

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT  
FOR PROFESSIONAL DESIGN SERVICES FOR THE LEADER BLADE STATION  
AND STRASBURG WASH BAY**

THIS AGREEMENT ("Agreement") is made this 13 day of DEC 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 D2C Architects, Inc., located at 1580 Lincoln Street, Suite 1110, Denver, Colorado, 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 JTH-2018-436 and the Contractor's response to the RFP JTH-2018-436 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, 2019.

**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: two hundred thirty-four thousand three hundred and ninety dollars (\$234,390.00), plus an additional 10% owner's allowance of twenty-three thousand four hundred and thirty-nine dollars (\$23,439.00) to cover any unforeseen issues during design for a total not to exceed amount of two hundred fifty-seven thousand eight hundred twenty nine dollars (\$257,829.00)

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: Ranette Carlson  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80602  
Phone: 720.523.6924  
E-mail: rcarlson@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: D2C Architects Inc.  
Contact: Eric Combs  
Address: 1580 Lincoln Street, Suite 1110  
City, State, Zip: Denver, Colorado 80203  
Phone: 303.952.4802  
E-mail: ecombs@D2Carchitects.com

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.

- 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:

**Board of County Commissioners**

Mary Hodge Date 12/13/18  
Mary Hodge

**D2C Architects Inc.**

[Signature] Date December 11, 2018  
Signature

Eric Combs, AIA, LEED AP Title Vice President  
Printed Name

**Attest:**

Stan Martin, Clerk and Recorder [Signature]  
Deputy Clerk

Approved as to Form:

[Signature]  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

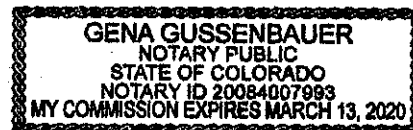
COUNTY OF Denver

STATE OF Colorado )SS.

Signed and sworn to before me this 11 day of December, 2018,

by Eric Eugene Combs

[Signature]  
Notary Public



My commission expires on: March 13, 2020

## 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:

D2C ARCHITECTS  
Company Name

December 11, 2018  
Date

[Signature]  
Signature

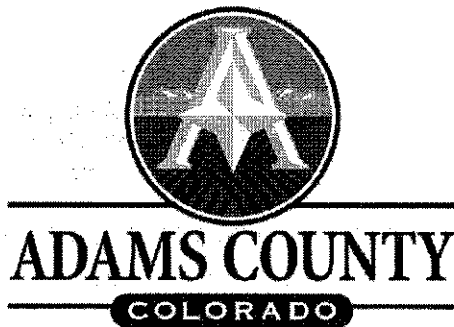
ERIC COMBS, AIA, LEED AP  
Name (Print or Type)

VICE PRESIDENT  
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 PROPOSAL INSTRUCTIONS

The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for the construction of the Leader Blade Station and the Strasburg Fleet Wash Bay Addition.

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  
RFP-JTH-2018.436

2. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for A/E Services for the Leader Blade Station and the Strasburg Fleet Wash Bay Addition.
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 October 11, 2018 at 9 am at the Adams County Service Building, 2550 Strasburg Road, Strasburg, Colorado 80136, to discuss the Scope of Work. A representative of the Professional Services 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, Contract Specialist III, Purchasing Division, Adams County, [jtierney@adcogov.org](mailto: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.

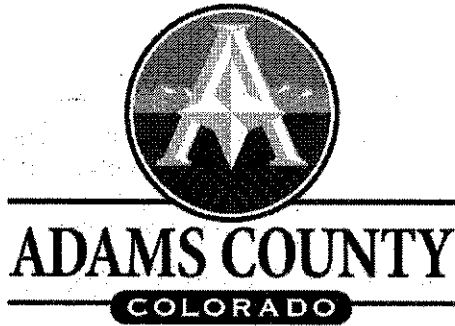


10. BUDGET: The Construction budget for the Leader Blade Station is estimated at \$900,000 and the construction budget for the Strasburg Fleet Wash Bay Addition is estimated at \$375,000.

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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Official documents located at: [www.bidnetdirect.com](http://www.bidnetdirect.com)



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: A/E Services for; Leader Blade Station & Strasburg Fleet Wash Bay Addition and RFP-JTH-2018.436.
- 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.

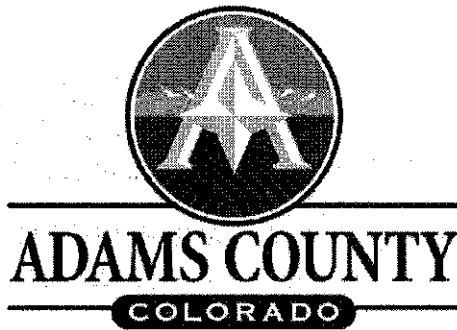
11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

**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 for the Leader Blade Station and the Strasburg Fleet Wash Bay Addition.

The Blade Station will be a storage garage facility to park County motor graders and other large equipment. The facility will also serve as employee work base and will include restrooms, a break room and supervisor's office. To provide the restroom and employee breakroom, it's anticipated that well and septic will be part of the design effort.

The Strasburg Fleet Wash Bay Addition will be a drive through manual vehicle wash building/bay large enough to handle dump trucks. The wash building design will include all necessary high pressure pumping equipment and accessories. It will also include separate enclosed storage for fleet maintenance.

### 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 SIX (6) HARDCOPIES, TOTAL OF SEVEN (7) 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. NOTE: PLEASE SUBMIT SEPARATE PRICING FORMS FOR EACH OF THE LISTED PROJECTS.**

**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 County's, Principals and/or Officers
- Statement of Firm's Financial Status: *(1 Page Maximum)*
  - Firms Financial Statement through Fiscal Year 2017/2018 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 County's, 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 of 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.
- **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 questions, 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 Lump Sum Bid (hard bid) 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 anticipated to be delivered utilizing a traditional design, bid, build (hard bid) process, however it may be conducted using a CM/GC delivery method. 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.
- Hosting or participating in team meetings with the County and the GC to review and resolve design issues, value engineering, risk assessments or conflict resolution.
- Correction of documents at no additional cost to the County for conflict issues and clarifications/RFI's after the bid and 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 (same for both projects) as follows:

A/E RFP Issued	September 28, 2018
Mandatory Pre-Proposal Meeting	
A/E Proposals Due	
Anticipated Award	November 2018

Programming Validation Complete  
Schematic Design Complete  
Design Development Complete  
Construction Documents Complete  
Submission for Permit  
Construction Bidding  
Anticipated Contract Award  
Construction Start  
Construction Substantially Complete  
Punch list and Closeout

December, 2018  
January 31, 2019  
March 1, 2019  
April, 2019  
April, 2019  
April, 2019  
May, 2019  
May, 2019  
December 2019  
December, 2019

### **PROJECT BUDGET:**

The Construction budget for the Leader Blade Station is estimated at \$900,000 and the construction budget for the Strasburg Fleet Wash Bay Addition is estimated at \$375,000.

Currently the project is anticipated for construction to start in May, 2019. Professionals shall indicate in their fee proposal any exceptions or cost factors for significant delay in construction from the time of Construction Document completion. This factor may be allowed for the Bidding and Construction Administration phases only.

### **EVALUATIONS:**

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

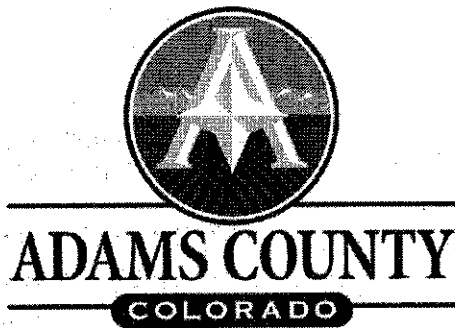
- Professionalism: May include proposal's appearance, presentation, completeness, accuracy, following instructions, and responsiveness.
- Understanding of the Project: May include the understanding of the project, scope of services and work plan, scheduling and planning, and services provided.
- General 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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Official documents located at: [www.bidnetdirect.com](http://www.bidnetdirect.com)



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

**REQUEST FOR PROPOSAL  
PRICING FORM: 2018.436**  
(Submit in separate sealed envelope  
& submit separate pricing for each  
project)

**Form of Proposal / Fee Breakdown:**

Break down the fee proposal, with all lump sum costs for these services as not to exceed the amounts, for the work as follows:

<u>Service/Work Scope</u>	<u>Estimated Hours</u>	<u>Lump Sum Fee</u>	<u>% of Total</u>
PRE-DESIGN:	_____	\$ _____	_____ %
DESIGN: SD	_____	\$ _____	_____ %
DD	_____	\$ _____	_____ %
CD	_____	\$ _____	_____ %
(Includes Bidding & Permit Documents and Coordinated Construction Documents)			
BIDDING	_____	\$ _____	_____ %
CONSTR. ADMIN. (Includes Closeout)	_____	\$ _____	_____ %
REIMBURSABLES	_____	\$ _____	_____ %
GRAND TOTAL	_____	\$ _____	100 %

**Additional Certifications:**

We agree to contractually guarantee the personnel proposed for this project: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Fee Proposal Clarifications:**

- A. All Bids must be furnished exclusive of taxes.
- B. Reimbursable expenses shall be a Not-To-Exceed value billed only as expended.
- C. Special services may be requested by the County for work not included in this project. Work under this provision requires prior authorization by County. Provide a Fee Schedule for the possibility of such work identifying project personnel, titles, and hourly rates. To be included with the Hourly Fee Schedule, indicate your percentage markup for sub-consultants that the firm may employ or utilize in the performance of the project. Fee schedule shall not be adjusted once a bidder is selected on this bid, including for personnel promotions.

\_\_\_\_\_  
Name and Title Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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 qualifications summary 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/ Countys: \_\_\_\_\_ 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 District Attorney Facilities or similar justice type projects: \_\_\_\_\_

Total number of Project with specific focus on Security: \_\_\_\_\_

Number of Projects Valued \$500,000 to \$2,000,000 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)

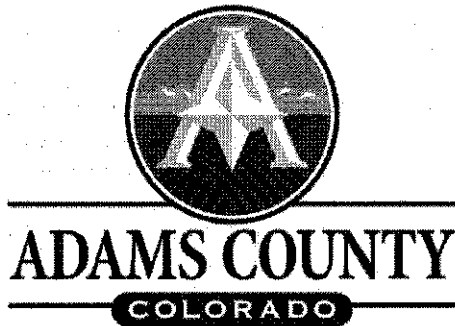
*Note: Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified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

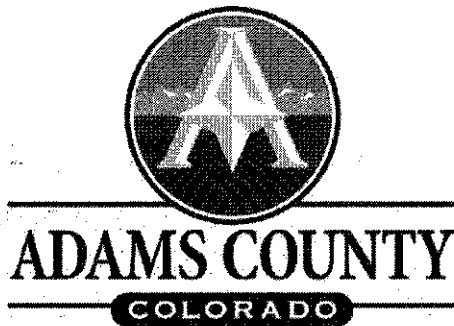
Adams County Government Center  
Purchasing Division C4000A  
4430 South Adams County Parkway  
Brighton, CO 80601

**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  
RFP-JTH

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

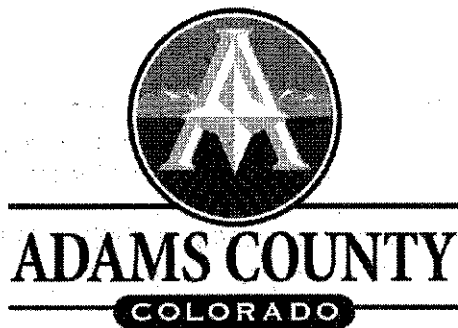
Printed or Typed Name

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 \_\_\_\_\_

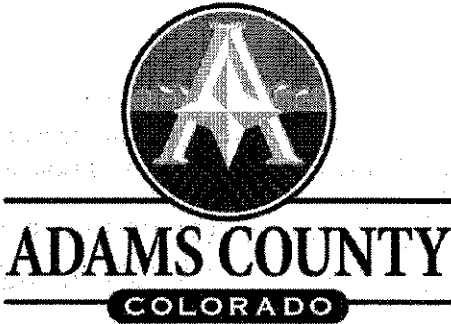
Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



Adams County 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**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

Reference Name

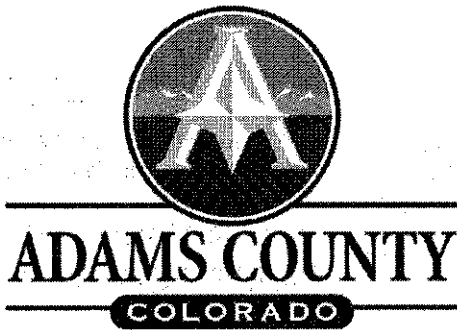
Reference Email Address

Telephone Number

Project Name

Value

\$



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

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # \_\_\_\_\_

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.

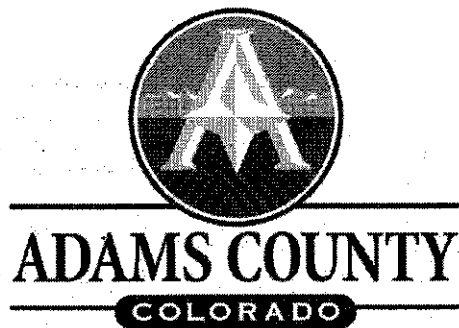
Contractor Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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

**REQUEST FOR PROPOSAL  
APPENDIX A  
SAMPLE AGREEMENT FOR SERVICES**

The Sample Agreement for Services is included in this solicitation for informational and reference purposes only.

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2017, 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 Company Name, located at Address 123, 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 xxxxx and the Contractor's response to the RFP xxxxx 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 for one-year from DATE through DATE.

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:

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.

**5 Insurance:** The Contractor agrees to maintain insurance of the following types and amounts.

- Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
  - Each Occurrence \$2,000,000
  - General Aggregate \$2,000,000
  - Umbrella \$2,000,000
- Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
  - Bodily Injury/Property Damage \$1,000,000 (each accident)
  - Personal Injury Protection Per Colorado Statutes
  - Workers' Compensation Insurance: Per Colorado Statutes
- Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
  - Each Occurrence \$2,000,000
  - General Aggregate \$2,000,000
- Sub Consultants: may be allowed, if approved in writing by the County, to have lesser values for Professional Liability Insurance as follows:
  - Mechanical and Electrical Engineering Consultants: Same as Design Professional
  - Landscape or Civilian Consultants: No less than \$2,000,000
  - Special Consultants who's services are for work valued at less than \$1,000,000: No less than \$1,000,000
- 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:
  - 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.
  - The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
  - Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 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.

- 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.
- At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.
- The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 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 covered by the described insurance.
- The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to The County.
- If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated.
- 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.
- 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 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof.
- 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.

- The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 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.
- 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.
- 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.
- If 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 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 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 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).
- The County may require additional insurance coverage or limits, including professional liability insurance, in excess of that normally carried by the Architect and the Architects consultants. In the event the County does not require additional insurance pursuant to this paragraph, the Architect shall be entitled to reimbursement from the County for the cost of any additional insurance premiums required.
- 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.

7.1. 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.

7.2. 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.

7.3. 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.

## **8. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS**

8.1. 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.

## **9. WARRANTY:**

9.1. 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.

## **10. TERMINATION:**

10.1. 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.

10.2. 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.

## **11. MUTUAL UNDERSTANDINGS:**

11.1. 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.

11.2. 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).

11.3. 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.

11.4. 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.

11.5. 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.

11.6. 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.

11.7. 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.

11.8. 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 (department name)  
Contact:  
Address:  
City, State, Zip:  
Phone:  
E-mail:

Department: Adams County Purchasing  
Contact:  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone:  
E-mail:

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

Contractor: Winner123  
Contact:  
Address:  
City, State, Zip:  
Phone:  
E-mail:

11.9. 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.

11.10. 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.

11.11. 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.

- 11.12. 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.

