRIAN KANNADY, PE
PRINCIPAL, MEP ENGINEER

EDUCATION

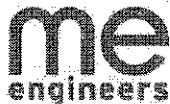
Bachelor of Science, Architectural Engineering, 1992 University of Wyoming, Laramie

REGISTRATION

Registered in: Colorado, Missouri, Oklahoma, Pennsylvania, Washington and Wyoming

PROJECT EXPERIENCE

- Douglas County Coroner – Douglas County, CO
- Douglas County Detention Center Remodel and Expansion – Douglas County, CO
- Ralph L. Carr Judicial Center – Denver, CO
- Jefferson County Courthouse – Golden, CO



LEONARD F. GURULE, PE
PRINCIPAL, MEP ENGINEER

EDUCATION

Bachelor of Science, Engineering - 1994 Colorado School of Mines, Golden, CO

REGISTRATION

Colorado, California, and Wyoming

PROJECT EXPERIENCE

- Ft. Collins Police Facility and Crime Lab – Ft. Collins, CO
- Westminster Public Safety Building – Westminster, CO
- Adam's County Sheriff and Coroner's Office – Brighton, CO
- Thornton Fire Station #5 – Thornton, CO
- Grand Junction Fire Station #1 – Grand Junction, CO



me
engineers

MATT EDWARDS, PE, LEED AP
ASSOCIATE, HEATING &
VENTILATION ENGINEER

EDUCATION

Bachelor of Science, Architectural
Engineering, 2006, Kansas State
University, Manhattan

Master of Science, Architectural
Engineering, 2006 Kansas State
University, Manhattan

REGISTRATION

Registered in: Massachusetts

PROJECT EXPERIENCE

- Ralph Carr Justice Center –
Denver, CO
- Colorado Bureau of
Investigation – Arvada, CO
- Colorado Bureau of
Investigation – Pueblo, CO
- North Richland Hills Municipal
Complex – North Richland Hills,
TX
- Wyoming Game and Fish
Forensic Laboratory – Laramie,
WY



me
engineers

AUDREY WILLYOUNARD, PE
ASSOCIATE, ELECTRICAL
ENGINEER

EDUCATION

Bachelor of Science, Electrical
Engineering, 1998
Seattle University, Seattle, WA

REGISTRATION

Colorado

PROJECT EXPERIENCE

- Thornton Justice Center –
Thornton, CO
- Bryan Justice Center – Bryan,
TX
- Mesquite Justice Center –
Mesquite, TX
- Grand Prairie Public Safety
Building – Grand Prairie, TX
- 1050 Page Mill Campus– Palo
Alto, CA
- 500 University – Palo Alto, CA



me
engineers

AUSTIN P. SIMMONS, PE
PRINCIPAL, IT SPECIALIST

EDUCATION

Bachelor of Science, Architectural
Engineering, 2001
University of Colorado, Boulder, CO

REGISTRATION

Colorado

PROJECT EXPERIENCE

- Westminster Public Safety
Building – Westminster, CO
- Armed Forces Reserve Center
– Broken Arrow, OK
- Colorado State Capitol –
Denver, CO
- Colorado Bureau of
Investigation – Arvada, CO
- Colorado Bureau of
Investigation – Pueblo, CO



MARTIN/MARTIN CONSULTING ENGINEERS: Martin/Martin, Inc. is a full-service civil and structural engineering and surveying firm, operating from Colorado since the 1940s.



PAUL DOAK, PE, SE, LEED AP
PRINCIPAL, STRUCTURAL
ENGINEER

EDUCATION

MS, Civil Engineering, University of
Illinois, 1985

BS, Civil Engineering, Colorado State
University, 1981

REGISTRATION

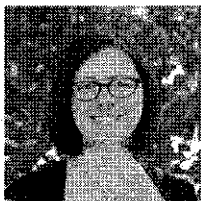
Colorado

PROJECT EXPERIENCE

- Gunnison County Courthouse, Gunnison, CO
- El Paso County Justice Center Expansion, El Paso County, CO
- Eagle County Justice Center Expansion, Eagle County, CO
- Adams County Justice Center Expansion, Adams County, CO
- Gunnison Project Experience, Gunnison, CO, Paul has extensive project experience in Gunnison, including:
- Gunnison Community



GROUP14 ENGINEERING: Group14 is a LEED Consultant that works with owners and design teams to strategize and execute each project's sustainable design goals within budget constraints.



Laura Charlier, LEED AP BD+C
LEED SPECIALIST

EDUCATION

1989, Associates Degree of
Occupational
Studies in Interior Design,
Colorado Institute of Art

PROJECT EXPERIENCE

- Coors Foundation, Denver, CO (LEED Silver)
- CDOT Region 2 Headquarters
- Montezuma County Combined Courts, Cortez, CO (pursuing LEED Certified)
- Mile High United Way, Denver, CO (LEED Gold)
- Village Center Station I, II and III Denver, CO (pursuing LEED Silver)
- DIA Fire Station #35, Denver, CO (pursuing





VERMEULENS: A leader and an innovator in pre-construction cost control. We developed the elemental estimating systems, line item estimate computer reports, and computer graphic take-off processes that have become standard throughout the industry.



