

**ADAMS COUNTY
MASTER PROFESSIONAL SERVICE AGREEMENT
ON-CALL GENERAL ARCHITECTURE SERVICES**

THIS AGREEMENT ("Agreement") is made this 7 day of May 2019, 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 80203, hereinafter referred to as the "Consultant." The County and the Consultant may be collectively referred to herein as the "Parties."

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

1. SERVICES OF THE CONSULTANT:

- 1.1. All work shall be in accordance with the attached RFP 2019.306 and the Consultant's response to the RFP 2019.306 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 Consultant) to be performed by the Consultant. If the County requests such additional services, the Consultant 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 Consultant 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 Consultant to enable the Consultant's performance under this Agreement.

3. TERM:

- 3.1. Term of Agreement: The Term of this Agreement shall be for three (3) years for the date of execution, unless terminated as specified elsewhere herein.
- 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 Consultant.

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

those services, on a per task order basis based on the hourly rates attached as Exhibit B in this agreement.

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 CONSULTANT:** In providing services under this Agreement, the Consultant acts as an independent Consultant and not as an employee of the County. The Consultant shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and Subconsultants during the term and performance of this Agreement. No employee, agent, servant, or Subconsultant of the Consultant 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 Consultant, 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 Consultant understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Subconsultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Consultant 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 Consultant's negligent performance or failure to perform pursuant to the terms of this Agreement or as a result of any Subconsultants' negligent performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Consultant 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 Claim/Aggregate: \$2,000,000/\$2,000,000
- 8.4.2. This insurance requirement applies only to the Consultants 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 Consultant'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 losses resulting from the actions or negligence of the Consultant.
- 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. Deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Consultant.
- 8.6. **Licensed Insurers:** All insurers of the Consultant must be licensed or approved to do business in the State of Colorado. Upon failure of the Consultant 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 Consultant in obtaining and/or maintaining any required insurance shall not relieve the Consultant from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Consultant 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 Consultant 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 Consultant 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, Consultant shall be liable to County for all damages to the extent directly by the breach, including but not limited to, all reasonable attorney fees, costs and other damages.

10. WARRANTY:

~~10.1. The Consultant 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 Consultant further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Consultant to warrant the finished product after completion date. Should the Consultant fail to proceed promptly in accordance with this guarantee, the County may have such work performed by another Consultant. This section does not relieve the Consultant from liability for defects that become known after one year.~~

11. TERMINATION:

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

12. MUTUAL UNDERSTANDINGS:

12.6. Waiver: Waiver of 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 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 Government, Facilities & Fleet
Management

Contact: Sean Braden

Address: 4430 South Adams County Parkway

City, State, Zip: Brighton, Colorado 80602

Phone: 720.523.6003, 303.637.8039

E-mail: sbraden@adcogov.org

Department: Adams County Purchasing

Contact: Jen Tierney Hammer

Address: 4430 South Adams County Parkway

City, State, Zip: Brighton, Colorado 80601

Phone: 720.523.6049

E-mail: jtierney@adcogov.org

Department: Adams County Attorney's Office

Address: 4430 South Adams County Parkway

City, State, Zip: Brighton, Colorado 80601

Phone: 720.523.6116

Consultant: 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.
- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

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

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

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

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

- 14.3. The Consultant shall not enter into a contract with a Subconsultant that fails to certify to the Consultant that the Subconsultant shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.4. At the time of signing this public contract for services, the Consultant 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 Consultant 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 Consultant obtains actual knowledge that a Subconsultant performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Consultant shall: notify the Subconsultant and the County within three (3) days that the Consultant has actual knowledge that the Subconsultant is employing or contracting with an illegal alien; and terminate the subcontract with the Subconsultant if within three days of receiving the notice required pursuant to the previous paragraph, the Subconsultant does not stop employing or contracting with the illegal alien; except that the Consultant shall not terminate the contract with the Subconsultant if during such three (3) days the Subconsultant provides information to establish that the Subconsultant has not knowingly employed or contracted with an illegal alien.
- 14.7. Consultant 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 Consultant violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Consultant shall be liable for actual and consequential damages to the County.

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

County Manager

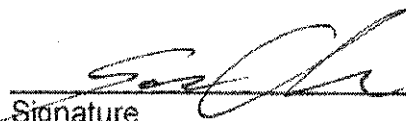


Raymond H. Gonzales

5.7.2019

Date

D2C Architects, Inc.