## **12. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:**

- 12.1. 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.
- 12.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

## **13. 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:

- 13.1. 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.
- 13.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 13.3. 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.
- 13.4. 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.
- 13.5. 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.
- 13.6. 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.

13.7. 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).

13.8. 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.

Remainder of this page is left blank intentionally.



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

**Board of County Commissioners**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

**Contractor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
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 \_\_\_\_\_)

STATE OF \_\_\_\_\_ )SS.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017,

by \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

My commission expires on: \_\_\_\_\_

## 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:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
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.

**Appendix B**  
**A/E Services for Leader Blade Station**  
**Site Map**

**Leader Blade Station**



06/03/2016

Official doc

**Appendix C**  
**A/E Services for Strasburg Fleet Wash Bay Addition**  
**Site Map**

**Strasburg Fleet Wash Bay Addition**



04/07/2018

Official doc

# D2C ARCHITECTS

ARCHITECTURE | INTERIORS | SUSTAINABILITY

29 October 2018

Attn: Jen Tierney Hammer  
Lead Contract Specialist  
Adams County Government Center  
4430 South Adams County Parkway  
Brighton, CO 80601

**RE: Professional Design Services, A/E for the Leader Blade Station & Strasburg Fleet Wash Bay Addition | RFP-JTH-2018.436**

Dear Ms. Tierney Hammer and Members of the Selection Committee:

D2C Architects, Inc. (D2C) understands the necessity the new Leader Blade Station and Strasburg Bay Addition projects will provide to the County, the facility users, and the community they serve. We would like to be a part of your team! As your architect, we will provide creative and innovative design solutions to stretch the project's dollar and accommodate your schedule. We will work collaboratively with you to provide solutions to ensure we arrive at the most efficient and economical solutions. It is important to establish and maintain fluent and constant communication throughout the project by all parties (D2C and our Design Partners, Adams County, the user groups and all other key stakeholders).

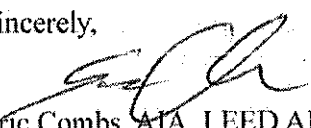
Your project deserves a high level of service as well as quality solutions as every municipal, storage facility, wash bay and office building requires respective operational requirements; their respective characteristics are all unique. As a result, this project requires an extremely knowledgeable team who has past and proven success on similar projects. While we possess an intimate and extensive knowledge of design and construction techniques related to municipal facilities, fleet, wash bays, vehicle maintenance, administrative offices and community services, we bring these lessons learned and work collaboratively with you to bring solutions that are tailored and specific to your needs and daily routine.

We understand the needs of this project include:

- **A Responsive, Flexible/Nimble and Affordable Design Service Team.**
- **Good, Clean, Complete and Coordinated Technical Drawing.** Every last detail needs to have been thought out all while implementing the proper use of materials for durability and longevity.
- **A hands-on, collaborative environment where we listen to you and your needs with an attentive ear.**
- **An experienced team.** In the last 5 years D2C has completed **more than 30 storage/maintenance/service centers, wash bays and office buildings** including additions and new facilities.
- **A team who understands the challenges to provide solutions for new well-water usage, tying into an existing system and sanitary sewer systems.**
- **A principal involvement approach that ensures a continuity of staff with responsibility, dedication and accountability throughout the project's life.**
- **A group of experienced LEED Accredited Professionals** who have the knowledge and experience with maintenance shop facilities to implement appropriate strategies and capitalize on available energy saving opportunities.
- **A team who is fully committed to meeting and exceeding your goals and requirements.**

**We are excited to partner with Adams County on these projects.** We welcome this opportunity and look forward to providing you the premier service that you deserve.

Sincerely,



Eric Combs, AIA, LEED AP

Principal In Charge, D2C Architects, Inc.  
ecombs@D2CArchitects.com | c. 303.929.9121



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**!!** *We are impressed and amazed with how well D2C adjust to our ever changing needs. It's been great how flexible D2C has been with all the changes we keep asking of them. D2C is a great solution. We are completely thrilled! !!*

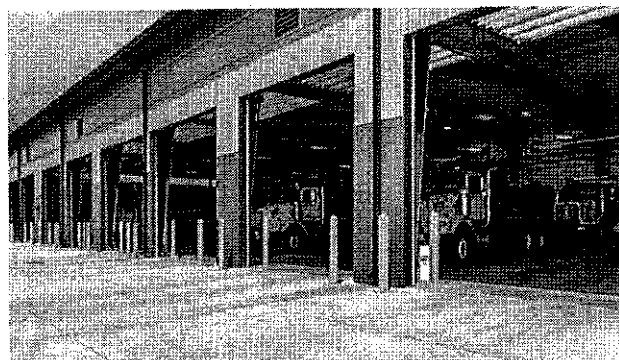
- Jeremy Hanak, Public Works Manager - Transportation, Greenwood Village



# 1 | GENERAL INFORMATION | HISTORY & BUSINESS PROFILE



Founding Principals: Bob Crendall, Brian Duggan, Eric Combs (left to right)



Top: Vehicle storage facility; bottom: D2C's office

D2C Architects is a highly collaborative architectural and interior design studio; specializing in vehicle storage, maintenance, training, long span structures, aviation and office projects. We focus our practice on environmentally responsive sustainable solutions for every project. **D2C has the ability and qualifications to perform the services requested by Adams County.**

Our approach on your project includes providing Adams County, Leader and Strasburg user groups a highly qualified team. We work closely within our network of consultants to identify the most advantageous team members who possess the required skill sets and experience to deliver your needs and goals on time and on budget.

D2C has extensive experience with various Cities, Counties, Municipalities and Government agencies. We understand the significance that these projects have for the client, the users, stakeholders and the community.

## Municipal Agency Experience includes:

- Aurora
- Bennett
- Castle Rock
- Centennial
- City and County of Alamosa
- City and County of Denver
- Colorado Springs
- Commerce City
- Crested Butte
- Douglas County
- Edgewater
- Fairplay
- Fort Collins
- Frederick
- Greenwood Village
- Lakewood
- Northglenn
- Park County
- Parker
- Pueblo
- Thornton
- Westminster

# 1 | GENERAL INFORMATION | BUSINESS ORGANIZATION

## TYPE OF ORGANIZATION

Corporation

## ORGANIZATIONAL STRUCTURE

D2C is organized in a manner to yield an abundance of leadership who can make decisions and "guide the team" specifically to assist with concurrent projects or multiple obligations arise. **Eric Combs**, AIA, LEED AP will be the Principal-In-Charge and consistent principal point of contact throughout this contract, **Jacob Hilton**, RA, NCARB will be the dedicated project manager and day to day contact, and principal **Brian Duggan**, AIA, CDT, NCARB as the project architect will be involved in the day to day operations of design. Our team is further supported by additional full time internal staff members, should additional resources be necessary. As well as our production principal, **Bob Crandall**, who manages the firm's production and quality control. At no time will there be new or unexperienced staff working on your project. Furthermore all staff will be managed and directed by a principal of the firm. D2C Architects is confident that we can provide all necessary services under this contract for Adams County. **Please see team resumes behind tab 2 for qualifications.**

## NAME OF PRINCIPALS

Brian Duggan, AIA, NCARB, CDT  
Eric Combs, AIA, LEED AP  
Robert "Bob" Crandall, LEED AP

## PROFESSIONAL HISTORY

Founded in 2012, D2C Architects has worked on over 100 projects including Maintenance, Office and Storage facilities for Municipalities and Government clients across the Front Range. The firm has gained notoriety with a multitude of municipal clients across the Front Range.

## REGISTRATION STATUS

Registered Architects: Colorado, Illinois, New Mexico, Ohio, Texas and Wyoming.

D2C is incorporated in the State of Colorado

## PROFESSIONAL AFFILIATIONS

American Institute of Architecture (AIA); Design-Build Institute of America (DBIA); National Council of Architectural Registration Board (NCARB); U.S. Green Building Council (USGBC).

## FINANCIAL STATUS

D2C Architects is in, and has planning efforts in place to remain in, extremely good financial standing. Our statement regarding D2C's position and/or condition of financial stability is made as a result of recent efforts to understand the company's value, the company's assets and liabilities as well as the shareholder equity (and their interrelationships) as represented in our financial statements. Our financial position is a result of good planning and strong accounting practices and as of today we are proud to say in our company's history we have never borrowed money from any lender or defaulted on any payable to any extent. Because of our strong financial stability we have additional financial resources in place should the need arise, however there are no current needs or intentions to use such resources at this time. If selected D2C Architects will provide specific financial statements to Adams County.

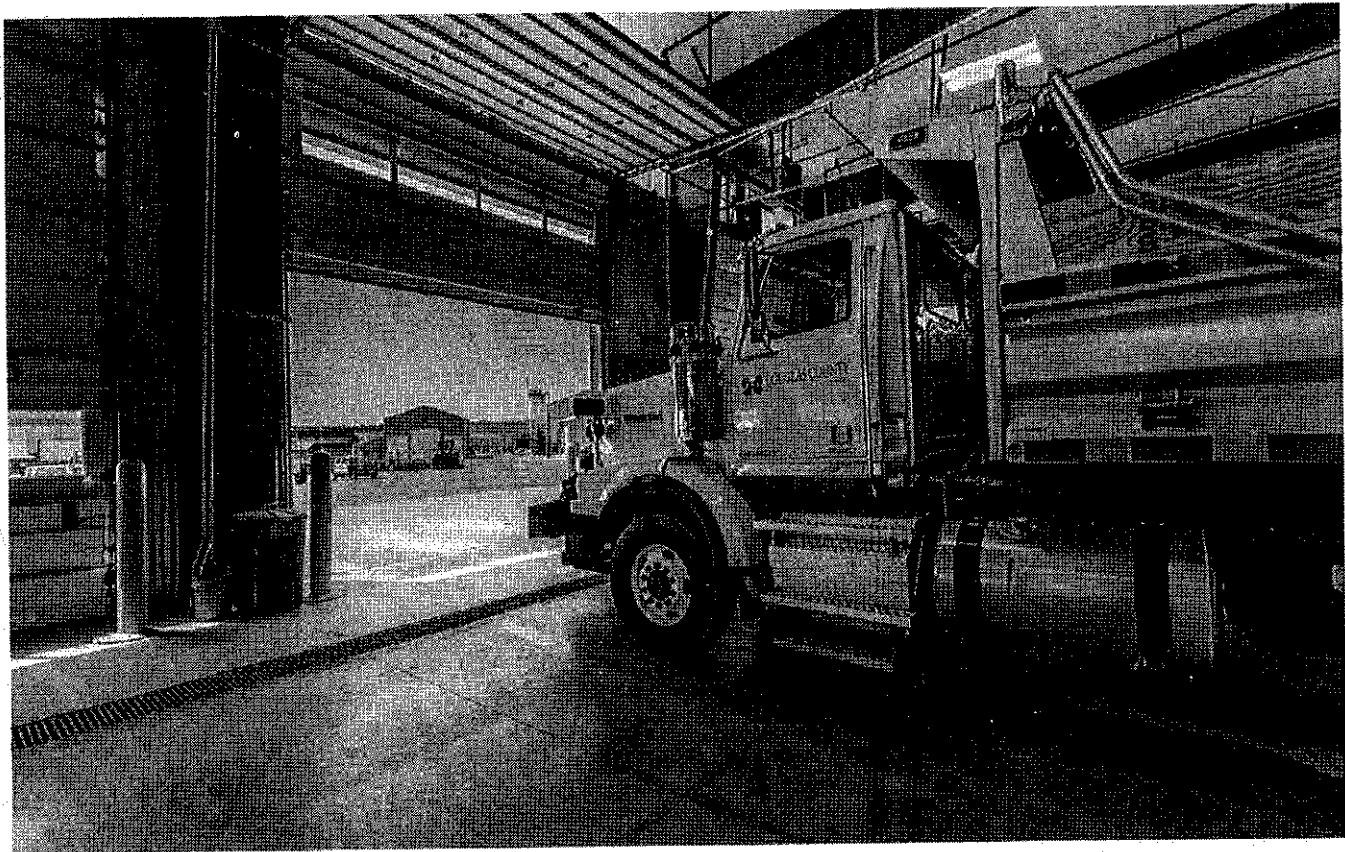
## 2 | FIRM QUALIFICATIONS

- 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 County's, County's contact persons, addresses, email, and telephone numbers. Please see following pages for project examples, resumes and references under tab 5. Adam's County may visit the sites to view quality of work.

Project Experience Overview	Municipality/ Government	Vehicle Storage/Bays	Wash Bay	Office Admin	Active	Complete
Alamo/Enterprise/National Maintenance and Administration Facility*		X	X	X		X
Alamosa County Office Building	X			X		X
American West Construction Office Headquarters		X		X		X
Aurora Buckley 909, COARNG	X	X		X	X	
Avis/Budget Maintenance and Administration Facility*	X	X	X	X		X
Castle Rock Public Works Office Building and Maintenance Center	X	X		X	X	
CCD Denver Police Dept. District 5 Office	X			X	X	
CCD Roslyn Police Department Training	X			X		X
CCD Webb Attorney's Office	X			X		X
Commerce City Wash Bay	X		X		X	
DMVA Field Maintenance Shop #2	X	X		X		X
DMVA - 3 Story Office Building	X			X		X
DMVA - 2 Story Office Building (1st and 2nd Floor)	X			X		X
DMVA - G3J3 Office Building	X			X		X
Douglas County Criminal Justice Services (CJS) Office	X			X		X
Douglas County Parker Road & Bridge Service Center	X	X	X	X		X
Edgewater Civic Center and PD Headquarters	X			X		X
Ed Bozarth Chevrolet, Aurora		X	X	X		X
Ed Bozarth Chevrolet, Lone Tree		X	X	X		X
Enterprise Maintenance Facility		X	X	X		X
Fire   Crash Station, ILANG	X	X		X	X	
Greenwood Village Maintenance Center and Administration	X	X		X	X	
Haliburton Hangar		X		X	X	
Hertz Maintenance and Administration Facility		X	X	X		X
Maintenance Hangar, COARNG*	X	X		X		X
Filed Maintenance Shop*, WYARNG	X	X	X	X		X
Metro Wastewater Storage Facility		X				X
Mike Shaw Subaru		X	X	X		X
Morrison Police Storage	X	X				X
Northglenn Justice Center	X	X		X		X
Park County Office Building	X			X		X
Readiness Center, Alamosa*	X	X		X		X
Readiness Center Renovation, Aurora	X	X		X		X
Readiness Center, Farmington*	X	X		X		X
Readiness Center, Grand Junction*	X	X		X		X
Regional Training Institute (RTI)*, Fort Carson	X	X		X		X
Ryder Trucking		X		X		X
Training Center Complex (TCC)*, Fort Carson	X	X		X		X
San Luis Valley Rural Electric Coop	X			X		X
Segregation Cells, Vandenberg AFB	X					X
White's University Motors		X	X	X		X
Wings Over the Rockies, Blue Sky Gallery		X		X		X

\*Individual Experience Prior to D2C

# DOUGLAS COUNTY PARKER ROAD AND BRIDGE SERVICE CENTER PARKER, COLORADO



D2C provided full architectural services including, interiors, landscape, project management and sustainable design implementation to the Parker Road and Bridge's Gailen D. Buck Service Center site.

A 7 building complex that includes a new Crew/Administrative Office Building with 12 tandem bays, a 14 tandem bay and light maintenance Sweeper Storage building, a 3 bay drive through shop designed for Pickup Trucks all the way to full-size semis, a 10 position fueling center with unleaded, diesel and DEF provisions and ancillary structures.