**MELISSA CHABOT, LEED AP
ASSOC. PRINCIPAL, ESTIMATOR**

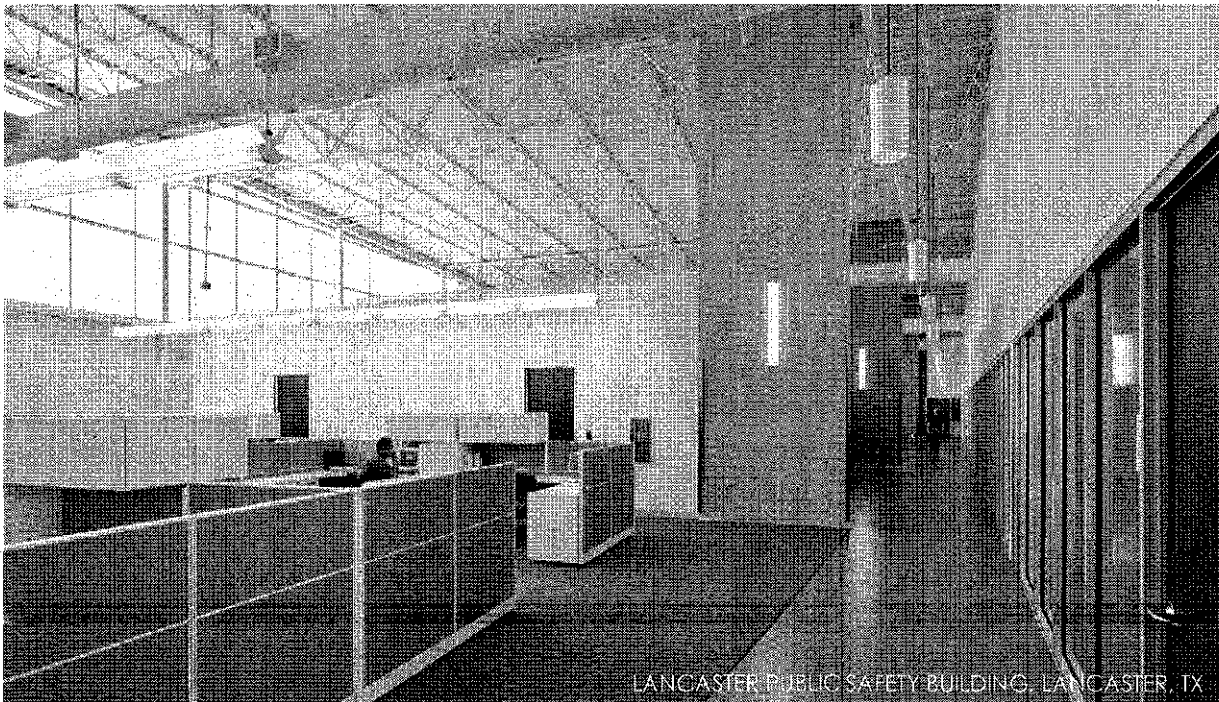
EDUCATION

Bachelor of Applied Science
Mechanical Engineering
Queens University



PROJECT EXPERIENCE

- State of Colorado Department of Agriculture New Lab Building, Broomfield, Colorado
- Denver Federal Center New FDA Denver District Office Building, Denver, Colorado
- City of Manchester New Hampshire New Public Works and Police Department
- Massachusetts State Police Crime Laboratory, Boston, Massachusetts



LANCASTER PUBLIC SAFETY BUILDING, LANCASTER, TX

SCOPE OF SERVICES

RSA and MWL will approach the Analysis and Programming efforts with a distinct care that is inclusive of the strong community values and unique heritage of Adams County and Brighton, Colorado.

We take pride in the intensive research methods that we perform in our initial steps to equip us with the information that allows us to immediately engage your Programming needs. These methods allow us to ask the right questions of the County and provide viable options so the big questions can be tackled early. Is this the right location? What is the appropriate size? How can you stay operational during construction? How can Adams county be bettered served by the Coroner's facility? How can we improve security and privacy while improving circulation flow for all the users?

We have included in our scope of work the expertise to be able to provide a thorough, complete evaluation and programming documentation to be able to set a conceptual budget for the County. These services include: Space Needs Analysis, Programming, Building Systems Evaluation and Narratives, Conceptual Design, Independent Conceptual Cost Estimation

CHALLENGES AND OPPORTUNITIES

Due to the critical operations the Coroner's Facility provides we can identify a potential challenge in keeping the current functions operational while the renovation is underway.