Signature

May 1, 2019

Date

ERIC COMBS

Printed Name

Vice President

Title

Attest:

Josh Zygielbaum, Clerk and Recorder



Deputy Clerk

Approved as to Form:

Adams County Attorney's Office

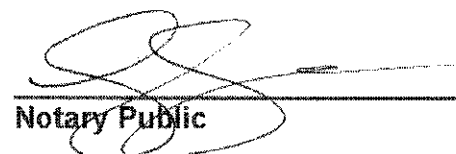
NOTARIZATION OF CONTRACTOR'S SIGNATURE:

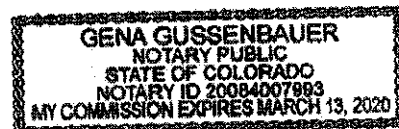
COUNTY OF Adams

STATE OF Colorado)SS.

Signed and sworn to before me this 1st day of May, 2019,

by Eric Eugene Combs


Notary Public



My commission expires on: March 13, 2020

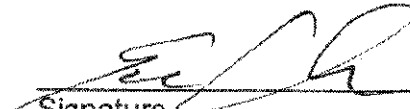
CONSULTANT'S CERTIFICATION OF COMPLIANCE

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 Consultant hereby certifies that at the time of this certification, Consultant does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Consultant 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.

CONSULTANT:

D2C ARCHITECTS, INC.
Company Name

May 1, 2019
Date


Signature

ERIC COMBS
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 COVER SHEET

RFP Issue Date: January 30, 2019

RFP Number: RFP-JTH-2019.306

RFP Title: **ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL
PURPOSE DESIGN**

Pre-Proposal Meeting: **MANDATORY on February 6, 2019 2:00pm**
Adams County – Government Center
Conference Center Room Platte River A
4430 South Adams County Parkway
Brighton, Colorado 80601

RFP Questions Due: February 8, 2019 by EOB

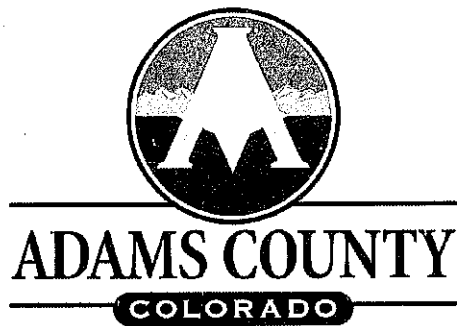
Proposal will be received until: February 19, 2019, 2:00pm MT, Our Clock
4430 South Adams County Parkway, Front Lobby
Brighton, CO 80601

For additional information please contact: Jen Tierney Hammer, Contract Specialist
720-523-6049

Email Address: jtierney@adcogov.org

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Submission Check List
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement
- Attachment 1- Design and Construction Standards
- Attachment 2-Design and Construction Handbook
- Attachment 3-Contract Document Std's



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 Design Professional Services.

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-2019.306

2. 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>

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

3. CONTRACTUAL OBLIGATIONS

- 3.1. The successful Contractor(s) 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.
- 3.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

- 3.3. 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.
- 3.4. 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. 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.

4. PRE-PROPOSAL MEETING IS MANDATORY:

- 4.1 A mandatory pre-proposal meeting will be held on February 6, 2019, at 2:00 p.m. at the Government Center, Conference Center Room 4430 South Adams County Parkway, Brighton, Colorado 80601, 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 CONTRACTUAL OBLIGATIONS

- 5.1 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.
- 5.2 Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 5.3 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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.

5.1.1. 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.

5.8 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(s) 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.

6.4 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. 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.

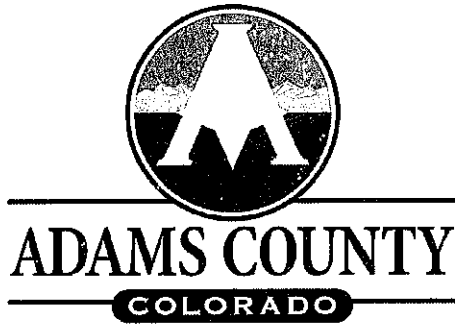
9. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

10. **BUDGET:** Intent of this RFP is to select and award based on best value approach for future projects on a fee proposal basis. As individual projects arise, work scope, project budget and fees will be established based upon the approved fee structure.

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 posted at www.industrydirect.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: Professional Design Services
- 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

SCOPE OF WORK

I. INTRODUCTION

PROJECT DESCRIPTION:

Background: Adams County has been in the top 10 in the country for population growth over the past couple years and has already seen increased demands for services. Those demands directly affect the improvements in facilities to support needed services. In order for the County to respond quickly, yet still provide continuity through master planning, maintain our established standards and common branding in facilities, and provide this all with an economy of scale/best value for the County, the County is soliciting for partnerships with Design Professionals to accomplish this potential work.