## PROJECT STATS:

- **Size:** 7 Buildings on 22.8 Acres
  - Crew | Ops Vehicle Storage Building: 32,930 SF
  - Vehicle and Equipment Storage: 8,617 SF
  - Fleet Support Shop: 9,410 SF
  - Vehicle Wash Facility: 6,141 SF
  - Fuel Building: 3,511 SF
- **Construction Cost:** \$14,497,026
- **Completion Date:** 3/2018

## RELEVANCE:

- Large vehicle storage, wash bay, bunker area, equipment storage.
- Multi-use break area, kitchen and conference areas, offices, restrooms and support spaces.
- Multi-Phase project on an existing Public Works campus
- Master Planning to make the best use of space on the site with future development in mind.
- All aspects of this project were Sustainably Designed

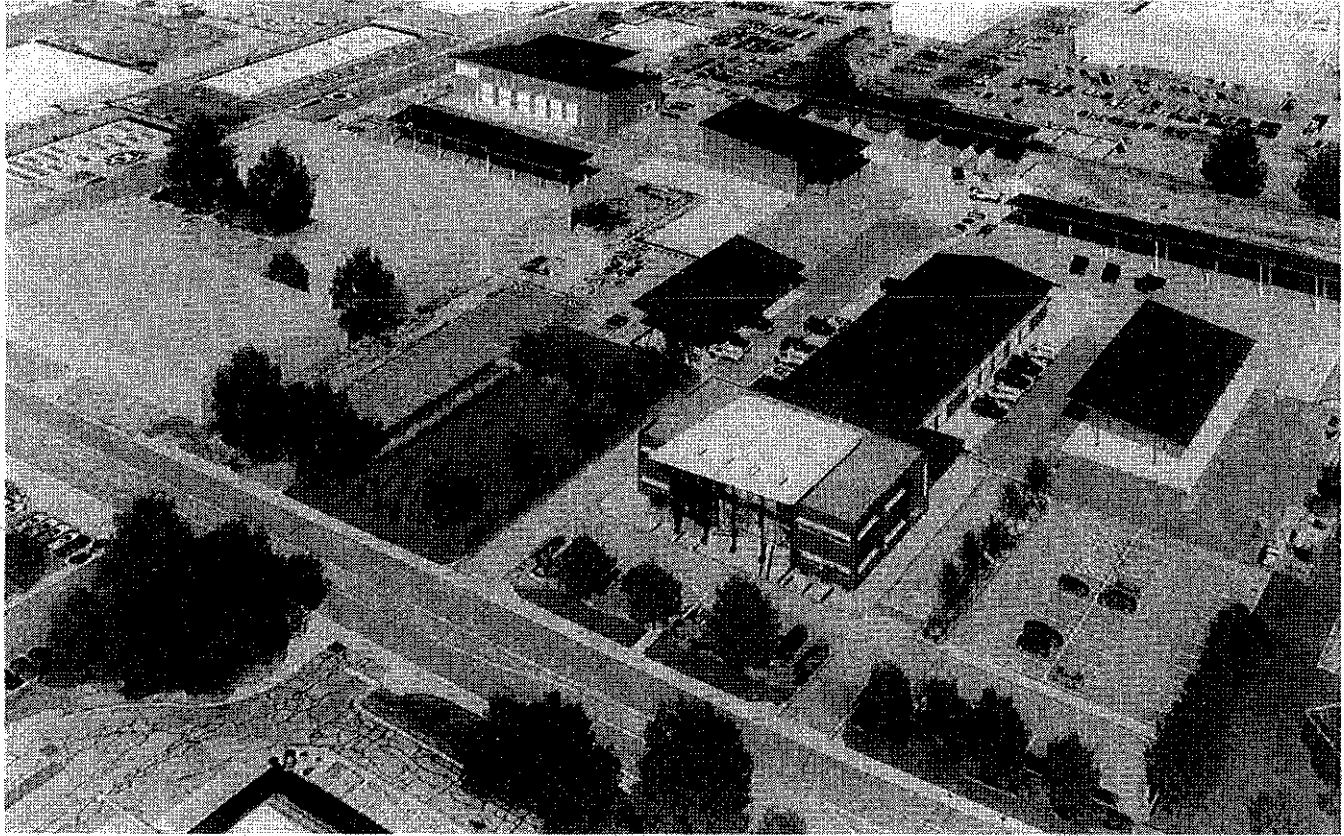


**D2C ARCHITECTS**  
ARCHITECTURE INTERIORS SUSTAINABILITY

RFP JTH-J018-436-4/ SERVICES FOR THE LEADER  
BLADE STATION & STRABURG FLEET WASH BAY



## ADMINISTRATIVE AND MAINTENANCE FACILITY GREENWOOD VILLAGE, COLORADO



D2C provided planning and design services to the City of Greenwood Village Public Works and Parks and Rec. Their facilities are no longer accommodating the needs of the users or the community. D2C worked collaboratively with the City to determine the best solution to accommodate the needs of the departments to eliminate inefficiencies and tailoring the spatial layout to the user's daily functions, increase productivity and efficiency. The end result will be a 15,000 SF new administrative headquarters building, with much needed safety and functional efficiency renovations done to the existing vehicle storage and maintenance facility.

### REFERENCE:

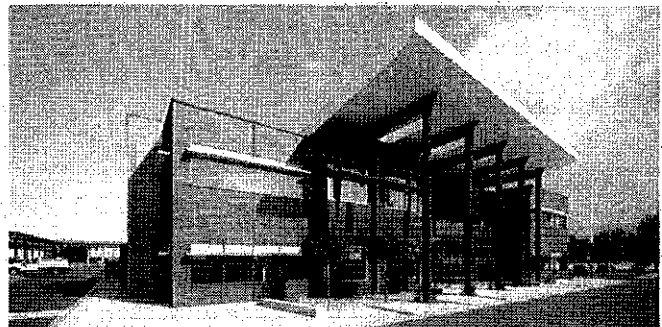
Jeremy Hanak, Public Works Manager - Transportation  
jhanak@greenwoodvillage.com  
(303) 708.6175

### PROJECT STATS:

- **Size:** 15,000 SF new and 5,000 SF addition
- **Construction Cost:** \$7,800,000 (Estimated)
- **Completion Date:** 4/2019 (Estimated)

### RELEVANCE:

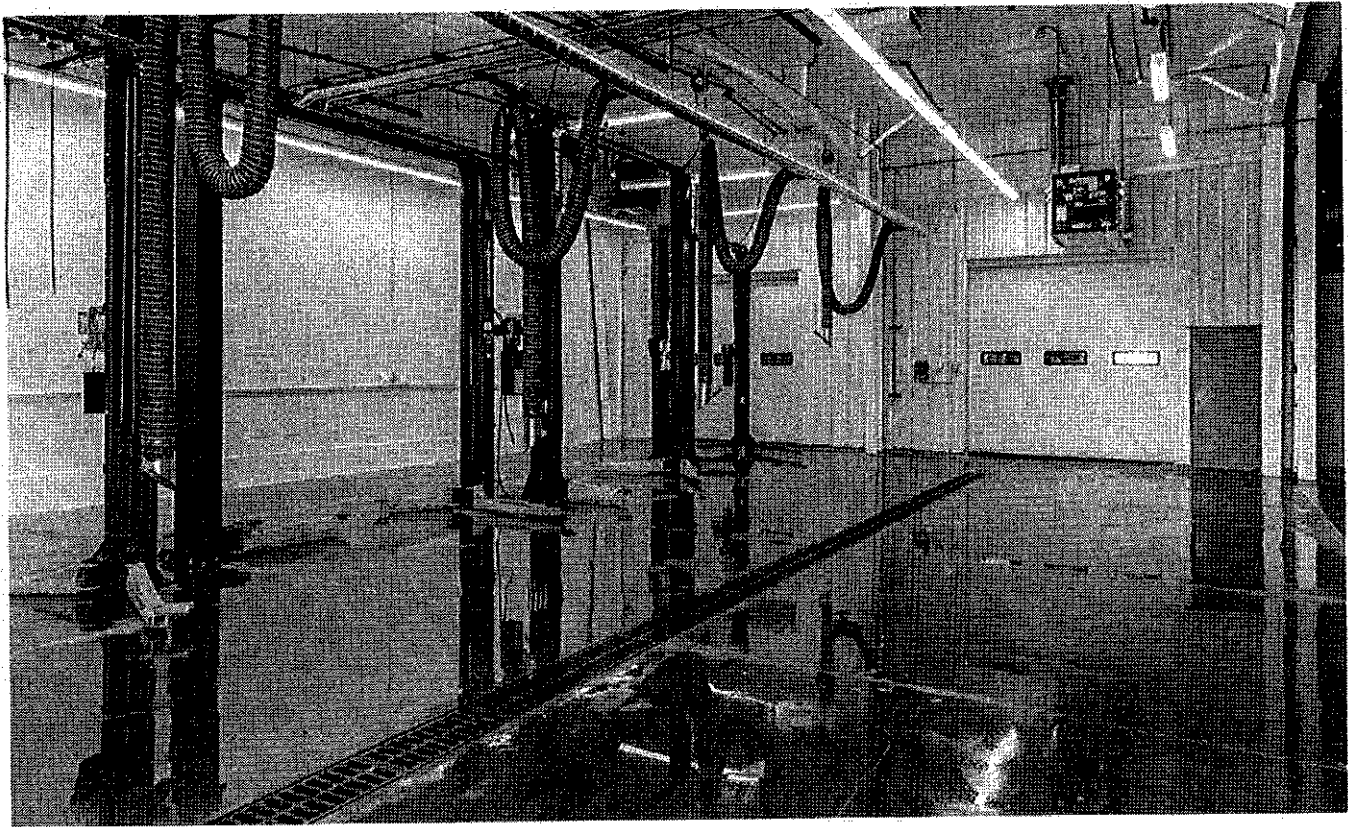
- Large vehicle and equipment storage
- Administration spaces, conference areas, support spaces (break rooms, restrooms, copy and supply rooms)
- Existing Public Works campus
- Planning and user group meetings to determine the best use of the site and space.
- Illustrates an understanding of working with a large number of users to come to a solution that works efficiently for everyone.
- Flexibility for future growth



**D2C ARCHITECTS**  
ARCHITECTURE INTERIORS SUSTAINABILITY

PROJECT: 2018-435-AZESERVICES FORTNELEADER  
BLADE STATION & STRASBURG FLEET WASH BAY

**MIKE SHAW SUBARU**  
THORNTON, COLORADO



D2C Architects worked hand-in-hand in a collaborative design-build delivery method with the Contractor, Owner, Mike Shaw Leadership and the mechanics of the dealership to provide **four (4) new additional service bays, reconfigured four (4) existing services bays while merging the 8 bays into one large open work space**, implemented a new car wash bay and associated system, revamped a series of spaces and their **equipment configurations to increase efficiency and operational flow.**

D2C Architects' scope also included upgrading the lighting throughout the facility to LED, replacing all windows and to update the mechanic's restrooms and locker room.

**REFERENCE:**

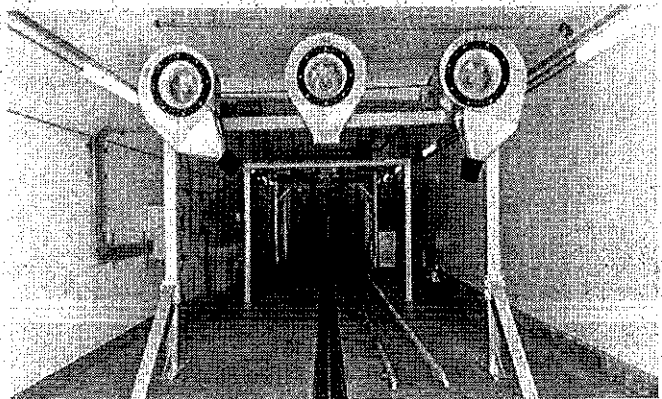
Dominic Scrivner, Managing Partner  
Mike Shaw Subaru  
DScrivner@MikeShawSubaru.com  
(303) 438.7501

**PROJECT STATS:**

- **Size:** 2,965 SF
- **Construction Cost:** \$994,000
- **Completion Date:** 3/2015

**RELEVANCE:**

- Wash bay, equipment and parts storage
- Vehicle maintenance facility
- Work space, offices, lobby, locker rooms, restrooms, breakroom, mechanic dirty changing room

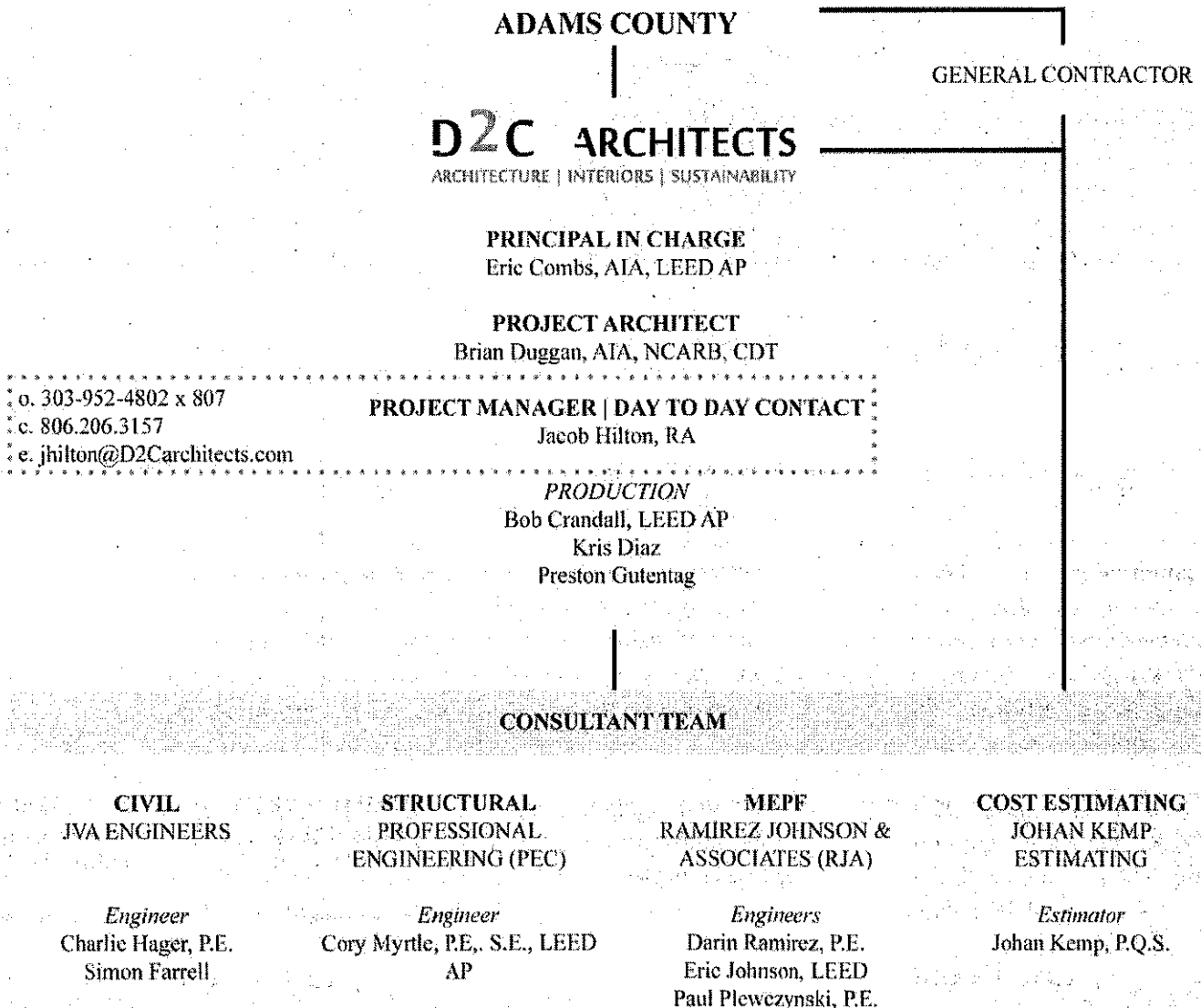


- Provide licensure and accreditations, including verification of professional licensing in Colorado. Please see resumes.
- Provide a project team organizational chart and resumes of the proposed key project team members.