One option could be to temporarily relocate the current functions for the duration of construction. Another option would be planning for occupied remodel construction. Below are a few of the typical issues we have confronted and will address relative to your project:

- **Ingress and egress:** exit paths must be defined during all phase of remodel to maintain safe exit pathways.
- **Security:** temporary walls must be designed to ensure security. Detailed phasing plans must be included in the permit and bid set to ensure that contractors understand the potential increase in construction cost and schedule and owners understand the potential impact on daily operations.
- **Construction cost:** budget must be reviewed relative to the potential for 20% cost increase impact due to occupancy during construction. Phasing plans must be carefully considered to ensure minimal cost impact on construction and owner operations.
- **Infrastructure:** Mechanical, electrical, security and IT systems must be detailed in the phasing plans to ensure continuous service.
- **Environmental:** sound and dust control systems must be addressed in the specifications and the phasing plans

PROJECT INITIATION

(STAFFING PLAN: Brian Berryhill, Herb Roth, Avik Guha, Russell McElroy and Bonnie J. Carver)

Information Request and Review - This includes the review of existing documentation of which we are aware and the request of additional information. Questionnaires are developed and distributed in a hierarchy (each questionnaire will target the level of information desired). An overview of long-term issues, objectives from upper level staff and other agency needs, as well as the detailed input of specialists for various components of the project are considered.

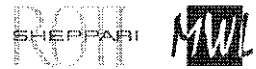
Kickoff Meeting with Project Team - This initial meeting covers topics such as project management, lines of communication (and other resources access), project milestones schedule, key staff availability for interviews/meetings, review of the work plan, and identification of key issues and goals of the project team representatives.

Medical Examiner Seminar - Following the kickoff meeting a medical examiner seminar is held to provide a context for the requirements of the new facility and the subsequent staff interviews.

Potential Tours of Similar Facilities - Tours of similar facilities have proven to be beneficial. Much can be learned regarding the needs and desires of a staff while touring recently completed facilities and dialoguing with peers.

Deliverables Defined - Deliverables are defined in the project work plan and formalized with client input.

05 SCOPE OF SERVICES



This work plan and associated project schedule are used to guide the process and gauge progress. The work plan is important to both the client and the consultant team as a communication and accountability tool to aid in keeping the project on track.

Presentations - Presentations are key to the accurate communication of the project throughout the process. RSA and MWL team members are experienced in presentations to a variety of audiences including councils, boards, and other governing.

PROGRAMMING

(STAFFING PLAN: Brian Berryhill, Herb Roth, Avik Guha, Russell McElroy and Bonnie Carver)

Next, our team will perform the programming and design as a "one of a kind" project. Its methodology, to deliver the design services requested by the RFP, emphasizes user and owner participation throughout the entire process to ensure a 'partnering relationship'. This ensures that design solutions are based truly on the needs of the owner and users. Issues and special circumstances that would impact both the owner and users would be addressed and resolved to the mutual satisfaction of both.

Initial programming interviews, with the medical examiner staff, will be conducted by RSA and MWL to gather the necessary design information and identify space needs. In order to determine future staff and space projections, demographic information and crime trends of the service region will be researched. Our team will assimilate the space program information into a draft document, present to the client and its staff for review, and follow-up with a series of interviews in which the client provides feedback on the document. Based on the comments received, final documentation of the space program will be prepared, as well as supporting design and programming information.

Significant on-site work will facilitate users' response with access to their work environment. The responses of the staff can be comprehensive and being on-site allows the consultant team to identify true needs versus wants. This also allows us to gain quick responses for preliminary findings that are identified after the initial round of interviews. The on-site work is very interactive. A workshop approach is employed and interaction between the presenter and the group is encouraged. A central and public location to serve as the "base" for the interviews and workshops has proven to also be effective and beneficial in gaining the input from interested staff not able to attend the workshops. This tends to create additional enthusiasm for the project and support from key staff who will inherit the buildings.

Validation interviews and work sessions are important for the client, its staff, and the consultant team. Following the first round of interviews and work sessions, we will present its preliminary findings. This provides the team with the opportunity to share with the client the new ideas and concepts that have been generated thus far and will ultimately reveal the direction of the project. The validation process also aids in the understanding of vital project information, leading to confident decision-making. Additionally, the validation interviews and work sessions allow the consultant team to make certain it has accurately heard the client and for both consultant and client to test the information developed. Once this process has been completed, the basis for initial and future space needs, demands on infrastructure, along with the operational requirements, and spatial adjacencies allow for reasonable project costing.

SCHEDULE CONTROL

The schedule will be updated during regular milestone meetings with you and we will track the agreed upon schedule throughout the process to assure your project remains on schedule. As a result of having a team that is highly experienced in this type of programming and conceptual design process - we understand the timing and sequencing of related issues and when the appropriate questions must be asked of both the client and consultant team to meet the schedule milestones.