To that end, Adams County is seeking qualified firms to provide Professional Design Services for projects generally consisting of professional office, business environments, and similar general architectural design for various facilities county wide. Facilities included as examples may be, but are not limited to: Government Center; Human Services Center; Western Services Center; South Platte Crossing; Services Center (Commerce City); and miscellaneous Fleet and Public Works facilities. Adams County is looking to establish a fee schedule and award to an Architect for future work.

Please note that these proposed services specifically exclude projects for or within the Riverdale Regional Park and those specifically for Justice type projects (Jail, Courthouse, etc.) but may include small office or tenant improvement type work in those excluded locations.

Projects already identified in the next few years (although still dependent on the annual budget allocations) may include, but not be limited to: Space Utilization and Security Improvements at the Government Center; tenant improvements at South Platte Crossing; and miscellaneous tenant improvements in leased locations. The County may also periodically require feasibility studies, concept plans, programming statements, renderings or similar materials to explore project concepts and budgets prior to commencing design. Continued County growth, program improvements, and yet unidentified needs are likely to foster other projects of scopes yet to be determined.

In order to accomplish this, the County desires the services of an Architect (all disciplines to be provided). On a project by project basis, the County will determine if a design professional is required, and which discipline will be the lead professional based on the primary scope of work and available budget and negotiate a final fee based on the fee structure approved from this RFP. The County will award one or more firms for this RFP for on-call services.

II. 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 Eight (8) 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 DEPENDENT ON YOUR SELECTED DISCIPLINE

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

III. 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:

- a. Fonts in proposals shall be "Times New Roman", "Arial", or "Helvetica" font no less than 12 point for main body of text.
- b. Proposals shall be bound.
- c. Cover Letter / Statement of Interest: *(1 Page Maximum)*
- d. General Information about the Firm: *(2 Pages Maximum)*
 - i. History and Business Profile
 - ii. Business Organization (i.e. Corporation, Partnership, etc.)
 - iii. Name of County's, Principals and/or Officers
- e. Statement of Firm's Financial Status: *(1 Page Maximum)*
 - i. Firms Financial Statement through Fiscal Year 2017/2018 is ***not*** required to be submitted with proposal, but shall be furnished upon County's request.
- f. Firm's Qualifications: *(Qualification Summary plus 8 Pages Maximum)*
 - i. The firm/person must have successfully completed a minimum of three (3) relevant projects of similar scope(s) to the Project List. 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.
- ii. Provide licensure and accreditations, including verification of professional licensing in Colorado. Provide a project team organizational chart and resumes of the proposed key project team members. The firm shall also identify that they are able to provide support staff (where necessary). Indicate the number or personnel and breakdown of roles/titles.
 - iii. 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.
 - iv. 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*
 - v. 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.
 - vi. 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.
 - vii. 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.
- g. Scope of Services: *(4 Pages Maximum)* Provide, in your own words, a description of the work scope and the intent of the project.
- i. Provide a **sample** 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.
 - ii. Provide an anticipated staffing plan, based on each phase of the sample project, focusing primarily on key personnel (Project Executive, Project Architect, Project Manager, etc.)
 - iii. Summarize what services the provided for the plan and what services are excluded.
 - iv. Indicate the Firm's ability to design projects within a defined timeline and within a defined budget, including but not limited to:
 - v. Percentage of Change Order (high, low, and average)
 - vi. Customer directed changes
 - vii. Construction Necessitated Changes
 - viii. Errors or Omissions
 - ix. Percentage of projects completed within Original Budget

- x. Value Engineering activities
- xi. Schedule Management
- h. Proposed Fee: (*Form of Proposal, Fee Schedule & 1 Additional Page*)
 - i. Utilize the Form of Proposal and Fee breakdown.
 - ii. ***Fee Proposal is to be provided as percentage value of Construciton Cost, over three project size ranges. Proposed ranges are included however the vendor can provide their own preferred range. For projects that may not include all phases, or those that are study or consultant based, a T&M Hourly Rate sheet with associated markups is also requested.***
 - iii. Provide no more than one page (if any) description or clarifications to the fee proposal.
 - iv. Provide a Fee Schedule (Hourly Rate) by position title, and a Not-to- Exceed percentage markup for any Sub-consultant work (see ii above)
- i. General Items: (*2 Pages Maximum*)
 - i. Include any other items describing the Firm and why it is advantageous for Adams County to hire the Design Professional.
 - ii. 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:

- a. Architectural & Engineering: Shall be able to provide, either with internal staff or identified subconsultants:
 - i. Architectural Design
 - ii. Interior Design
 - iii. Structural Engineering
 - iv. Mechanical Engineering
 - v. Fire Protection Systems
 - vi. Electrical Engineering
 - vii. Civil Engineering
 - viii. Review of Geotechnical Investigations

- ix. Surveying (preferred, but not required)
- x. Landscape Architecture
- xi. Irrigation Design
- xii. Fine / Finished Grading in support of Landscape Design
- xiii. Signage, Wayfinding, Parks Structures, Playgrounds, etc.
- b. General Requirements: Regardless of Disciplinary lead, all submitting firms shall be able to provide:
 - i. Sustainability Design, as defined elsewhere in the Scope of Work
 - ii. 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 associated projects. The County expects that appropriate drawings and specifications are included in the construction documents to achieve a complete and operational building, facility, and/or function. Anticipated consultants at the time of this RFP include the County's construction testing agent(s), geotechnical firm(s), roofing consultant(s) or similar consultants.

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:

- a. 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.
- b. 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.
- c. 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.
- d. 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).

- e. 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.
- f. 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.
- g. 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.).
- h. Construction Delivery: The County anticipates that projects will be delivered based on the Lump Sum Bid (hard bid) methodology or as a Construction Manager/General Contractor. This is subject to change as the design develops and the selected consultant Design Professional may have input on this delivery method.

Regardless of delivery method, the Designer of Record will be responsible for:

- a. Producing independent cost estimates at each stage of design
- b. Design schedules for their work (critical path).
- c. Assisting in the assessment of the CM or GC's construction schedule.
- d. 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.
- e. 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.
- f. Strategy meetings and agreement for bid packaging and potential needs for early release bid packages to accommodate long lead times and/or permitting approvals.

Alternate services, studies, concept development, renderings, videos and similar deliverables may also be requested by the County. Services shall generally be negotiated based on the Vendor's capabilities and approved Fee Structure. Such services may include, but not be limited to:

- a. Concept, Feasibility, Programming, or Cost studies to assist in project scopes and budgets development
- b. Graphic design work (high resolution) sufficient to aid the County in marketing materials and updates to staff, citizens and stakeholders
- c. Project renderings and/or concept visions of potential projects
- d. Short videos (anticipated 1 to 4 minutes) related to the graphic designs and

renderings described above.

- i. All work shall be high resolution, native file, for use by the County

Potential Project / Work Awarded:

Response to this RFP, or the acceptance and approval of a contract award based on this RFP, does not constitute any guarantee of work. Adams County reserves the right to determine if projects will fall under this RFP or be otherwise solicited per the County's procurement practices. Participation in this RFP, Proposal, and Contract Award is solely at the discretion of the Vendor, with no guarantee of work and associated payment during the entire contract length. The County will award one or more firms for this RFP for on-call services.

Estimated Schedule:

The final project schedule(s) will be developed on a per project basis between Adams County and the successful prime consulting Design Professional(s), and if applicable, the Construction Manager. Schedules for each project will evolve, however for purposes of this RFP, the contract is anticipated at three (3) years with the potential of two additional one (1) year extensions, bringing the maximum total to five (5) years. Anticipated schedule for this RFP are as follows (subject to change):

| | |
|--------------------------------|-----------------|
| Design Professional RFP Issued | January 2019 |
| Mandatory Pre-Proposal Meeting | February 2019 |
| Proposals Due | February 2019 |
| Anticipated Award | March 2019 |
| Individual Project Awards | TBD – As Needed |

PROJECT BUDGETS:

As of the time of this RFP, approved projects include:

- Government Center: Anticipated Total Project budget \$500,000
- South Platte Crossing: Anticipated Total Project budget \$2.5 - \$3.0M
- Service Center (Commerce City): Scope in progress / TBD

EVALUATIONS:

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

- a. Professionalism: May include proposal's appearance, presentation, completeness, accuracy, following instructions, and responsiveness.
- b. Understanding of the Project: May include the understanding of the project, scope of services and work plan, scheduling and planning, and services provided.
- c. General Project Experience: May include the general experience of the Design Professional and sub-consultants, quantity of work performed, and general industry standing.
- d. Specific (Similar) Project Experience: May include experience in

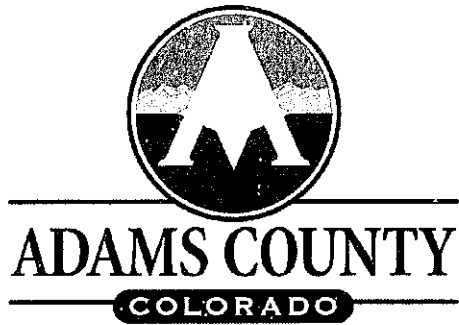
project of similar size, cost, quality, schedule, delivery, or use. May include special qualifications or certifications related to the project needs.