## EFFECTIVE FUNCTIONAL INTEGRATION

D2C Architects, as the prime consultant (contract holder with Adams County), will act as the team lead. As part of our responsibilities to lead this team to a successful project and solution(s), we will implement a methodical integration of our subconsultants through close management (scheduling, team meetings, QA/QC checks of sub consultant documents, budget reviews, etc.), open and fluent communication and detailed coordination. Our effective and functional efforts to integrate both Adams County leadership and stakeholders as well as the project design team will occur on a routine basis. Our subconsultants' roles, tasks and scope are very clearly identified and defined in active teaming agreements.

## LINES OF AUTHORITY | ORGANIZATIONAL CHART



**ERIC COMBS, AIA, LEED AP**  
**D2C ARCHITECTS**  
**PRINCIPAL IN CHARGE | SUSTAINABILITY DESIGN**

**BIOGRAPHY**

Eric's career as an Architect spans more than 13 years of professional services in all phases of programming, planning, design, project management and construction administration. His experience ranges from small programming and planning efforts to new maintenance facilities including offices and training facilities for various municipality agencies.

Eric is a valued team member because of his holistic understanding of operational details, efficiencies and sustainable concepts having worked in both private and public entities. He is truly engaged in the process to ensure D2C Architects delivers sustainable, leading edge solutions to exceed the client's goals on all of our projects

**PROJECT EXPERIENCE:**

- **Douglas County Parker Road and Bridge Service Center, Parker, CO (with PEC)** - Principal in Charge of a 7 building complex that includes a new sustainable design Crew/Administrative Office Building with 12 tandem bays, a 14 tandem bay and light maintenance Sweeper Building, a 3 bay drive through Shop designed for Pickup Trucks to full-size semis, a 10 position Fueling Center, a 2 bay Car Wash Building and ancillary structures.
- **Public Works Office Building and Maintenance Center, Castle Rock, CO** - Principal In Charge for planning and design services too maximize the use of the existing 17,800 SF building and new 5,000 SF Administration and 2,500 SF Service Bay addition to meet the current and future needs of the department. D2C conducted numerous partnering meetings, user interviews and careful documentation to accommodate the new addition, renovate the existing spaces and provide flexibility for the current staff use.
- **Greenwood Village Office Building and Maintenance Center, Greenwood Village, CO**  
Principal In charge of planning and design of a 15,000 SF facility and 5,000 SF addition to the existing facility. Working closely with the client D2C lead user interviews and stakeholder meetings to identify the projects needs, goals and requirements to determine the best plan for the long term project needs.
- **Enterprise Maintenance Facility, Highlands Ranch, CO**  
Project Architect / Manager of a single drive through maintenance bay facility with maintenance storage, a special tools storage room, reception area, administration office area with open and private offices, break room, training room and locker room.
- **Mike Shaw Subaru Service Center Addition and New Service Center, Thornton, CO** - Project Architect / Manager for a 2 phase project. Phase 1 included an addition of 4 new service bays and provisions for administrative operations. Phase 2 is a new standalone 20 bay Service Center, including bays, administrative offices, conference room, parts and tools storage, special parts room, locker room, equipment storage (65 pieces of equipment).
- **Ryder Trucking, Denver, CO**  
Principal in Charge for this 5.52 acre site including additions and renovations. The project includes: administrative offices, driver's lounge, parts storage, conference room, locker rooms, ancillary spaces.
- **DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with JVA)** - Principal for planning and design for a new 13,000 SF covered vehicle storage for snow removal equipment and light maintenance facility.



**EDUCATION:**

Arizona State University, Tempe  
Bachelor of Science in Design,  
Architectural Studies,  
Magna Cum Laude

**CERTIFICATIONS:**

Registered Architect:  
Colorado

LEED Accredited Professional  
(US Green Building Council)

**AFFILIATIONS:**

American Institute of Architects (AIA)  
Member

American Public Works Association,  
(APWA) Member)

Colorado Department of Regulatory Agencies Division of Professions and Occupations	
State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors	
Eric Eugene Combs Architect	
ARC 00402711 Number	11/01/2017 Issue Date
Active Credential Status	10/31/2019 Expire Date
Verify this credential at: <a href="http://www.colorado.gov/dora/dpo">www.colorado.gov/dora/dpo</a>	
Division Director <i>Ronnie Hines</i>	Credential Holder Signature



**BRIAN DUGGAN, AIA, NCARB, CDT**  
**D2C ARCHITECTS**  
**PRINCIPAL | PROJECT ARCHITECT**

**BIOGRAPHY**

Brian's diverse project experience includes maintenance, public safety, service centers and office buildings. His design philosophy is to integrate the client's needs with the community's demands while ensuring the authenticity of the project. Brian's devotion to linking available funds to operational requirements ensures a carefully thought out solution that results in a feasible and efficient community facility for all. This design philosophy is what separates D2C Architects from our competition.

Brian brings the ability to create an identity that is unique to each of our clients and the environments they live, work and play, while ensuring the project comes in on budget and meets/maintains schedule requirements.

**PROJECT EXPERIENCE:**

■ **Douglas County Parker Road and Bridge Service Center, Parker, CO (with PEC)** - Project Architect for a 7 building complex that includes a new sustainable design Crew/Administrative Office Building with 12 tandem bays, a 14 tandem bay and light maintenance Sweeper Building, a 3 bay drive through Shop designed for Pickup Trucks to full-size semis, a 10 position Fueling Center, a 2 bay Car Wash Building and ancillary structures.

■ **Public Works Office Building and Maintenance Center, Castle Rock, CO**

Project Architect for planning and design services too maximize the use of the existing 17,800 SF Public Works Building and new 5,000 SF Administration and 2,500 SF Service Bay addition to meet the current and future needs of the department. D2C conducted numerous partnering meetings, user interviews and careful documentation to accommodate the site and facility

■ **Greenwood Village Office Building and Maintenance Center,**

Greenwood Village, CO - Planning and design of a 15,000 SF facility and 5,000 SF addition to the existing facility. Working closely with the client D2C lead user interviews and stakeholder meetings to identify the projects needs, goals and requirements to determine the best plan for the long term project needs.

■ **Ryder Trucking, Denver, CO**

Project Architect for this 5.52 acre site including additions and renovations. The project includes: administrative offices, driver's lounge, parts storage, conference room, locker rooms, ancillary spaces.

■ **DMVA Field Maintenance Shop (FMS), Denver, CO (with PEC, RJA)**

Project Architect for a major renovation and addition to the existing Denver FMS #2 field shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes administrative offices (open and private), training rooms, conference rooms and break room.

■ **Wyoming Field Maintenance Shop\*, Cheyenne, WY**

Project Architect / Designer for an 8,192 SF addition and 24,000 SF renovation to their field maintenance shops including 3 new drive through bays, car wash system, fluids storage, compressor room, contaminated storage and tools/bulk storage space.

■ **Park County Office Building, Fairplay, CO**

Project Architect / Manager for a 25,000 SF addition and 6,000 SF tenant improvements project to accommodate function and operations associated with Administration, Assessor, Clerk & Recorder, Treasure and Development Services staff.



**EDUCATION:**

University of Tennessee,  
Knoxville  
Bachelor of Architecture, Cum Laude

University of Oregon,  
Portland Studio

**CERTIFICATIONS:**

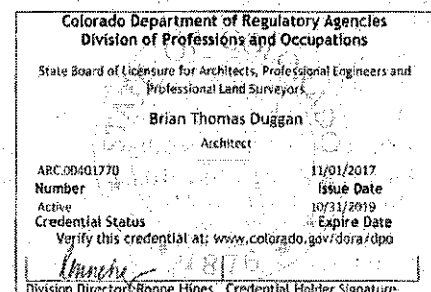
Registered Architect:  
Colorado, Wyoming

National Council of Architectural  
Registration Boards (NCARB)

**AFFILIATIONS:**

American Institute of Architects (AIA)  
Member

American Public Works Association,  
(APWA) Member



**D2C ARCHITECTS**  
ARCHITECTS • ENGINEERS • DESIGNERS

4401 14TH AVE. SUITE 200 • BOULDER, CO 80501  
303.440.1400 • WWW.D2CARCHITECTS.COM

**JACOB HILTON, RA, NCARB**  
**D2C ARCHITECTS**  
**PROJECT MANAGER**

**BIOGRAPHY**

Jacob is a critical team member on a variety of complex project types as a Project Architect and Project Manager for D2C Architects. His experience includes: public safety, municipal and private client service and Maintenance facilities, office buildings, storage buildings, field maintenance shops and hangars.

Jacob leads his team through complex building systems, design and construction administration with clear documentation and collaboration. He works with the client on integrating the project goals while maintaining the budget, scope, quality and schedule. He will remain on the project from inception through project closeout.

**PROJECT EXPERIENCE:**

- **Douglas County Parker Road and Bridge Service Center, Parker, CO** (with PEC) - Project Manager for a 7 building complex that includes a new sustainable design Crew/Administrative Office Building with 12 tandem bays, a 14 tandem bay and light maintenance Sweeper Building, a 3 bay drive through Shop designed for Pickup Trucks to full-size semis, a 10 position Fueling Center, a 2 bay Car Wash Building and ancillary structures.
- **Public Works Office Building and Maintenance Center, Castle Rock, CO** - Project Architect for planning and design services too maximize the use of the existing 17,800 SF Public Works Building and new 5,000 SF Administration and 2,500 SF Service Bay addition to meet the current and future needs of the department. D2C conducted numerous partnering meetings, user interviews and careful documentation to accommodate the site and facility
- **Greenwood Village Office Building and Maintenance Center, Greenwood Village, CO** - Planning and design of a 15,000 SF facility and 5,000 SF addition to the existing facility. Working closely with the client D2C lead user interviews and stakeholder meetings to identify the projects needs, goals and requirements to determine the best plan for the long term project needs.
- **Mike Shaw Subaru Service Center Addition and New Service Center, Thornton, CO** - Job Captain for phase 2 a new standalone 20 bay Service Center, including bays, admin offices, parts and tools storage, special parts room, locker room, equipment storage (65 pieces of equipment).
- **Building 909, Buckley Air Force Base, Aurora, CO**  
Project Manager for a 62,663 SF, Hangar that includes a Maintenance Bay for the transient alert team - a first respondent team designated for damaged equipment that is coming into the airport, ATCALS equipment repair which fixes and repairs components that impact flight operations (radio, etc.), and Cold Storage for parts and tool.
- **DMVA Field Maintenance Shop (FMS), Denver, CO (with PEC, RJA)**  
Production and Job Captain for a major renovation and addition to the existing Denver FMS #2 field shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes administrative offices (open and private), training rooms, conference rooms and break room.
- **Fire | Crash Station, Illinois Air National Guard (ILANG), Peoria, IL** - As part of an IDIQ contract for a new 17,800 sf Fire Crash / Rescue Station including: bunkrooms, control/alarm room, administrative offices, training room, kitchenette and dining area, day room, physical fitness room, technical services area, equipment maintenance areas, support space, decontamination room, apparatus bays, secure and non-secure storage rooms.



**EDUCATION:**

Texas Tech University Lubbock  
Bachelor of Science, Architecture  
Dean's List

Texas Tech University Lubbock  
Masters of Science, Architecture  
Dean's List

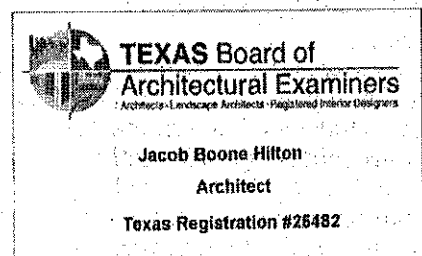
**CERTIFICATIONS:**

Registered Architect:  
Texas

National Council of Architectural  
Registration Boards (NCARB)

**AFFILIATIONS:**

Arnold Air Society



- *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.*

#### **TOTAL NUMBER OF STAFF: 11**

Our talented staff composition includes: 5 licensed architects, LEED Accredited Professionals (LEED AP), Construction Documentation Technicians (CDT), REVIT and AutoCAD Certified Associates and Professionals as well as skilled designers using the latest fully-integrated software platforms to develop, monitor and resolve every design variable. D2C has proven its ability to staff, manage and produce concurrently multiple projects of various sizes and complexity at any given time. We have support staff available, as necessary to assist on the project or deadlines. Our team is further supported by additional full time internal staff members, should additional resources be necessary. As well as our production principal Bob Crandall, who manages the firm's production and quality control. At no time will there be new or unexperienced staff working on your project. Furthermore all staff will be managed and directed by a principal of the firm. D2C Architects is confident that we can provide all necessary services under this contract for Adams County.

#### **PRINCIPAL-IN-CHARGE**

*-Eric Combs, AIA, LEED AP*

As the PIC, Eric oversees project contracts and our team's services on each project. Eric will work hand-in-hand with the Project Architect and Project Manager to define the fee, schedule and approach to the project, all while keeping quality in mind. Eric works closely with the client and the Project Manager to oversee the project plan, schedule, scope and fee is on track.

#### **PROJECT ARCHITECT**

*-Brian Duggan, AIA, NCARB, CDT*

Brian will serve as the Project Architect / Architect-Of-Record (AOR). He will be the leader of the design vision and will give direction to the design and production staff to complete the vision. Brian collaborates fully with an integrated approach with the client, consultants and design team.

#### **PRODUCTION QUALITY ASSURANCE/ QUALITY CONTROL**

*-Bob Crandall, LEED AP*

Bob is a talented and experienced professional who is leading the industry in Building Information Modeling (BIM). He is driven by the technological processes and keeps D2C on the forefront of the profession. Bob's approach in leading his project teams to success is by producing clear and concise architectural plans, centered on the concept of how the construction processes works, coupled with sustainable values. He will provide quality assurance and quality control of the architectural and engineering documents.

#### **PROJECT MANAGER**

*-Jacob Hilton, RA, NCARB*

As the Project Manager, Jacob is responsible for leading and accomplishing the stated project objectives including the clear documentation of the objectives, the building requirements, managing the scope, and tracking the constraints of cost, time, scope and quality. He will plan, execute and close out your project, while ensuring that your defined desires, goals and expectations are met and carried through the various stages of design and construction.

- *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.*

Eric Combs, AIA, LEED AP, Principal In Charge  
1580 Lincoln Street, Suite 1110, Denver, CO 80203  
o. 303-952-4802 | c. 303929-9121  
e. [ecombs@D2Carchitects.com](mailto:ecombs@D2Carchitects.com) | f. n/a

- 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.



## LIST OF CONSULTANTS

Please see complete qualifications on individual resumes.

### CIVIL ENGINEERING

#### JVA CONSULTING ENGINEERS

Charles "Charlie" Hager, IV, P.E. - Civil Engineer

- Registered Professional Engineer: Colorado, AZ, UT, WY
- American Society of Civil Engineers

Simon Farrell - Civil Engineer

- Registered Environmental Health Specialist / Registered Sanitarian, REHS, National Environmental Health Association

### STRUCTURAL ENGINEERING PROFESSIONAL ENGINEERING CONSULTANTS (PEC)

Cory Myrtle, P.E., LEED AP - Structural Manager

- Registered Professional Engineer: Colorado
- LEED Accredited Professional (US Green Building Council)

### MECHANICAL | ELECTRICAL | PLUMBING | COMMISSIONING | ENERGY MODELING RAMIREZ JOHNSON & ASSOCIATES

Darrin Ramirez, P.E., CGD, LEED AP - Mechanical and Building Energy Engineer

- Registered Professional Engineer: Colorado, WY, UT, OK
- LEED Accredited Professional (US Green Building Council)
- Certified Geotexchange Designer

Eric Johnson, CXA, LEED AP - Mechanical Designer  
Certified Commissioning Authority

- LEED Accredited Professional (US Green Building Council)

Paul Plewczynski, P.E. - Electrical Engineer

- Registered Professional Engineer: Colorado

### COST ESTIMATING

#### JOHAN KEMP COST ESTIMATING

Johan Kemp, PQS

- Professional Quantity Surveyor

## **INCORPORATE INTO THE TEAM | ROLES**

Every project has individual qualities that separate it from others, as is every client and every project manager. Building a team that "Fits" the characteristics of each project is what makes the project(s) successful. We work closely within our network of consultants to identify the most advantageous team members who possess the required skill sets and experience to deliver your needs and goals on time and on budget. We have worked with all of the proposed team members on similar projects.