COST ESTIMATING

After we receive the critical input from the programming exercise, we will develop a conceptual design that is informed by these preferences. Within our design, we will address functional efficiencies of the

05 SCOPE OF SERVICES



program components, and capitalize on opportunities discovered during programming. We will then provide a Draft Conceptual Design to submit to Adams County staff for review and comment. At this time, we will also engage our Cost Estimator and begin pricing the various components of the design. We will distribute this cost information to you and discuss it comparatively with any initial budgetary needs or assumptions you may have. Once we receive your comments regarding the design and the initial cost numbers, we will refine our design to address concerns, and will then create a Final Conceptual Design that will again be delivered to our cost estimator for pricing.

COST CONTROL

We recognize the significance of a budget. It is not just a number; it is a commitment to provide you with decisions that maximize value. Cost control is an underlying principle throughout each project phase that results in a disciplined design approach. We have a history of designing within budget and uncovering innovative ways to obtain maximum design quality within project parameters. Our proposed concurrent cost estimates will be completed throughout the conceptual design phase to ensure that costs are continually factored into the collaborative sessions.

At the project inception, we will work directly with Adams County to establish a cost model within the stipulated project budget that will become the benchmark for measuring all future cost estimating exercises. Throughout the project development process, a review of all of the proposed systems for the project is conducted to allow the design team to focus every project dollar appropriately. We will also examine other important factors that influence the cost of materials and systems.

VALUE ENGINEERING

We will request that Vermeulens, our proposed cost estimator, provide costs associated with specific design options throughout the Conceptual Design process. This will help Adams County, RSA and MWL agree and select solutions from a variety of options that differ in cost and execution. This will refine the scope of the project to meet your anticipated budgetary needs without requiring that parts of the project be reworked in a typical 'value engineering' exercise, to bring the project in line with the budget. This exercise is intended to occur during design, in order to provide the maximum value for your budget.

VALUE-ORIENTED APPROACH

Over the past five years, more than 75% of our projects have been delivered utilizing a CMGC or design-build delivery methodology. The success of the CMGC process starts with the integration of the contractor into the design process. By establishing an integrated design and delivery approach early on in the design phase, we can work together to achieve the project goals. This team-oriented approach benefits you as the client in a number of ways:

- Balancing cost, program and quality goals early on
- Integrating schedule into the overall design and construction agenda
- Establish a team synergy that is 'solutions' versus 'problems' oriented
- Control and identify 'scope creep' throughout the process
- Identify 'value-based' priorities at the initiation of the project
- Ongoing 'value-based' decision making versus a 'reactive based' value engineering process

Unlike the traditional adversarial based open bid process, a CMGC approach is value oriented. Throughout the process, design decisions are made based on immediate constructability and cost impact advice provided by the contractor. This feedback leads to projects that have fewer change orders, fewer coordination conflicts and fewer schedule delays.

DESIGN PHASE SERVICES

(STAFFING PLAN: Brian Berryhill, Herb Roth, Avik Guha, Russell McElroy and Bonnie J. Carver)

Without predetermining a solution for your project, RSA and MWL can readily illustrate key concepts

and details to clients. Experience has shown that the staff interviewed and those who will approve funding for the project, often have difficulty visualizing the physical requirements. For example: what is required for staff to be safe and as effective as possible and the requirements necessary to meet the ever more stringent ASCLD and ISO guidelines.

Since the average lifespan for a medical examiner facility is likely to be over 35-45 years, all serious planning and design efforts must seek to anticipate future growth. The design team strives to plan the building to be flexible and expandable to ensure that it meets the needs of future growth. Site development is minimized in the areas where expansion will occur.

SCHEMATIC DESIGN

(STAFFING PLAN: Brian Berryhill, Avik Guha, Russell McElroy and Bonnie J. Carver)

During Schematic Design, we establish key design drivers. We will explore multiple design alternatives within the established framework of approved program elements and information collected in the programming phase. This will be accomplished through precedent research and collaborative design workshops with County Officials. Working with our team of consultants, we will make design recommendations that account for first cost and life-cycle cost, sustainable design features, low maintenance materials, efficient HVAC and lighting systems. The required narratives, back-up materials and design drawings will be submitted to the town for review and comment.

DESIGN DEVELOPMENT

(STAFFING PLAN: Brian Berryhill, Avik Guha, Russell McElroy and Bonnie J. Carver)

All major design decisions will be finalized during Design Development based on the work produced and approved during Schematic Design. Our objective as we implement the design is to develop documents that clearly define the character and the construction of the project. These documents are the basis for the development of the pricing and construction documents. Also, during this phase we outline the strategy to ensure operations are able to continue during construction.