- e. Design Team: May include organizational chart, collaboration internally and externally (with sub-consultants), key personnel experience and qualifications, adequate staff, and evidence of teamwork.
- f. General Items: May include exclusions or exceptions with the contract terms, and miscellaneous items not falling within the other criteria.
- g. 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.
- h. 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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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
PRICING FORM: 2019.306
Architectural
(Submit in separate marked sealed envelope)**

Form of Proposal / Fee Breakdown:

Break down the fee proposal as a function of construction cost. Services shall be all inclusive for the percentage identified, for that scope of work. Contractors may also provide their own ranges of cost based on Construction Cost:

| <u>Anticipated Constr. Cost</u> | <u>Up to \$1M</u> | <u>\$1 to \$5M</u> | <u>\$5M and over</u> |
|---|--------------------------|---------------------------|-----------------------------|
| Proposed Ranges: | Up to \$ _____ | from \$ _____ to \$ _____ | \$ _____ and over |
| PRE-DESIGN: | _____ % | _____ % | _____ % |
| DESIGN: SD | _____ % | _____ % | _____ % |
| DD | _____ % | _____ % | _____ % |
| CD | _____ % | _____ % | _____ % |
| <i>(Includes Bidding & Permit Documents and Coordinated Construction Documents)</i> | | | |
| CONSTR. ADMIN. | _____ % | _____ % | _____ % |
| <i>(Includes Bidding & Closeout)</i> | | | |
| REIMBURSABLES | _____ % | _____ % | _____ % |
| GRAND TOTAL | _____ % | _____ % | _____ % |

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, or as needed for Concepts, Studies, Renderings, etc.. 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: _____

Please Provide Breakdowns of Local Employees Only

Principals/Executives: _____ 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 Projects with specific focus on Governmental Offices: _____

Total number of Project with specific focus on Fleet/Public Works/Shops: _____

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: _____

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: _____

Number of Projects Valued \$5,000,000 and over in Construction Cost: _____

Value of Work Currently Under Contract: \$ _____

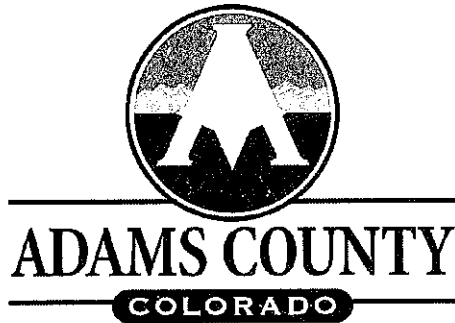
Number of Projects completed with prime Sub-consultant(s): _____

(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:

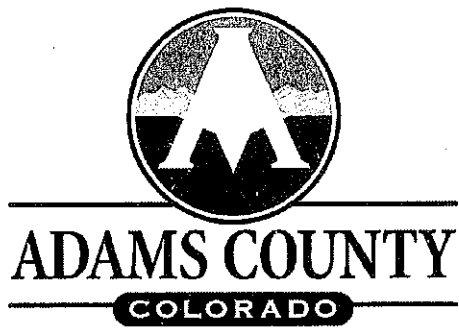
Adams County Government Center
Purchasing Division C4000A
4430 South Adams County Parkway
Brighton, CO 80601