**Our team of experts will incorporate into the team and for your convenience we have identified the roles and responsibilities of each subconsultant.**

### **CIVIL ENGINEERS**

#### *- JVA Engineers*

As civil engineers, their role includes communicating with all stakeholders and local entities to determine the land use and site development goals and responsibilities for the project; implement creative solutions to avoid conflicts and overcome challenges of the proposed plan; provide an understanding of municipal codes and regulations for approval of proposed development; and provide site planning, layout, grading, drainage, erosion control, water supply systems (well water), sanitary sewer systems (leach field), and storm water systems as required.

### **STRUCTURAL ENGINEER**

#### *- Professional Engineering (PEC)*

The structural engineers will work hand in hand with the architect and design team to develop and perform analysis relative to the overall projects form. It is their responsibility on each task order to design a sound structural system to ensure not only code requirements are met but that life safety and stability are realized.

### **MECHANICAL, ELECTRICAL AND PLUMBING ENGINEER**

#### *- Ramirez Johnson & Associates*

As our Mechanical/Electrical and Plumbing Engineers they will analyze problems to see how mechanical and thermal devices might help solve, heating, cooling and plumbing challenges. They will evaluate the electrical systems, products, components and applications. The M/E/P partners are ultimately responsible for the design of the mechanical and plumbing components

of the building to ensure occupants of the building are comfortable while yielding a healthy environment (air quality, etc.). Providing sustainable and energy efficient solutions that reduce facility operation and maintenance costs while yielding durable, long lasting solutions.

### **COST ESTIMATING**

#### *- Kemp Estimating*

The cost estimator will address and account for the project scope, design, and schedule requirements in its cost model.

## **SUBCONSULTANT INTRO | HISTORY**

### **CIVIL ENGINEERING: JVA ENGINEERING (JVA)**

JVA, Incorporated is a consulting structural, civil and environmental engineering firm headquartered in Boulder, Colorado with offices in Fort Collins, Winter Park, Glenwood Springs and Denver. JVA has a 60-year history of engineering experience serving architects and owners on building projects, site development and water/wastewater projects throughout the Rocky Mountain area and nationwide. Our current staff size is 100. The principals are registered in Colorado and all 50 states across the country.

**JVA has extensive well water and leach field experience both new and tying into existing systems. They have worked on similar project types and recently completed the conceptual design concept for the storage facility for the High-Altitude Army Aviation Training Site in Gypsum with D2C.**

#### **JVA's Recent experience includes:**

- DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with D2C)
- Boulder Valley School District – Vehicle Maintenance Facility, Lafayette, CO
- Douglas County School District Grounds and Fleet Maintenance Facility, Parker, CO
- Jefferson County Fairgrounds Maintenance Building & Stall Barn Addition, Jefferson County, CO
- Town of Nederland Public Works Maintenance Facility, Nederland, CO
- Windsor Readiness Center, Colorado Air National Guard, Windsor, CO

## **STRUCTURAL ENGINEERING: PROFESSIONAL CONSULTING ENGINEERS (PEC)**

Founded in 1965 as one of the first full-service consulting firms in the region, PEC's knowledge is the cumulative effect of 50 years of experience. They offer comprehensive services conveniently located in one firm, an efficiency that translates into time and cost savings. They know each client is different and each project is unique. They are flexible in their approach, innovative in their thinking and relentless on your behalf.

**PEC and D2C's key team members have been working together for over 5 years on 15 projects including wash bays, bunker rooms, kitchens, storage and maintenance facilities.**

**PEC's recent maintenance, storage and wash bay experience includes:**

- Commerce City Wash Bay, Commerce City, CO (with D2C)
- Douglas County Parker Road and Bridge Service Center, Parker, CO (with D2C)
- DMVA Field Maintenance Shop #2 (FMS), Denver, CO (with D2C)
- Bennett Town Hall, Bennett, CO (with D2C)
- American West Office Renovation, Denver, CO (with D2C)
- Windsor Public Works and Parks Service Facility; Windsor, CO

## **MECHANICAL | ELECTRICAL | PLUMBING ENGINEERING:**

### **RAMIREZ JOHNSON & ASSOCIATES (RJA)**

RJA is a multidisciplinary practice that specializes in mechanical, plumbing and electrical engineering design, project management and commissioning for municipal and commercial buildings. Their primary goal is to provide their clients with appropriate, high performance design solutions that will meet their goals and requirements. They offer the value and expertise that their clients need to complete projects on time and on budget.

**RJA has provided MEP services with D2C on 25 Vehicle Maintenance Shops, Offices and Wash Bays. Projects include additions, pre-engineered building types and new facilities.**

**RJA's recent municipal agency experience includes:**

- DMVA Field Maintenance Shop (FMS), Denver, CO (with D2C)
- Metro Wastewater Office Renovation, Denver, CO (with D2C)
- Commerce City Wash Bay, Commerce City, CO (with D2C)
- B&M Office Building, Centennial, CO (with D2C)
- City and County of Denver On-Call, Denver, CO (with D2C)
- Thorncreek Golf Clubhouse, Thornton, CO (with D2C)

## **COST ESTIMATING: KEMP ESTIMATING**

Johan Kemp Estimating and Consulting Services was established in 2008 and the experiences brought to clients ensures they create dynamic business solutions.

Project experiences cover a wide range of sectors including military, municipal, higher education, criminal justice, commercial, industrial, leisure, and educational. Information and experience gained from this wide range of projects is collated and used for benchmarking and analytical purposes for use on our future estimates. As Cost Consultants their wide range of specialist skills is supported by their core expertise of cost and project management.

**Johan Kemp has worked with D2C on 4 projects in the last couple years and has a wide variety of maintenance, storage, wash bays and office facility experience for a variety of municipal agencies from Colorado to Antarctica.**

**Kemp's recent municipal agency experience includes:**

- Commerce City Wash Bay, Commerce City, CO (with D2C)
- DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with D2C)
- E-470 Maintenance Support Site A, Parker, CO (with D2C)
- Parker Water Sanitation District Well Equipment Storage Building, Parker, CO (with D2C)
- Maintenance Facility and Offices, Louisville CO
- Broomfield Maintenance Facility, Broomfield CO

Subconsultant complete resumes to follow.



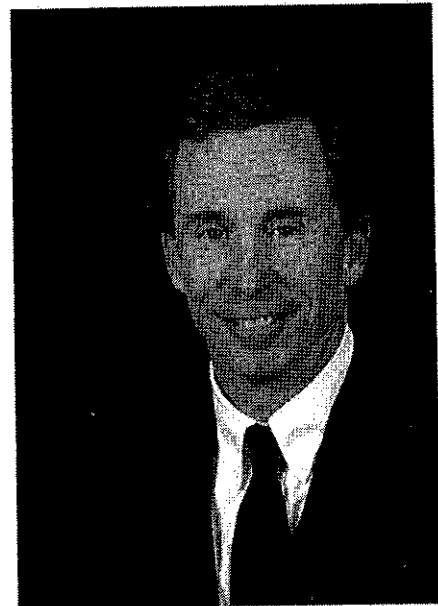
**CHARLES R. HAGER, IV, P.E.**  
**JVA CONSULTING ENGINEERS**  
**CIVIL ENGINEERING | VICE-PRESIDENT**

**BIOGRAPHY**

Charlie is a Vice President at JVA and has been with the firm since 2001. Charlie is the Civil Engineer of Record/Engineer for several hundred municipal, educational, commercial, institutional, industrial, single and multi-family residential projects. He is a dedicated civil engineer who enjoys a challenge and still gets excited about solving design problems. His experience involves all aspects of civil engineering design, including owner coordination, recreation areas, roadways and parking, pedestrian access, grading and drainage, utilities, planning approval and estimate/bid package preparation.

**PROJECT EXPERIENCE:**

- **DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with D2C)**  
Principal for planning and design for a new 13,000 SF covered vehicle storage for snow removal equipment and light maintenance facility.
- **The Shops at Ralston Creek, Arvada, CO**  
Principal for this redevelopment project located at Ralston Road and Independence Street as part of the Arvada Urban Renewal Authority's Ralston Fields Urban Renewal Project. The project includes mixed-use, pedestrian-friendly area with retail, residential, and commercial elements. This project is currently under construction.
- **Apex Indoor Soccer Field, Arvada, CO**  
Project Manager for the construction of a new indoor soccer facility which included water lines, sanitary sewer pipes, storm sewer pipes, and multiple retaining walls over 10-feet in height. An extended detention basin was provided to the site in an effort to enhance water quality.
- **Boulder Valley School District – Vehicle Maintenance Facility, Lafayette, CO** - Project Manager for new fleet and bus maintenance, parking and refueling facility. The facility included a maintenance building with an office area, bus and equipment parking, material storage, and fueling station.
- **Douglas County School District Grounds and Fleet Maintenance Facility, Parker, CO** - Project Manager for the site analysis to redesign internal site travelways and provide safer access to the site from the adjoining CDOT highway. Engineering tasks included coordination with the District, County and CDOT staff, and preparation of access plans and opinions of probable cost.
- **Boulder Yards Master Planning, Boulder, CO** - Project manager for the City Maintenance and Facilities Yards reorganization and future expansion. This project required extensive coordination with multiple disciplines within the City, multiple on-going projects surrounding the site and the adjacent property owners. The project included relocating the existing storage facilities.
- **Jefferson County Fairgrounds Maintenance Building & Stall Barn Addition, Jefferson County, CO** Supervised Project Engineer for design/build project on all civil related items including utility design, and grading and drainage improvements. Assembled final construction documents for Civil Engineering portion of the plans and coordinated with other disciplines.



**EDUCATION:**

University of Colorado Graduate School of Engineering  
Masters of Science, Civil Engineering and Construction Management

University of Florida School of Business  
Bachelor of Science, Finance and Real Estate

**CERTIFICATIONS:**

Professional Engineer:  
Colorado, Arizona, Utah, Wyoming

**AFFILIATIONS:**

American Society of Civil Engineers

AIA Colorado Professional Affiliate  
Member

**SIMON FARRELL**  
**JVA CONSULTING ENGINEERS**  
**CIVIL ENGINEERING | ENVIRONMENTAL HEALTH**

**BIOGRAPHY**

Simon has ten years of experience with water and wastewater treatment plants and conveyance systems. This includes full permitting, design and construction administration for a new treatment facility that was upgraded to meet a 10 TIN limit in a mountain climate with elevated levels of influent nitrogen. Simon has also conducted graduate-level research at the Colorado School of Mines focused on quantifying rates of denitrification to be used in predictive models for estimating nitrogen removal.



**PROJECT EXPERIENCE:**

■ **Bear Creek Cabins Wastewater Treatment, Evergreen, CO**

Conducted an alternatives analysis to identify creative, cost effective solutions for a small flow wastewater treatment system required to meet the strict discharge limits in the Bear Creek Watershed. Ultimately the system was upgraded to include soil treatment and the system was installed and permitted through Jefferson County as opposed to CDPHE. This was the first facility in Jefferson County to be issued an operating permit for advanced treatment under the new Jefferson County Onsite Wastewater Treatment System regulations.

■ **Irwin Lodge and Irwin Cat Barn, Crested Butte, Colorado**

Designed two advanced onsite wastewater treatment systems to serve facilities associates with the Irwin Guides operation. Completed a CDPHE Site Application to rehabilitate the existing abandoned WWTF serving the Irwin Lodge.

■ **Sacred Heart of Mary Church, Boulder, CO**

Responsible for design and permitting of two onsite wastewater systems, incorporating soil treatment, to serve the Church and associated facilities. The existing system has operational issues and is not able to consistently meet discharge requirements.

■ **St. Vrain Hygiene Elementary School, Hygiene, CO**

Performed an evaluation of the onsite wastewater system serving the School. Previously this system was permitted through Boulder County Environmental Health. Due to current regulatory interpretation a site application was required for state approval through CDPHE.

■ **Brook Forest Inn Wastewater Treatment & Bear Creek Cabins Wastewater Treatment, Evergreen, CO**

Currently conducting an alternatives analysis to identify creative, cost effective solutions for small flow wastewater treatment systems required to meet the strict discharge limits in the Bear Creek watershed.

■ **Idaho Springs Water Treatment Plant Upgrades, Idaho Springs, CO**

Responsible for design and submittal of a Drinking Water Engineering Report for municipal drinking water treatment facility upgrades focused on increased membrane performance and compliance with disinfection byproduct regulations.

■ **Town of Iliff, Lagoon Wastewater Treatment Analysis, Iliff, CO**

Completed an alternative analysis to identify cost effective options to upgrade an existing facultative lagoon wastewater treatment facility. The results were compiled into a preliminary engineering report for the USDA. The project was funded by grant funds from the CDPHE and the USDA. The new WWTF is currently being designed and permitted with construction scheduled for late 2016.

**EDUCATION:**

Colorado School of Mines, Masters of Science, Environmental Health

Colorado State University, Bachelor of Science, Environmental Health

**CERTIFICATIONS:**

Registered Environmental Health Specialist / Registered Sanitarian, REHS, National Environmental Health Association

Authorized agent to conduct sanitary surveys of non-community drinking water systems for the Colorado Department of Public Health and Environment

**AFFILIATIONS:**

Colorado Professionals in Onsite Wastewater, board member


American Water Works Association

Water Environment Association

National Environmental Health Association



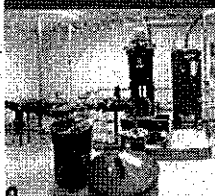
# Civil/Environmental Engineering Services Related to Various Projects, Jeffco Schools Jefferson County, CO



**Reference:**  
Kim MacDonnell, Director of  
Environmental Services  
Jefferson County Public  
Schools  
303.982.2349

JVA just completed a Master Plan for the Jefferson County Public School District which specifically focused on the water and wastewater systems serving the District's Mountain Area Schools. The master plan identifies a substantial amount of capital improvements needed over the next 10 years. Water treatment challenges covered in the Master Plan include: redundancy in raw water supply, effectively managing radionuclides in potable water, addressing excessive fluoride concentrations and updating aging infrastructure. Primary wastewater treatment challenges covered in the Master Plan include: excessive concentrations of nitrates in downstream monitoring wells, confusion of the applicability of new regulations (Regulation 85), determining how to most effectively update traditional onsite wastewater systems to meet total inorganic nitrogen standards and updating aging infrastructure. JVA has begun design of numerous improvements identified in the Master Plan including the Conifer High School WWTF optimization, Mt. Evans WWTF replacement, Marshdale On-site Wastewater System Improvements, and 4-log inactivation certification for numerous water treatment facilities.

## Edison PK-12 School Yoder, CO




**Reference:**  
Jim Strange, Principal  
LKA Partners  
719.473.8446

JVA recently designed and permitted a new drinking water treatment system to serve the Edison School near Yoder, Colorado. The existing groundwater well was used as the water source (14 gpm, and 160-foot static water level) and a simple treatment system consisting of chlorine disinfection with contact tanks was implemented. A baffled 20,000-gallon below grade fiberglass tank was used as both a clearwell for contact time, and provided domestic water storage; combining these uses resulted in cost savings for the owner. A separate fire suppression system was also designed that included a separate 65,000-gallon fiberglass water storage tank. The system was permitted by CDPHE and was put into service in the fall of 2017.

This project also included mapping of existing water lines and

order to ensure compliance with CDPHE Policy 6 (to maintain the County as the regulatory agency for wastewater as opposed to CDPHE). Once proper setbacks were confirmed, a new Onsite Wastewater Treatment System (OWTS) was designed to serve the school addition.