CONSTRUCTION DOCUMENTS

(STAFFING PLAN: Brian Berryhill, Avik Guha, Russell McElroy and Bonnie J. Carver)

Once we have the development plan approval, budget approval and have completed the design, the next phase is the production of Construction Documents. These documents will be the basis for securing bids and constructing the facility. The document quality will be monitored constantly. Formal quality assurance reviews are proposed at 60% and 90% completion. This internal review will be completed by senior design and technical professionals. When we reach 60% and 90% completion of the construction documents, the selected general contractor will provide us with cost verifications to ensure the project is on budget.

CONSTRUCTION ADMINISTRATION

(STAFFING PLAN: Brian Berryhill, Avik Guha, Russell McElroy and Bonnie J. Carver)

With a majority of the effort at the site, CA will require a rigorous, efficient process to address the multitude of questions arising in the construction process. We utilize on-line, real-time sharing of documentation pertinent to the construction process. We will provide assurance that communication between field personnel and design professionals is "fail-safe." Throughout the construction process it is important to the success of the project that we, as the Architects of Record, are constantly available to you and the general contractor so that issues that arise in the field can be reviewed and resolved as quickly and efficiently as possible. Brian Berryhill, AIA, will continue to lead the project throughout the construction phase, providing you with a consistent and seamless management team from programming through occupancy.

06 PROPOSED FEE



FORENSIC SERVICES & CORONER'S COMPLEX, TORONTO, CANADA

PROPOSED FEE

Per the RFP, all pricing information has been submitted in a separate, sealed envelope.



FORENSIC SERVICES & CORONER'S COMPLEX, TORONTO, CANADA

ADDITIONAL QUALIFICATIONS

Technology and Manpower – Over the past 31 years, Roth Sheppard has maintained a staff of 10 – 27 people with our staff stabilizing at 15-17 for the last 10 years. Over 80% of our staff are LEED accredited, including 9 registered architects, 4 architectural interns and 3 support staff assisting in the marketing and daily operations of the firm. We do not distinguish between architecture and interior and interior design, thus all staff members are trained and well versed in either discipline. We provide planning and interior and exterior design services based on a BIM software platform (Revit). Renderings and visualization products range from hand drawings and physical models to animated digital fly throughs. We also provide branding and community interface strategic thinking for many of our clients including municipalities, restaurants and retail entities.

Communication and Client Service Philosophy – Our firm is structured in a collaborative and efficient manner, which allows our team of principals, project architects, designers and sub-consultants to work together and filter client communication through one point of contact. This contact, Brian Berryhill, will ensure that the appropriate personnel attend public and private meetings during programming, design and construction of the facility. Our team will utilize detailed agendas, meeting minutes and graphic materials to effectively communicate important information. This facilitates timely client design decisions and ensures that all team members are on the same page, reducing schedule delays and miscommunication among consultants.

Office Design – In addition to laboratory expertise, we understand the complexities of multi-departmental administration buildings and how to implement advancements in office systems, furniture, lighting, interior design and sustainability. When designing office spaces, we take into account the way people collaborate, while utilizing innovative acoustic and security solutions to create a synergistic connection amongst staff and a seamless division between public and private spaces.

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (also provide *Summary of Qualifications form for each Sub-Consultant*):

Business / Corporate Information:

Current Name of Firm: Roth Sheppard Architects Place of Incorporation: Colorado

Other Names / Previous Names: _____

Type of Business: Architectural Firm Number of Years in Business: 34

Number of Employees: 17 Number of Local Employees: 17

Principals/ Owners: 4 VP/Directors: NA Project Managers: 6

Architects: 9 Engineers: NA Support Staff: 3

Project Information (through the past 5 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through *the past 5 years*.

Total number of Projects: 90

Total number of Coroner's Facilities or similar type projects: 16
(Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)

Total number of Project with specific focus on Morgue/Autopsy spaces: 0

Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: 5

Number of Projects for Governmental Agencies (State, County, Municipal): 45

Value of Work Currently Under Contract: \$ 73 Million

Number of Projects completed with prime Sub-consultant(s): 16
(for Subcontractors – indicate # of projects completed with the Design Lead)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

Brian Berryhill, AIA

Name and Title (Printed)



Signature

1/30/18

Date

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (*also provide Summary of Qualifications form for each Sub-Consultant*):

Business / Corporate Information:

Current Name of Firm: McClaren, Wilson & Lawrie, Inc. Place of Incorporation: Arizona
 Other Names / Previous Names: McClaren Wilson, Inc.
 Type of Business: Architectural Firm Number of Years in Business: 23 years
 Number of Employees: 14 Number of Local Employees: 0
 Principals/ Owners: 5 VP/Directors: N/A Project Managers: N/A
 Architects: 10 Engineers: 0 Support Staff: 2

Project Information (through the past 5 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through ***the past 5 years***.