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 2019.306

| | | |
|---|-----|----|
| 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

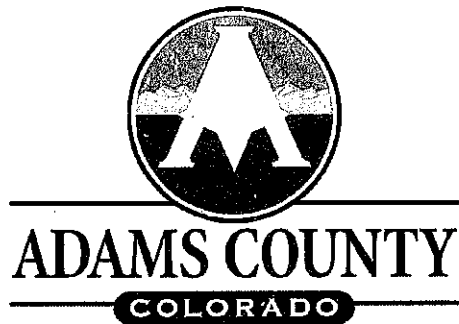
Printed or Typed Name

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 _____

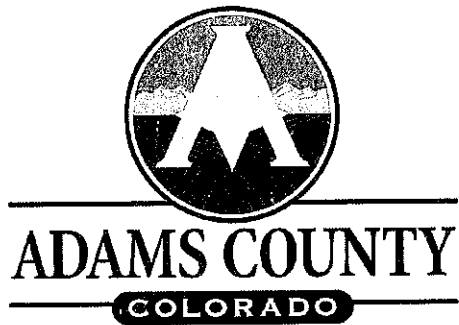
Title _____

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

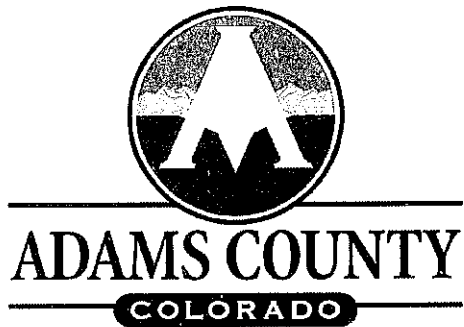
Reference Email Address

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.

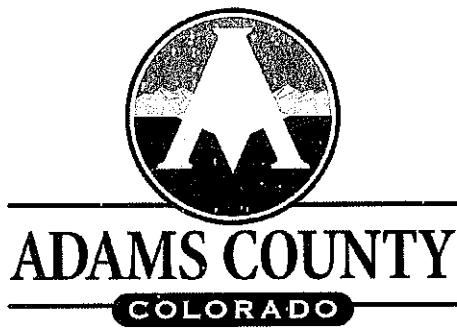
Contractor Name _____

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 Address123, 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.](https://www.vis-dhs.com/employerregistration)

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

2019.306 Professional Design Services – General Business

The purpose of this addendum is to answer all submitted questions for RFP JTH-2019.306.

1. Page 17, iv. "Provide a list of proposed sub-consultants, identify how they will incorporate into the team organizational chart..." Do you need resumes for each discipline listed on page 18-19 or can they just be included on the list of sub-consultants?

Response: Intent is to provide a list of subconsultants. Supporting resume for each firm may be provided, at 1 additional page for each discipline.

2. Do you have a rough idea of the square footage for any of the potential projects?

Response: Square footage may vary greatly depending on the project, and may not be an accurate representation of each project scope. Specific to the request: Government Center: 325,000 total square feet / project may impact 25% to 50%

3. I understand the Pricing Form 2019.306 must be submitted in a separate sealed envelope. Should the (1) Clarification Page, Summary of Qualifications page and Hourly Rates for the Prime and Sub-Consultants also be included in the sealed envelope?

Response: Clarification Page and Summary of Qualifications should be included with the Proposal. Hourly Rates are part of the Fee Proposal and should be included in the separate envelope with the Fee Proposal.

4. Should Sub-Consultants complete a Pricing Form 2019.306?

Response: No. Fee Proposals are intended to be inclusive of entire team fee schedule. Hourly rates for sub consultants are acceptable for added scope.

5. Where would you like me to include the Not-to-Exceed percentage markup for Sub-Consultant's work?

Response: For Fee Proposal requested items, if not on the Form of Proposal, those additional items, such as percentage mark-up, shall be included with the T&M / Hourly Fee structure.

6. Are the following forms to be included in the submittal? If so, where would you like them to be placed?
 - Contractor's Certification of Compliance
 - Contractor's Statement
 - Reference Form
 - Term of Acceptance Form

Response: All of those items may be included as Required Forms in the Proposal.

2019.306 Professional Design Services – General Business

The purpose of this addendum is to answer all submitted questions for RFP JTH-2019.306.

7. Do Sub-Consultants need to complete a Reference Form?

Response: *No – this is not required.*

8. Is there any potential for ground up work or is the scope confined to tenant improvement?

Response: *There is potential for ground-up, tenant improvement, major maintenance, exterior and interior based projects.*

9. In the scope of work section III.f Firm's Qualifications, the RFP requires we list all similar and relevant work completed in the last ten years. We cannot fit a list of all relevant work in the eight page format provided however. Please provide guidance. Can the requirement be refined to include a select number of projects, rather than requiring all projects?

Response: *The Summary of Qualifications page is for the accumulated experience to be provided for the past 10 years. Examples of projects/references are not to be provided for each of those projects, but for a sampling of projects most similar to the defined scope in the RFP. Quantities are not limited, but proposal sections shall be within the page limits identified.*

10. Page 5 states "Please provide two copies of submitted pricing in a sealed clearly marked envelope" and page 16 requests 8 submittals of each proposal. Could you please verify the number of copies of the bound proposal and separate sealed pricing needed?