# Decentralized and Onsite Wastewater Treatment Systems Various Locations, CO



**Reference:**  
Bruce Hungate, Owner  
Bear Creek Cabins  
27400 Highway 74 Evergreen, CO  
80439  
303.674.3442

JVA has provided unique wastewater treatment solutions for numerous 'small flow' wastewater generators located in areas that are not served by central wastewater treatment facilities. Past project experience includes onsite wastewater treatment evaluation and design for: hotels, churches, schools, office buildings, and high end residential developments. Many Counties and Regulatory Agencies are beginning to realize the impacts of poorly managed 'septic' systems and the benefits of properly managed onsite wastewater treatment systems that are designed and installed using current technology and recently updated State and County regulations. JVA is actively involved with the Bear Creek Watershed where we represent numerous small flow dischargers. JVA also created and designed a unique wastewater solution for a small cluster of cabins near Evergreen, Colorado. Although the existing system had very low wastewater flows, it was permitted by CDPHE and was required to abide by extremely strict regulations. The initial evaluation looked at options ranging from connection to municipal facilities to trading phosphorus credits in the Bear Creek Watershed. Ultimately, the system was updated to include soil treatment and the upgrades were permitted through the new Jefferson County Onsite Wastewater Treatment Regulations. This resulted in a cost effective solution that improved water quality.

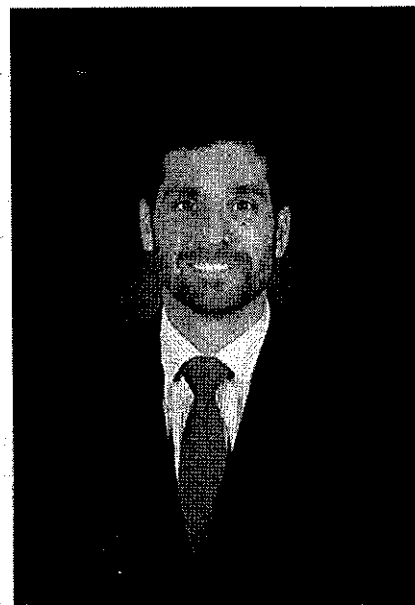
**CORY MYRTLE, P.E., S.E., LEED AP**  
**PROFESSIONAL ENGINEERING CONSULTANTS (PEC)**  
**STRUCTURAL ENGINEER | SENIOR ASSOCIATE**

**BIOGRAPHY**

Cory specializes in structural analysis and design of conventional steel, light gauge steel, masonry and timber structures. His responsibilities include design/development, final design calculations and drawings, and coordinating with other engineering disciplines for each project as needed. Cory has more than 12 years design experience including 10 years of military project experience. He has extensive seismic design experience including use of steel frames, concrete shear walls, precast and framed shear panels for Seismic Risk Categories most common in the CO region. He has also designed several military projects that incorporated USACE design criteria for AT/FP and seismic retrofits/upgrades.

**PROJECT EXPERIENCE:**

- **Douglas County Parker Road and Bridge Service Center, Parker, CO (with D2C)** - A new 7 building complex including: a new sustainable design Crew/Administrative Office Building with 12 tandem bays, a 14 tandem bay and light maintenance Sweeper Building, a 3 bay drive through Shop designed for Pickup Trucks to full-size semis, a 10 position Fueling Center, a 2 bay Car Wash Building and ancillary structures.
- **DMVA Field Maintenance Shop #2 (FMS), Denver, CO (with D2C)**  
Major renovation and addition to the existing field maintenance shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes: an overhead crane, administrative offices, training rooms, conference rooms and break room.
- **Lyons Fire Station, Lyons, CO (with D2C)**  
A LEED Silver equivalent first respondent fire station that yields 4 apparatus bays for engines and trucks of all sizes.
- **Windsor Public Works and Parks Service Facility; Windsor, CO**  
New storage and maintenance campus facilities including 12,000 SF shop building with various storage and fabrication rooms, 8,500 SF heated vehicle storage building, 4,000 SF covered storage, 16,700 SF fleet maintenance building used for repair of shop vehicles and equipment and, 11,000 SF of office, conference rooms, and lobby space.
- **Commerce City Wash Bay, Commerce City, CO (with D2C)**
- **Town of Bennett Town Hall; Bennett, CO (with D2C)**
- **City of Derby Public Works Facility, Derby, KS**
- **Denver Volvo Maintenance and Office Addition; Commerce City, CO**
- **Gallegos Truck Maintenance Facility; Elizabeth, CO**
- **American West Construction Office Renovation; Denver, CO (with D2C)**
- **Houska Automotive Repair Addition; Fort Collins, CO**
- **Denver Volvo Maintenance and Office Addition; Commerce City, CO**
- **Bureau of Land Management Office and Vehicle Storage; Twin Falls, ID**
- **Army Reserve Center including Organizational Maintenance Shop; Windsor, CO**
- **Colorado Air National Guard Field Maintenance Shop ASV Hoist, Denver, CO**
- **Maize School District Transportation Building Remodel; Maize, KS**



**EDUCATION:**

University of Colorado  
Bachelor of Science, Architectural  
Engineering

**CERTIFICATIONS:**

Registered Engineer:  
Colorado, Kansas, Nebraska, Utah,  
Washington, Wyoming

LEED Accredited Professional  
(US Green Building Council)

**AFFILIATIONS:**

Structural Engineers Association of  
Colorado

American Society of Civil Engineers

Realities for Children, Member

**DARIN RAMIREZ, P.E., CGD, LEED AP**  
**RAMIREZ JOHNSON & ASSOCIATES (RJA)**  
**MECHANICAL AND BUILDING ENERGY ENGINEER | SUB**  
**CONSULTANT**

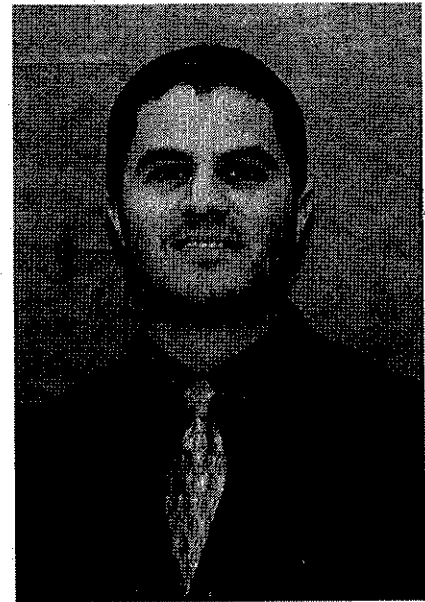
### **BIOGRAPHY**

Darin has 13 years' experience in engineering, architectural and building energy fields. He is proficient in all areas of HVAC and plumbing design, project management, authoring reports and design documents, project budgeting and tracking, project scheduling, client interaction, and design team leadership.

Darin is a Certified Geoechange Designer. Design of multiple ground source heat pump systems, including open loop designs, horizontal fields, and traditional vertical bore. He has produced and managed the production of construction documents, coordination with other consultants and preparation of specifications from schematic design through post construction. He has experience creating project cost estimates of mechanical systems for projects ranging from \$40,000 - \$1,000,000+.

### **PROJECT EXPERIENCE:**

- **DMVA Field Maintenance Shop (FMS), Denver, CO (with D2C)**  
Major renovation and addition to the existing field maintenance shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes: an overhead crane, administrative offices, training rooms, conference rooms and break room.
- **Metro Wastewater Office Renovation, Denver, CO (with D2C)**  
A 42,278 SF renovation of a 2-Story administrative headquarters. This project included renovation for 5 different departments, more than 170 full time staff members and required 6 phases with transition planning to ensure minimized disruptions and maintained operation were realized.
- **Commerce City Wash Bay, Commerce City, CO (with D2C)**
- **B&M Office Building, Centennial, CO (with D2C)**
- **City and County of Denver On-Call, Denver, CO (with D2C)**
  - Hot Water Pump Replacement
  - Police Admin Building Water Heater Replacement
  - Denver Public Library IT Cooling
  - Denver Police Department - District 5 Office Renovation
  - Denver Sheriff's Academy - 3rd Floor Office Renovation
  - Denver Sheriff's Academy - Combat Training Floor Renovation
  - Webb Excise and Licenses Office Renovation
  - Fire Station Kitchen #1 and 2
  - Fire Station Kitchen #2
- **City and County of Denver On-Call, Denver, CO**
  - 1391 Delaware Office Renovation
  - Restroom Prototype
- **City of Commerce City Administration Building Renovation, Denver, CO**



### **EDUCATION:**

University of Florida  
B.S. Mechanical Engineering

### **CERTIFICATIONS:**

Registered Engineer:  
Colorado  
Wyoming  
Utah  
Oklahoma

LEED Accredited Professional  
(US Green Building Council)

Certified Geoechange Designer

## **ERIC JOHNSON, CxA, LEED AP**

**RAMIREZ JOHNSON & ASSOCIATES (RJA)**

**MECHANICAL DESIGNER | COMMISSIONING AGENT | SUB  
CONSULTANT**

### **BIOGRAPHY**

Eric has over 15 years' experience in architectural and building energy fields. He is proficient in all areas of HVAC and plumbing design, project management, authoring reports and design documents, project budgeting and tracking, project scheduling, client interaction, and design team leadership. Extensive LEED® project management experience. He is a Certified Commissioning Authority (CxA). Eric has 6 years of field experience in all areas of commissioning of new and existing buildings, including functional performance testing and report writing. He has produced and managed the production of construction documents, coordination with other consultants and preparation of specifications from schematic design through post construction and warranty periods.

### **PROJECT EXPERIENCE:**

#### ■ **DMVA Field Maintenance Shop (FMS), Denver, CO (with D2C)**

Major renovation and addition to the existing field maintenance shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes: an overhead crane, administrative offices, training rooms, conference rooms and break room.

#### ■ **Metro Wastewater Office Renovation, Denver, CO (with D2C)**

A 42,278 SF renovation of a 2-Story administrative headquarters. This project included renovation for 5 different departments, more than 170 full time staff members and required 6 phases with transition planning to ensure minimized disruptions and maintained operation were realized.

#### ■ **Commerce City Wash Bay, Commerce City, CO (with D2C)**

#### ■ **Thorncreek Golf Clubhouse, Thornton, CO (with D2C)**

#### ■ **City and County of Denver On-Call, Denver, CO (with D2C)**

##### ■ **Hot Water Pump Replacement**

##### ■ **Police Admin Building Water Heater Replacement**

##### ■ **Denver Public Library IT Cooling**

##### ■ **Denver Police Department - District 5 Office Renovation**

##### ■ **Denver Sheriff's Academy - 3rd Floor Office Renovation**

##### ■ **Denver Sheriff's Academy - Combat Training Floor Renovation**

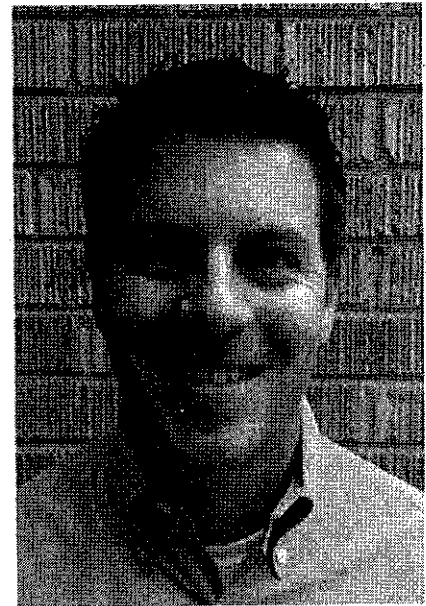
##### ■ **Webb Excise and Licenses Office Renovation**

##### ■ **Fire Station Kitchen #1**

##### ■ **Fire Station Kitchen #2**

#### ■ **Laramie City Hall Renovation, Laramie, WY**

Eric provided mechanical design for the complete renovation of the 1930's era Laramie City hall in Laramie, Wyoming. The project included a new 4-pipe fan coil system that connected into the campus central plan. Key elements of the project included the improvement in critical space zoning as well as the introduction of conditioned mechanical ventilation to the entire building.



### **EDUCATION:**

University of Colorado at Boulder  
Bachelor of Science, Architectural  
Engineering

### **CERTIFICATIONS:**

Certified Commissioning Authority

LEED Accredited Professional  
(US Green Building Council)

**PAUL PLEWCZYNSKI, P.E.**  
**RAMIREZ JOHNSON & ASSOCIATES (RJA)**  
**ELECTRICAL ENGINEER | SUB CONSULTANT**

### **BIOGRAPHY**

Paul has over 14 years of experience in engineering, architectural and building energy fields. His broad range of project experience, including municipalities, maintenance, airports, industrial, office, retail, and restaurants.

Paul is proficiency in all areas of Lighting and Power systems design, project management, authoring reports and design documents, project budgeting and tracking, project scheduling, client interaction, and design team leadership. He has extensive experience in lighting design and photometric calculations.

Paul's responsibilities include producing and managing the production of construction documents, coordination with other consultants and preparation of specifications from schematic design through post construction

### **PROJECT EXPERIENCE:**

#### ■ **DMVA Field Maintenance Shop (FMS), Denver, CO (with D2C)**

Major renovation and addition to the existing field maintenance shop. This project included a new general purpose work bay to allow new larger equipment and vehicles to be serviced indoors. This facility also includes: an overhead crane, administrative offices, training rooms, conference rooms and break room.

#### ■ **Fleet Vehicle Wash, Longmont, CO**

This project will rebuild the City's full size fleet vehicle wash system. Designed to accommodate fleet trucks, plow trucks, and additional vehicles the system will meet the needs of the city for many years to come.

#### ■ **Commerce City Wash Bay, Commerce City, CO (with D2C)**

#### ■ **Thorncreek Golf Clubhouse, Thornton, CO (with D2C)**

#### ■ **City and County of Denver On-Call, Denver, CO (with D2C)**

##### ■ **Hot Water Pump Replacement**

##### ■ **Police Admin Building Water Heater Replacement**

##### ■ **Denver Public Library IT Cooling**

##### ■ **Denver Police Department - District 5 Office Renovation**

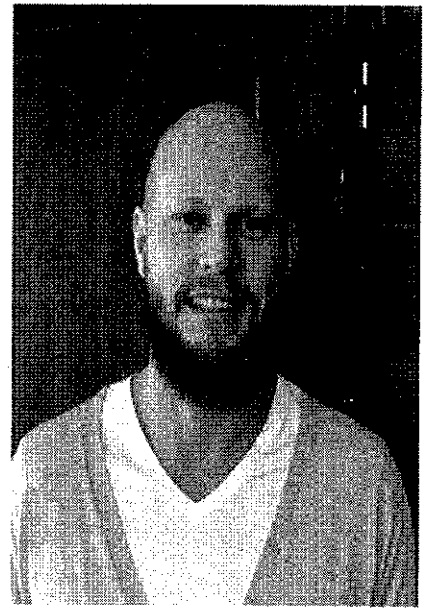
##### ■ **Denver Sheriff's Academy - 3rd Floor Office Renovation**

##### ■ **Denver Sheriff's Academy - Combat Training Floor Renovation**

##### ■ **Webb Excise and Licenses Office Renovation**

##### ■ **Fire Station Kitchen #1 and 2**

#### ■ **Mercedes Benz, Farmington, UT**



### **EDUCATION:**

Metro State University  
Bachelor of Science, Electrical  
Engineering Technology

**JOHAN KEMP, P.Q.S.**  
**JOHAN KEMP COST ESTIMATING**  
**COST ESTIMATOR**

**BIOGRAPHY**

Johan Kemp's extensive experience in the construction industry spans over 35 years. His varied industry experience includes master planning, concept estimating, quantity surveying, project management, construction management, contract administration and total project estimating. Johan was Vice President of an international Consulting firm prior to starting and operating his own firm in 2008.

Johan brings a wide range of skill and experience to any project. As cost estimator his responsibilities include development and oversight of preconstruction activities with a special emphasis on cost control.