Total number of Projects: 65
 Total number of Coroner's Facilities or similar type projects: 65
 (*Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar*)
 Total number of Project with specific focus on Morgue/Autopsy spaces: 11
 Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: 51
 Number of Projects for Governmental Agencies (State, County, Municipal): 65
 Value of Work Currently Under Contract: \$ 200 million
 Number of Projects completed with prime Sub-consultant(s): 0
 (*for Subcontractors – indicate # of projects completed with the Design Lead*)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

Russell McElroy, Senior Principal

Name and Title (Printed)

Russell McElroy
AIA

Signature

Digitally signed by Russell McElroy, AIA
 DN: cn=Russell McElroy, AIA, o=McClaren,
 Wilson & Lawrie, Inc., ou=Senior Principal,
 email=rmc@mcclarenwilson.com, c=US
 Date: 2018.01.17 09:48:01 -0700

1/17/2018

Date

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (*also provide Summary of Qualifications form for each Sub-Consultant*):

Business / Corporate Information:

Current Name of Firm: Martin/Martin Inc.____ Place of Incorporation: Colorado____
 Other Names / Previous Names: _____
 Type of Business: Consulting Engineers____ Number of Years in Business: 29____
 Number of Employees: 200____ Number of Local Employees: 180____
 Principals/ Owners: 22 VP/Directors: 6 Project Managers: 45
 Architects: 1 Engineers: 100 Support Staff: 29

Project Information (through the past 5 years):


Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through *the past 5 years*.

Total number of Projects: _____ NA
 Total number of Coroner's Facilities or similar type projects: _____ NA
 (Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)
 Total number of Project with specific focus on Morgue/Autopsy spaces: _____ NA
 Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: _____ NA
 Number of Projects for Governmental Agencies (State, County, Municipal): _____ NA
 Value of Work Currently Under Contract: \$ _____ NA
 Number of Projects completed with prime Sub-consultant(s): _____ 16
 (for Subcontractors – indicate # of projects completed with the Design Lead)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

Paul Doak
 Name and Title (Printed)


 Signature

1-17-18
 Date

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (*also provide Summary of Qualifications form for each Sub-Consultant*):

Business / Corporate Information:

Current Name of Firm: ME Engineers Inc. Place of Incorporation: Colorado

Other Names / Previous Names: M-E Engineers Inc.

Type of Business: Corporation Number of Years in Business: 26

Number of Employees: 330 Number of Local Employees: 125

Principals/ Owners: 64 VP/Directors: 0 Project Managers: 96

Architects: 0 Engineers: 110 Support Staff: 60

Project Information (through the past 5 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through *the past 5 years*.

Total number of Projects: 2380

Total number of Coroner's Facilities or similar type projects: 11
(Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)

Total number of Project with specific focus on Morgue/Autopsy spaces: 1

Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: 207

Number of Projects for Governmental Agencies (State, County, Municipal): 32

Value of Work Currently Under Contract: \$ 59.5M

Number of Projects completed with prime Sub-consultant(s): 5
(for Subcontractors – indicate # of projects completed with the Design Lead)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

Brian Kannady, Principal
Name and Title (Printed)


Signature

1/18/18
Date

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows *(also provide Summary of Qualifications form for each Sub-Consultant)*:

Business / Corporate Information:Current Name of Firm: VermeulensPlace of Incorporation: MassachusettsOther Names / Previous Names: A.J. Vermeulen; A.J. Vermeulen, Inc. and Vermeulen & LoggType of Business: Cost Estimating Number of Years in Business: 46Number of Employees: 34 Number of Local Employees: 0Principals/ Owners: 2 VP/Directors: 8 Project Managers: 4Estimators: 12 Engineers: _____ Support Staff: 8**Project Information (through the past 5 years):**

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through ***the past 5 years***.

Total number of Projects: _____ NA

Total number of Coroner's Facilities or similar type projects: _____ NA
(Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)

Total number of Project with specific focus on Morgue/Autopsy spaces: _____ NANumber of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: _____ NANumber of Projects for Governmental Agencies (State, County, Municipal): _____ NAValue of Work Currently Under Contract: \$ _____ NA

Number of Projects completed with prime Sub-consultant(s): _____ 0
(for Subcontractors – indicate # of projects completed with the Design Lead)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

James Vermeulen, Managing Principal
 Name and Title (Printed)


 Signature

January 17, 2017
 Date

Summary of Qualifications:

In addition to the breakdown of the Fee Proposal, provide a summary of corporate and personnel experience as follows (**also provide Summary of Qualifications form for each Sub-Consultant**):

Business / Corporate Information:

Current Name of Firm: Group14 Engineering PBC Place of Incorporation: Colorado

Other Names / Previous Names: Enermodal Engineering, Inc

Type of Business: energy, sustainability and commissioning Number of Years in Business: 25

Number of Employees: 41 Number of Local Employees: 40

Principals/ Owners: 4 VP/Directors: 0 Project Managers: 13

Architects: 0 Engineers: 10 Support Staff: 28

Project Information (through the past 5 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through **the past 5 years**.