Response: *Please provide the copies as defined in the RFP. Two(2) copies of the Fee Proposal in a separate sealed envelope; and Eight (8) Hardcopies of the Proposal.*

11. In the sample contract on page 30, the insurance requirements listed for Commercial General Liability, each occurrence as \$2,000,000. We have a \$1,000,000 each / \$2,000,000 General Aggregate CGL policy and a \$2 million umbrella. Will this be acceptable?

Response: *Please provide the insurance as requested in the RFP, or propose your alternate as part of the proposal.*

12. Do we need to complete the following forms: Contractor Certification of compliance, reference form, or the term of acceptance form?

Response: *Please provide all forms as requested in the RFP.*

2019.306 Professional Design Services – General Business

The purpose of this addendum is to answer all submitted questions for RFP JTH-2019.306.

13. Throughout the agreement, the terms "Guarantee, Warranty, Warrant , Certifications, Certify" are used. {We are} unable to provide any Guarantee, Warranty, Warrant , Certifications, Certify and we would need to exclude and / or revise these terms to achieve a workable agreement.

Response: *We can revise guarantee/warranty language. Please include any clarifications with the Proposal specifically related to the Sample Agreement. In any case, Adams County respects the business decision of each Vendor on whether or not to submit a proposal under these clarifications.*

14. On page 30 of 41, Article 7 Indemnification: Our insurance provider would not insure this project with the clause as stated, which would make this an uninsurable agreement. To pursue this project, we would request modifying this paragraph to ..."result of the Contractor's negligent performance or failure"...