**PROJECT EXPERIENCE:**

**Maintenance / Storage Facilities**

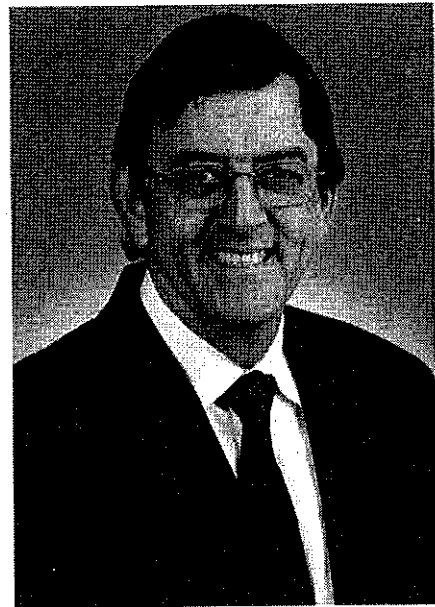
- Commerce City Wash Bay, Commerce City, CO (with D2C)
- DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with D2C)
- E-470 Maintenance Support Site A, Parker, CO (with D2C)
- Parker Water Sanitation District Well Equipment Storage Building, Parker, CO (with D2C)
- Maintenance Facility and Offices, Louisville, CO
- McMurdo Maintenance Facility, Antarctica
- Boulder Valley School District Maintenance Facility, Boulder, CO
- Hess Maintenance Facility and Offices, Seminole, TX
- WYDOT Maintenance Facility, Sundance, WY
- Williams Maintenance Facility, Opal, WY
- Conoco Philips – Surmont, Ft McMurray, Canada
- Kearl, Ft McMurray, Canada
- Hess, Seminole, TX
- Tesoro, Martinez, CA
- Broomfield Maintenance Facility, Broomfield, CO

**Office**

- Multi Story Office Buildings, National
- Conoco Philips, Ft. McMurray Canada
- Village Core shopping center and offices, Winterpark
- Remodeling of offices, Alamosa, CO
- Torrington Public Works, Torrington WY

**Recent Program Level Estimates**

- Maintenance Facility, Broomfield, CO
- ASU Nielsen Library, Alamosa, CO
- Fine Arts Building, Adams State University CO
- New Criminal Justice Center, Huerfano County, CO
- New Criminal Justice Center, Douglas County, CO
- Remodeling of offices, Alamosa, CO



**EDUCATION:**

Bachelor of Science in Quantity Surveying

**CERTIFICATIONS:**

Professional Quantity Surveyor

**PROFESSIONAL AFFILIATIONS:**

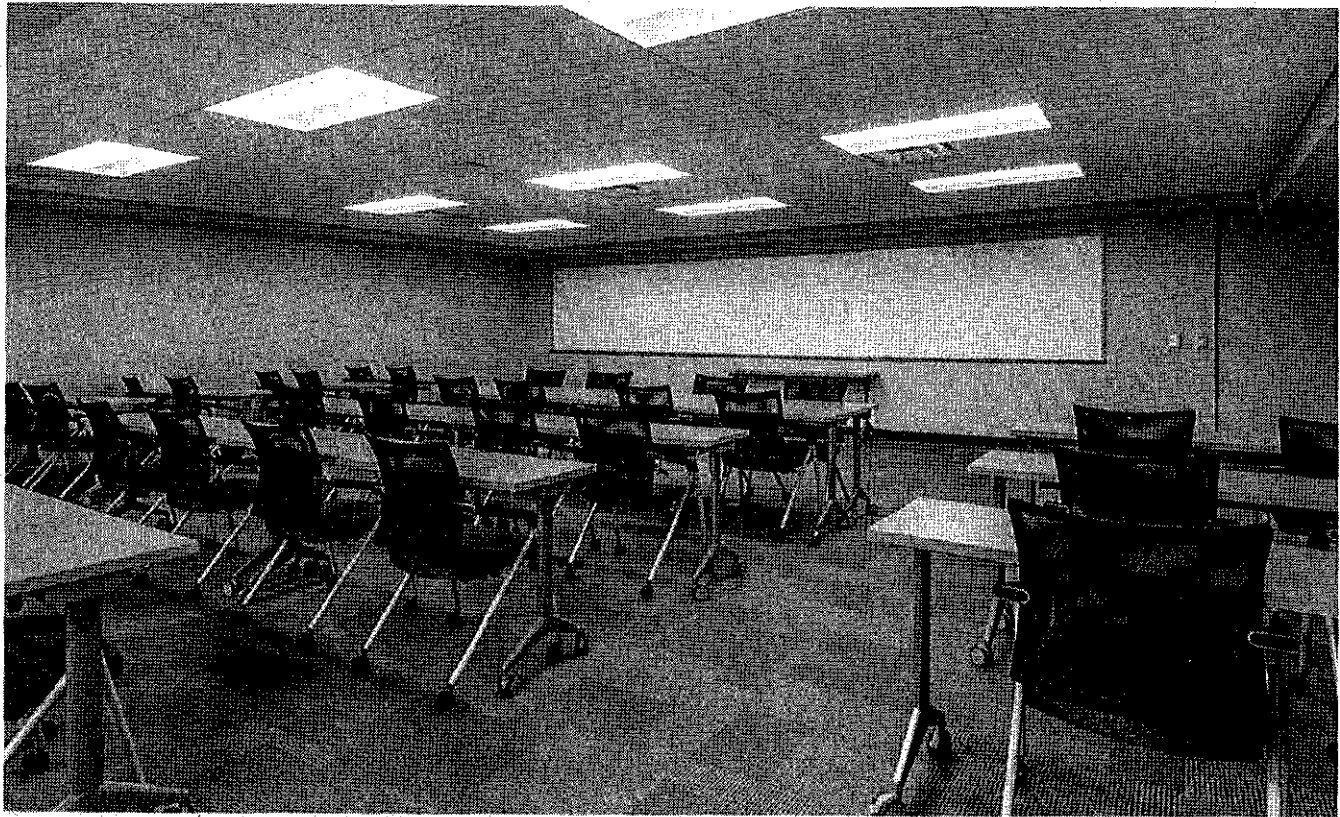
Goals Committee – Mayor's office of  
Contract Compliance, Denver CO

Member Association for Advancement of  
Cost Engineering

Consulting Estimators Round Table  
Validated Firm



- *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.*



## POTENTIAL CONFLICTS OF INTEREST

D2C Architects has no business association, direct or indirect financial interest, or other circumstances that create a conflict of interest with Adams County, subconsultants, contractors or any other relating entity associated with the Adams County Leader Blade Station or the Strasburg Fleet Wash Bay addition.

**//** D2C Architects has provided a wide range of services to ensure that our project is a success. We are very pleased with the work they have provided and their demonstrations of thorough knowledge of vehicle maintenance facilities...and the unique challenges they possess.

Since the beginning the process has been easy, smooth and tailored to our needs. They have listened to us and have designed a well thought out and highly functional solution to meet our needs, while staying in the limits of our budget and schedule.

We highly recommend D2C Architects for your architectural needs.**//**

- Dominic Scrivner, Mike Shaw Subaru, Managing Partner



### 3 | SCOPE OF SERVICES | WORK PLAN

- *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.*

Our D2C team is well versed in new facilities, phased construction, secure, municipal sites and sustainable solutions for vehicle storage, maintenance facilities, administrative offices and training buildings. Our team will provide a full range of architectural, interior and engineering services. In an effort to meet the project requirements, user needs and build the relationship desired while providing high quality services to Adams County. D2C Architects and our team suggests an **ALL INCLUSIVE APPROACH**. Our suggested process for the concurrent projects at Leader and Strasburg consists of the following tasks:

- TASK 1: PRE-DESIGN
- TASK 2: SCHEMATIC DESIGN (30%)
- TASK 3: DESIGN DEVELOPMENT (60%)
- TASK 4: CONSTRUCTION DOCUMENTS
- TASK 5: BIDDING AND NEGOTIATION
- TASK 6: CONSTRUCTION OBSERVATION

#### TASK 1: PRE-DESIGN

D2C starts each project with a kick-off session. A simple meeting of introductions between the design team and Adams County staff, users and stakeholders. In this meeting we become acquainted with each other and start forging the long lasting and trusting relationship. We also **partner** to identify project goals (what is important to you, what makes this project a success, etc.), define the schedule as well as the scope and clarify the limits of construction. Work with Adams County and the users of the facilities to essentially identify the critical aspects of these projects.

With a clear understanding and a **confirmed scope of work**, the design team will begin reviewing Adams County's provided documents (past studies, utility infrastructure documentation, site drawings etc. if available) With this information in hand, the team will conduct an in-field observation / validation trip to each site to document and confirm the site characteristics, observe soil conditions and define what we need to account for in our documentation. This step is imperative to identify what we have and what we need to obtain to make this project a success.

It has been our experience that site verifying actual

conditions **reduces risk** for not only you but our design as well. It reduces the possibility of unforeseen conditions, while allowing the team to ask questions before issues arise. All information gathered will be translated to the final documents prepared for the construction team.

After the partnering meeting and all data is collected and analyzed, the team goes to work modeling what we know and using what we have gathered to create conceptual options for review, revision, and development alongside Adams County and the various stakeholders.

During a day long workshop multiple schemes will be broken down individually to discuss potential cost impacts, design pros and cons, operational improvements and weaknesses, etc. In many cases we see each scheme / option as a potential solution that may work on its own or in part with other schemes. Our goal in discussing options during the workshop, is to ensure we extract your thoughts and operational characteristics to deliver **effective and efficient solutions**. We work to evaluate what really is desirable and appropriate as a team through constant massaging, refinement and decision making.

D2C and our team recognizes the challenges and complexity of the well water factor on both properties and tying into an existing metal building at the Strasburg site, however our knowledgeable team has worked with these challenges in the past and have found solutions and lessons learned that can be translated over to the Adams County project.

Our true value comes from listening to you and working with you to deliver solutions that are appropriate.

#### TASK 3: SCHEMATIC DESIGN (30%)

Building on the direction identified during the conceptual charrette, the design will be developed using REVIT BIM (3D). Working with Adams County, the preferred alternative will be developed into a specific building design that responds to your goals and can be achieved within budget. Structural,

HVAC, plumbing and electrical systems, equipment and sustainable strategies will be studied and design recommendations advanced. Opportunities to increase functional efficiencies and expand resources will be sought including the use of alternate energy sources. D2C will schedule meetings with local building code officials, to ensure our interpretation of building codes is accurate and particular concerns of any of the Authorities Having Jurisdiction are integrated into our design documents.

The schematic design will be presented with our own estimator's cost estimate. After your initial review of the documentation, we will schedule a joint review to answer any questions or address concerns prior to moving to the next phase of design.

#### **TASK 4: DESIGN DEVELOPMENT (60%)**

The design will be subject to close scrutiny and careful attention to the findings and concerns uncovered during the schematic review. During the Design Development all major design decisions relative to building materials, systems and equipment will be finalized. Design documents will define the character and construction of the project. A living cost estimate generated by our cost estimator will support design to budget reconciliation at any stage of development. After your initial review of the documentation, we will schedule a joint review to answer any questions or address concerns prior to moving to the next task.

#### **TASK 5: BIDDING | NEGOTIATION**

Having completed over 50 municipal projects in the last 6 years, D2C has learned to get contractors involved as early in the design phase as possible. By utilizing contractors local to the project, we tap into a resource where the understanding of skilled trades, state and local disadvantage companies, locally manufactured products, etc. can be accounted for. With this knowledge in mind, D2C and our team will strategically implement that knowledge into the project, resulting in more favorable bids. D2C will also actively pursue contractors who are a good fit to the project and request their involvement in the bidding process. We understand that the greater number of contractors bidding the work, typically results in a more competitive environment.

We will also work hand-in-hand with you to develop the final schedule as the end date for design typically affects when bidding occurs and when construction can start.



Having our team's intimate knowledge of recent wash bay experience coupled with a conscience approach to scheduling will prevent our team from realizing the challenges that the north Denver metro has to offer.

#### **STEP 6: CONSTRUCTION OBSERVATION**

Construction Observation is an extremely important phase in every project. **Having the architect of record and the same staff that completed the design efforts on site to observe work in place is proven to be invaluable.** Having an experienced team look after your investment ensures that the County gets what you paid for and that quality is not sacrificed. D2C Architects recommends that the architect of record as well as the design consultants be on site at frequent and appropriate intervals to ensure schedule is being maintained and compliance with the documents is adhered to.

The D2C Architects team will be a part of the close out process after construction is complete through assistance in creating record drawings (using as-built redlines), review of contractor provided O&M Manuals, and processing sign off requirements for final acceptance recommendation.

Considering the Strasburg site will remain occupied and operational through construction and the need to minimize disruptions, we recommend a construction phasing plan be developed. A strategic plan can accommodate construction activities and safe, non-disrupted site activities simultaneously. By predefining the sequence of work with the contractor and the facilities operations team, shut downs, tie-ins, and separated construction zones can all be understood and communicated to stakeholders in advance. Working together collaboratively, we can find ways to maintain your team's highest possible performance from start to finish without interruption.

- *Provide an anticipated staffing plan, based on each phase of the project, focusing primarily on key personnel (Project Executive, Project Architect, Project Manager, etc.)*

D2C Architects firmly believes that all staff and team members assigned to a project shall be dedicated at an intimate level for all phases of design and construction, from conception to completion.

In building our team for the Leader Blade Station and the Strasburg Fleet Wash Bay addition, we have placed a heavy emphasis on past experience with maintenance, vehicle storage, wash bay and well water services as well as with project dedication and availability from those who we assign to this contract, so that you can be assured that who you know and who you see at the kick-off meeting are those you see throughout the project.

One thing we have learned through the years of experience is that continuity of key staff members is critical to the success of the project. Maintaining the same staff for the duration of the project results in a seamless transition from design to construction and a consistent knowledge of the project during the construction phase, all of which reduce contribute to the project's success.

TASKS	Principal In Charge	Project Architect	Project Manager	Quality Control Production Mgr	Production Staff	Production Staff
STEP 1: PRE-DESIGN   PROGRAMMING   CONCEPT	10%	45%	50%	2%	25%	0%
STEP 2: CONCEPT WORKSHOP   CHARRETTE	100%%	100%	100%	0%	0%	0%
STEP 3: SCHEMATIC DESIGN (30%)	5%	45%	50%	10%	50%	25%
STEP 4: DESIGN DEVELOPMENT (60%)	5%	45%	50%	10%	50%	25%
STEP 5: CONSTRUCTION DOCUMENTS (95% AND FINAL)	5%	35%	40%	45%	50%	25%
STEP 6: CONSTRUCTION OBSERVATION	10%	15%	40%	5%	0%	0%

- *Summarize what services the Firm proposes to provide and what services are excluded.*

#### SERVICES

D2C Architects will be the prime architecture firm for Adams County's projects. We will provide full architectural services from planning through design, documentation and construction administration.

D2C Architects as the prime consultant to the Adams County will self perform the following services | work:

- Project Management
- Project Coordination
- Architectural Design
- Programming, Program Evaluation, Space Planning, Site Selection, Site Planning (in conjunction with our civil partners), Site Security Planning and Design (in conjunction with our MEP and Low Voltage partners), Conceptual Design, Production (through Revit and/or AutoCAD), Construction Administration, Operation and Maintenance Manual (in conjunction with our team partners), Record

Drawings, Furniture Design|Selection|Installation Review and Kitchen Design

- Interior Design
- Sustainable Design
- Graphic Renderings and Design
- Modeling Services (Computer and Physical)
- Drafting Production for our own efforts

- *Services not provided by D2C will be performed by our sub-consultants. Those efforts include:*

- **Civil Engineering** - JVA Consulting Engineers
- **Structural Engineering** - Professional Engineering Consultants (PEC)
- **Mechanical | Electrical | Plumbing** - Ramirez Johnson & Associates (RJA)
- **Cost Estimating** - Johan Kemp Cost Estimating



• **Services excluded from our contract include:**

- Commissioning | Energy Modeling
- Geotechnical Services
- Survey
- Visual And Tactile Soil Evaluation
- Well Water Testing For Contaminants Of Concern (New Or Current Well Systems)
- Water Treatment System
- COC Treatment And CDPHE Permitting
- Fire Suppression Systems (Pumps, Cisterns, Etc.)