Total number of Projects: NA

Total number of Coroner's Facilities or similar type projects: NA
(Hospitals, Mortuaries, Jails, Justice, etc. may be considered similar)

Total number of Project with specific focus on Morgue/Autopsy spaces: NA

Number of Projects Valued \$2,000,000 to \$10,000,000 in Construction Cost: NA

Number of Projects for Governmental Agencies (State, County, Municipal): NA


Value of Work Currently Under Contract: \$ NA

Number of Projects completed with prime Sub-consultant(s): 4
(for Subcontractors – indicate # of projects completed with the Design Lead)

Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

Verification of Qualifications Summary:

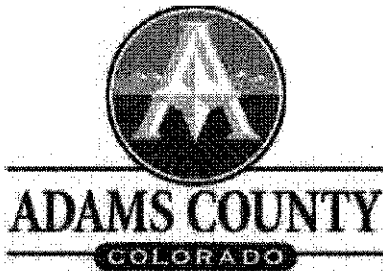
Laura Charlier, Principal
Name and Title (Printed)


Signature

1/17/18
Date

ROTH SHEPPARD

MW



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S STATEMENT**

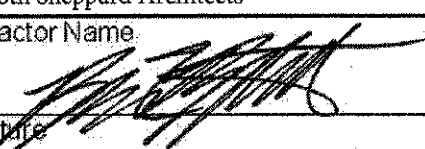
I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Bid is hereby submitted.

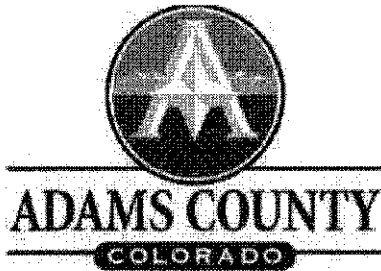
If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Bid submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): Addendum No. 1, Addendum No. 2, Addendum No. 3

<u>Roth Sheppard Architects</u>	<u>1/30/18</u>
Contractor Name	Date
	Brian Berryhill, AIA
Signature	Printed Name
Partner	
Title	
<u>1900 Wazee Street, Ste. 100</u>	
Address	
<u>Denver, CO 80202</u>	<u>Denver</u>
City, State, Zip Code	County
<u>303.854.7007</u>	<u>303.534.7722</u>
Telephone	Fax
<u>bberryhill@rothsheppard.com</u>	
Email	



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

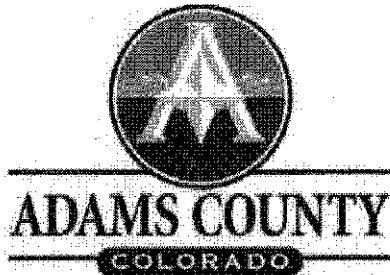
REQUEST FOR PROPOSAL REFERENCE FORM

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

Company Name	Arapahoe County Sheriff's Department
Address	13101 E. Broncos Parkway, Centennial, CO 80112
Reference Name	David Walcher, Sheriff
Reference Email Address	sheriff@arapahoe.gov
Telephone Number	(720) 874-4176
Project Name	ARAPAHOE COUNTY SHERIFF'S ADMINISTRATION & CORONER'S FACILITY
Value	\$ 19.9 Million

Company Name	Washoe County
Address	990 E 9th Street, Reno, NV 89512
Reference Name	Laura Knight, M.D
Reference Email Address	lknight@washoecounty.us
Telephone Number	(775) 785-6114
Project Name	REGIONAL MEDICAL EXAMINER'S OFFICE WASHOE COUNTY
Value	\$ 10.7 Million

Company Name	Lancaster County, Pennsylvania
Address	2080 Spring Valley Road, Lancaster, PA 17601
Reference Name	Eric S. Bieber, NHA: D-ABMDI Chief Deputy Coroner
Reference Email Address	ebieber@co.lancaster.pa.us
Telephone Number	(717) 278-4571
Project Name	LANCASTER COUNTY CORONER COMPLEX
Value	\$ 5.8 Million



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM**

Request for Proposal # JTH-2018.401

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) _____
- 2) _____
- 3) _____