*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 activity*

D2C will hold a scoping meeting with Adams County leadership, as well as the entire design team. During the scope conversation, as a team, we define the details, confirm our assumptions and ensure the approach and efforts meet your needs. Once the goals are defined, the schedule is established and the team has a clear understanding and a **confirmed scope of work** we will begin the approach outlined on previous pages under Tab 3. This approach allows the team to knowledgeable determine the inclusions, exclusions and final fee, appropriating Adams County with what you need and not paying for what you don't.

Our team's knowledge of similar facilities sets us apart to provide the County with a competitive fee, that we can all be successful with. As stewards of your taxpayer investment, it is essential that we help you establish a realistic fee that can become a reliable basis for your project. We are happy to discuss our fees, exclusions and inclusions with you.

See our detailed fee matrix for more specifics.

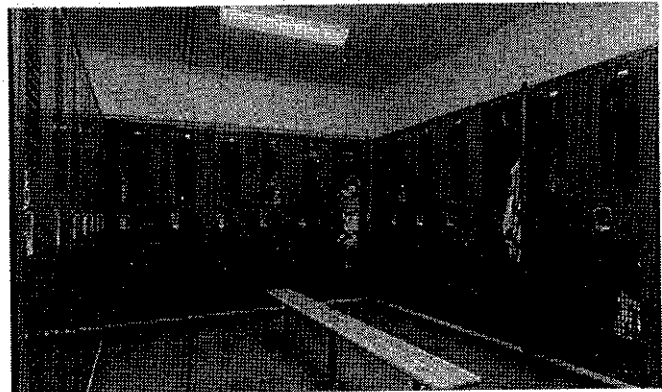
## 4 | GENERAL ITEMS

- *Include any other items describing the Firm and why it is advantageous for Adams County to hire the Design Professional.*

D2C understands the project type that Adams County is in need of delivering to their users. We have extensive experience with this team of consultants on similar projects for other municipalities.

- D2C understands Adams County is in need of better accommodations for their users at the Strasburg Fleet Station by adding on additional storage space to reclaim the use of a bay currently being used for storage. As well as adding on an enclosed wash bay to the facility to assist in upkeep on the County vehicles while keeping the users out of the Colorado elements.
- We understand the importance of keeping the existing Strasburg building in service during construction. We will work with you to determine the most advantageous solutions.
- We understand the importance of a new facility at the remote Leader Blade Station. Accommodations are necessary to assist the community and provide County services as well as to accommodate the users should they get snowed in. The facility will include storage for vehicles and parts as well user accommodations including a multi-functional break/bunker room, kitchen area, restroom, lockers and office.
- We understand you need an experienced team who has worked with all the needed functions for both facilities including:
  - Shop / Maintenance Space
  - Vehicle Bays
  - Sand / oil separator, water collection, catwalk, soap systems
  - Wash Bay
  - Multi-functional space, Kitchen, break areas, lockers, restrooms
  - Office
  - Temporary sleeping quarters
  - New and existing well water, water resources, leach fields, waste management
- We understand working closely with your leadership staff to ensure the feasibility of the user groups desired program works into the future of the growing County.

- We understand the necessity of an expedited schedule and working on both facilities simultaneously.
- We understand the importance of budgets and we know how to stretch your dollar.
- We understand your need for a fully committed team to meet and exceed your goals and requirements. Our team has worked together and understands the importance of having a dedicated team to your project. Our philosophy is to build the strongest team with the greatest attributes and skills necessary to complete the project as described.



- *Any clarifications or assumptions for the scope of services.*

Please see our fee matrix in the enclosed sealed envelope. D2C Architects provides this detailed information to establish and maintain open, transparent project communication with all of our clients and construction partners.

/// *The team at D2C Architects has never failed to get involved from the very beginning. Their commitment to the project was obvious, their level of expertise, knowledge and professionalism is above reproach...///*

- John T. Rosecrans, Support Commander, Northglenn Justice Center

/// *During our planning process I learned that this team of architects were willing to respond to my questions at all hours of the day and night including weekends. It was my experience with the D2C Architects Team that they were exceptionally responsive to our suggestions and quick to come up with solutions. My staff commented positively on the level of commitment the D2C Team had to support our own thoughts and design ideas.*

*I can say that I was very pleased with the professionalism and customer oriented service that the D2C Team of Architects provided...///*

- John Mackey, Chief of Police, Edgewater Civic Center



## 5 | REQUIRED FORMS

### Summary of Qualifications:

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

### Business / Corporate Information:

Current Name of Firm: D2C Architects, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: N/A

Type of Business: Architectural Services Number of Years in Business: 6.5

Number of Employees: 11 Number of Local Employees: 11

Principals/ Countys: 3 VP/Directors: 1 Project Managers: 3

Architects: 5 Engineers: 0 Support Staff: 6

### 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: 125

Total number of District Attorney Facilities or similar justice type projects: 32

Total number of Project with specific focus on Security: 39

Number of Projects Valued \$500,000 to \$2,000,000 in Construction Cost: 78

Number of Projects for Governmental Agencies (State, County, Municipal): 64

Value of Work Currently Under Contract: \$37,000,000

Number of Projects completed with prime Sub-consultant(s): 45 (combined with all subs)  
(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:

Eric Combs | Vice President

Name and Title (Printed)

Signature

10/29/2018

Date

**D2C ARCHITECTS**  
VERIFIED DESIGN SERVICES  
OFFICE: 2018-425-6755 SERVICES FOR THE LEADER  
BLADE STATION & STRASBURG FLEET WASH BAY

**Summary of Qualifications:**

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

**Business / Corporate Information:**

Current Name of Firm: JVA, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: NA

Type of Business: Civil, Structural, Environ. Engineering Number of Years in Business: 62

Number of Employees: 118 Number of Local Employees: 98 in Front Range, CO

Principals/ Countys: 8 VP/Directors: 6 Project Managers: 15

Architects: 0 Engineers: 106 Support Staff: 12

**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: Over 500

Total number of District Attorney Facilities or similar justice type projects: ±10

Total number of Project with specific focus on Security:

Number of Projects Valued \$500,000 to \$2,000,000 in Construction Cost: Over 100

Number of Projects for Governmental Agencies (State, County, Municipal): Over 200

Value of Work Currently Under Contract: \$ 14,000,000±

Number of Projects completed with prime Sub-consultant(s): 1  
(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:**

Charles R. Hager IV, P.E., JVA Inc. Vice Pres.  
Name and Title Printed

Charles R. Hager  
Signature

10/25/18  
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 qualifications summary for each Sub-Consultant)*:

**Business / Corporate Information:**

Current Name of Firm: Professional Engineering Consultants, PA (PEC)

Place of Incorporation: Wichita, KS

Other Names / Previous Names: N/A

Type of Business: Engineering Consulting Number of Years in Business: 53

Number of Employees: 310 Number of Local Employees: 13

Principals/ Counties: 15 VP/Directors: 8 Project Managers: Varies

Architects: 0 Engineers: 120 Support Staff: 190

**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: 4,000+

Total number of "Vehicle" Facilities or similar type projects: 17

Total number of Project with specific focus on Security: 20

Number of Projects Valued \$500,000 to \$2,000,000 in Construction Cost: 15

Number of Projects for Governmental Agencies (State, County, Municipal): 500+

Value of Work Currently Under Contract: \$ 34 million estimated

Number of Projects completed with prime Sub-consultant(s): 15 with D2C  
*(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:**

Clay Cline, PE, SE – Principal

Name and Title (Printed)



Signature

10-19-18

Date

D C ARCHITECTS

37

**Summary of Qualifications:**

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

**Business / Corporate Information:**

Current Name of Firm: Ramirez, Johnson, and Associates

Place of Incorporation: Wheat Ridge, CO

Other Names / Previous Names:

Type of Business: Service Firm

Number of Years in Business: 9

Number of Employees: 7

Number of Local Employees: 7

Principals/ Countys: 2

VP/Directors:                     

Project Managers:                     

Architects:                     

Engineers: 7

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: 400

Total number of District Attorney Facilities or similar justice type projects: 20

Total number of Project with specific focus on Security: 10

Number of Projects Valued \$500,000 to \$2,000,000 in Construction Cost: 8

Number of Projects for Governmental Agencies (State, County, Municipal): 30

Value of Work Currently Under Contract (Design Cost): \$ 1,000,000

Number of Projects completed with prime Sub-consultant(s): 25

(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:**

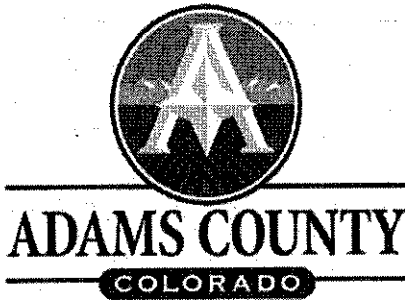
Darin Ramirez

Name and Title (Printed)

  
Signature

2018-10-25

Date



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.

D2C Architects, Inc.

Contractor Name

Eric Combs

Printed or Typed Name

Signature

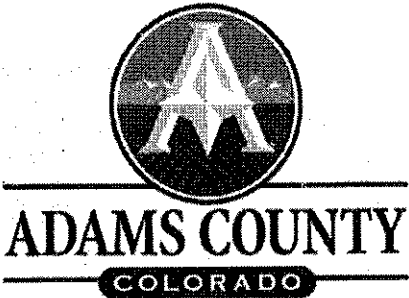
Vice President

Title

10/29/2018

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.

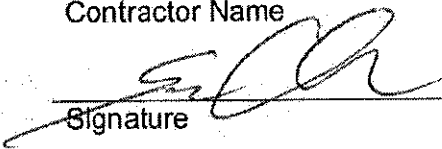
The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have 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): Addendum 1 Notice of Pre-sub and Addendum 1 Q&A

D2C Architects, Inc.  
Contractor Name

10/29/2018  
Date

  
Signature

Eric Combs  
Printed Name

Vice President  
Title

1580 Lincoln Street, Suite 1110  
Address

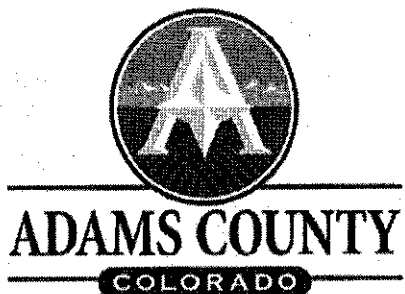
Denver, CO 80203  
City, State, Zip Code

Denver  
County

303-952-4802  
Telephone

N/A  
Fax

ecombs@D2Carchitects.com  
Email



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

## REQUEST FOR PROPOSAL REFERENCE FORM

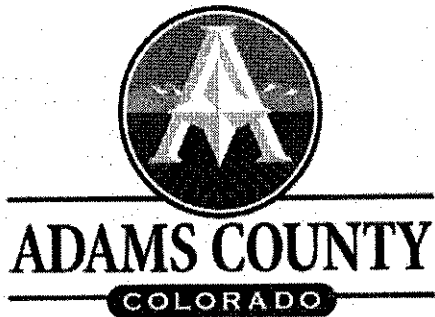
D2C Architects, Inc.

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** City of Greenwood Village, Colorado  
**Address** 10001 E. Costilla Ave., Greenwood Village, CO 80112  
**Reference Name** Jeremy Hanak, Public Works Manager - Transportation  
**Reference Email Address** jhanak@greenwoodvillage.com  
**Telephone Number** (303) 708.6175  
**Project Name** Greenwood Village Maintenance Facility  
**Value** \$ 7,800,000

**Company Name** Mike Shaw Subaru  
**Address** 1650 W. 104th Avenue, Thornton, CO 80234  
**Reference Name** Dominic Schriver, Managing Partner  
**Reference Email Address** DScrivner@MikeShawSubaru.com  
**Telephone Number** (303) 438.7501  
**Project Name** Mike Shaw Subaru (Addition of new service bays, new car wash)  
**Value** \$ 994,000

**Company Name** City Westminster, Colorado  
**Address** 7130 Raleigh Street, Westminster, CO 80031  
**Reference Name** Chris Johnson, Project Manager  
**Reference Email Address** CeJohnson@cityofwestminster.us  
**Telephone Number** 303-658-2834  
**Project Name** City of Westminster, Greenhouse & Administration Center  
**Value** \$ 2,225,000



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-2018.436

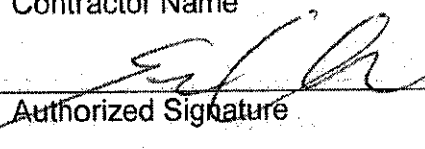
I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision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

- 1) N/A
- 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.

D2C Architects, Inc.

Contractor Name

  
Authorized Signature

Eric Combs

Printed Name

Vice President

Title

10/29/2018

Date

We can provide scanned copies of drawings of the original construction of Strasburg from 1980 but they are difficult to read. If we decide to use the Whittier Facility as a model for the blade station, those drawings are available as a pdf. Currently looking for paper drawings if available.

- Is there a desire to have a back-up generator in either location?
  - Strasburg has a generator and we would like one at Leader
- For the Leader facility it was mentioned that there is an existing well on the property, what is the well capacity, and is it capable of supporting the new facility?
  - There is an existing well but we believe it to be non-functional.
- Similarly, has the County conducted a percolation test on the soils at the Leader facility to determine the capacity / size of a septic field?
  - No testing has previously been done, Owner will contract with a testing agency
- What are the site requirements for paving / landscaping at the Leader site (if any)?
  - None
- With no storm drainage system in place at the leader site, Is it anticipated that drainage detention will be required?
  - There may be some detention required
- Will the county be self performing the demolition and removal of existing structures at the Leader site or is a demolition plan to be considered a part of the consultants responsibilities?
  - Demolition will be completed by the County
- Will trench drains be required in the bays of the Leader facility?
  - Yes
- Will trench drains be required in the storage bay of the Strasburg addition?
  - No
- Is there a geotechnical report for the existing Strasburg facility available? If not, is it a requirement for the A&E teams to provide geotechnical reports for either or both sites?
  - No report is available, Owner will contract with a testing agency
- Is it anticipated that repairs to vehicles will be performed at the Leader site? If so can you please describe the nature of this work and the equipment required (MIG, TIG Welding, Oxy welding) etc.
  - No
- At the Leader facility, is minimal heating of the bays required, or is this to be considered 'cold' storage?
  - Minimal heating is required

- We talked briefly at the preproposal about the geotech scope for the Leader Blade Station, I wanted to follow up with a question so I can be sure we will receive a more specific scope of work.
  - See attached Exhibit #2
- Please confirm survey is needed only for the Leader site?
  - Survey is needed for both sites, Owner will contract with a testing agency
- Both sites had well water, please confirm the Strasburg site will be tying into an existing line and the Leader site will have well water and leach field requirements?
  - Leader's well is not currently functioning, yes, will require well water and leach field.
  - Strasburg has a domestic well, assumed we will need a new sand and oil interceptor for new wash bay
- On the summary of qualifications page I'd like to verify we are showing you the right project experience. On page 1 under Project Information can you please confirm:
  - The number of district attorney facilities or similar justice type projects – is this correct or would you prefer it to be relevant to the scope of work? That is a typo from an old template, please use a relevant SOW .
  - Total number of projects with specific focus on Security – is this for the company as a whole, and should there be a security component to Leader or Strasburg stations? Security as a whole
  - Number of projects valued \$500,000 - \$2,000,000 in Construction Costs – are you looking for the number based on similar project types or the company as a whole in the last 5 years? Preferably similar if you don't have them use the company as a whole.
- On the summary of qualifications and pricing form – can the text "official documents located at [www.Bidnetdirect.com](http://www.Bidnetdirect.com)" be removed? I've tried to download the forms in different manners but they all come with this text in the background.
  - Attached
- Will you please include the sign in sheet on the addendum?
  - Attached

END OF ADDENDUM #1

Acknowledgement of Addendum #1



Eric Combs, AIA, LEED AP  
Vice President