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Roth Sheppard Architects

Colorado

Contractor Name

Authorized Signature

Brian Berryhill, AIA

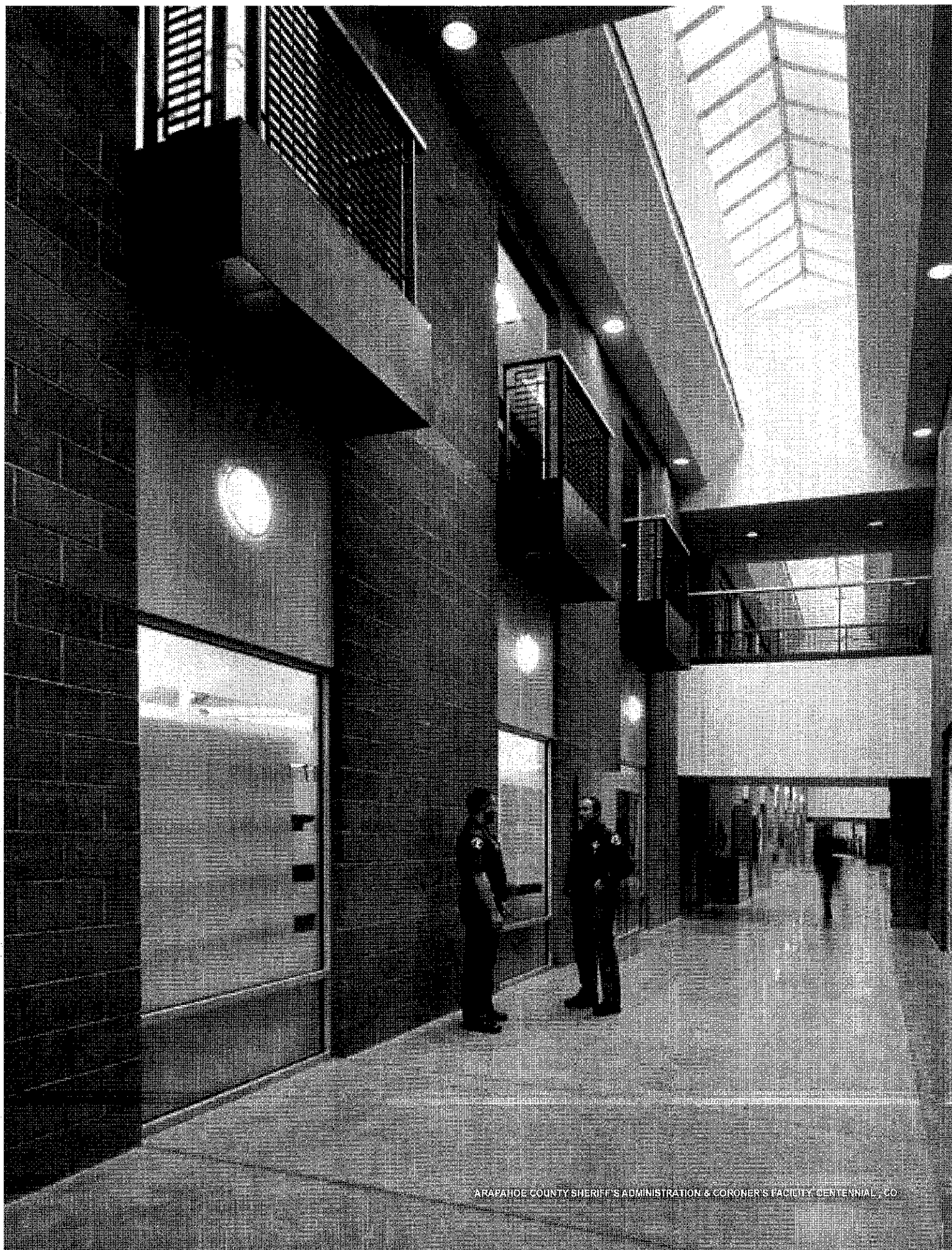
Printed Name

Partner

Title

1/30/18

Date





18 May 2018

Jen Tierney Hammer
Contract Specialist
Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

Ms. Tierney Hammer,

The Roth Sheppard/MWL team is excited about the possibility to work with Adams County on the Coroners facility. Please find attached, a revised fee proposal as requested. These proposed fees allow for the complete scope of work, as we currently understand it, to be performed through all phases.

Program Statement Lump Sum Fee

We are proposing a \$10,668 reduction in our Program Statement Fee to a lump sum \$86,147. We accomplished this by asking ourselves and our local consultants to work at or near cost for this programming phase. Reductions in Roth Sheppard's fee, MEP fees, and cost estimators fee were realized. For this phase of work, we are assuming the existing building is structurally sound and we have taken out their fee and scope from the programming phase.

This lump sum fee includes:

- All reimbursables
- 3 separate trips by MWL during this phase are included.
- Evaluation of the existing buildings mechanical, electrical, and plumbing systems by our engineers. (we can reduce the lump sum fee by an additional \$6,800 if this scope of work is deemed unnecessary during this phase)
- Conceptual cost estimating for (2) potential schemes by 3rd party cost estimator

Potential Future Work Fee

For the Potential Future Work phases, we are proposing a range dependent on the outcomes and project definition from the programming phase. The range we are proposing is 8.5% to 9.4%.

8.5% Potential Future Work

- Project that has a construction budget of \$10,000,000 and higher
- Project that is a new building on a different site
- Project that is renovation of the existing facility utilizing the existing shell (no extensive onsite expansion).