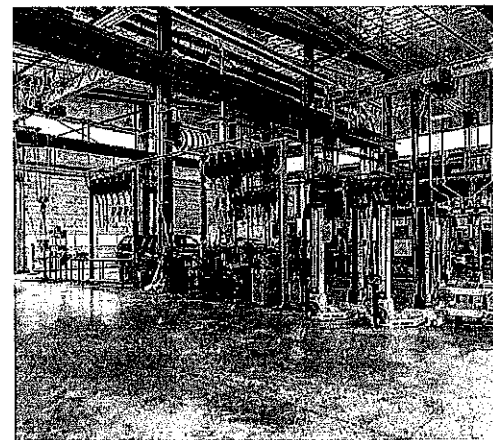
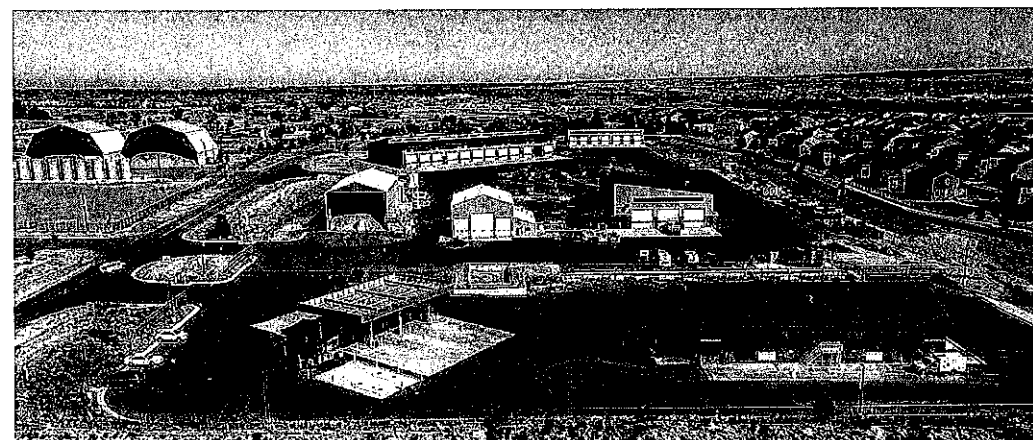
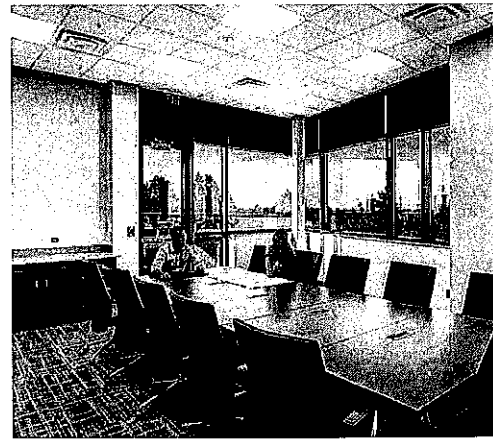
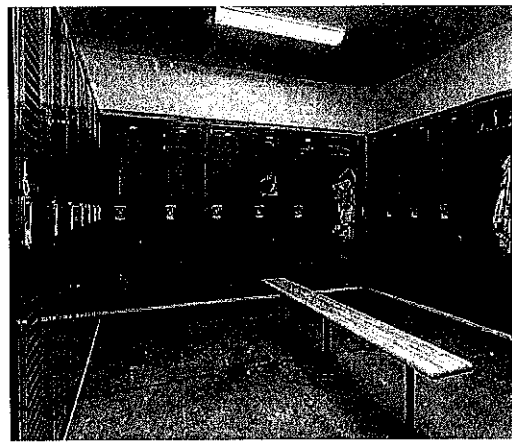
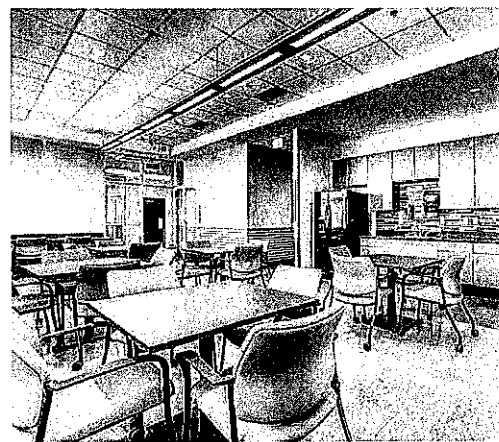
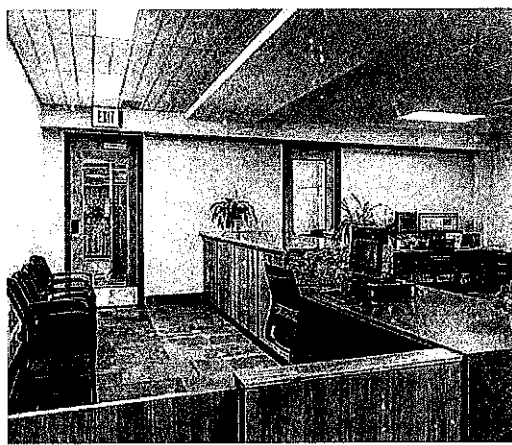
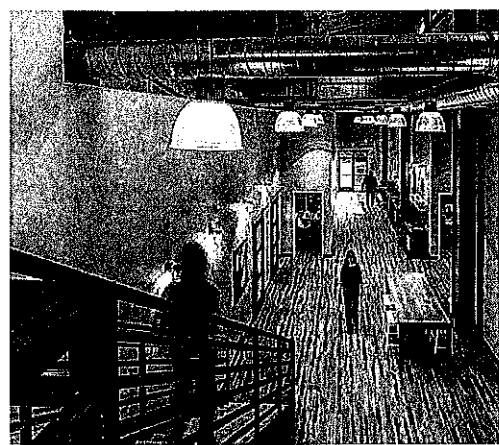
Response: *Yes we can add negligent. Please include any clarifications with the Proposal specifically related to the Sample Agreement. In any case, Adams County respects the business decision of each Vendor on whether or not to submit a proposal under these clarifications.*

15. On page 32 of 41, (Article 7 Indemnification or (5. Insurance:?) "Contractor shall be liable for actual and consequential damages to the County. Revise to: "Contractor shall be liable for actual and mutual exclusion of consequential damages to the County ."

Response: *This section cannot be altered.*

End of Addendum 1

ARCHITECTURAL DESIGN SERVICES FOR COUNTY WIDE GENERAL PURPOSE DESIGN



Adams County, Colorado
RFP No. RFP-JTH-2019.306
27 February 2019

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

27 February 2019

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

RE: Architectural Design Services for County Wide - General Purpose Design | RFP-JTH-2019.306

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

Adams County has an exciting venture with selecting a team for the County Wide General Purpose Design Services Contract. D2C Architects (D2C) has extensive experience working with municipalities across the Front Range and other states as a resource for On-Call and Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. **WE WOULD LIKE TO BE A PART OF YOUR TEAM!**

A contract such as this one provides the County with useful resources on a variety of important projects across the County. D2C understands the value that on-call contracts bring to our Government clients. The resources we envision for Adams County includes:

- 1. Eliminates Steps For Your Projects Managers** - An on-call contract gives your project managers immediate resources to request a task order and avoids tying up your valuable resources. **In most municipalities we have worked with FUNDING NEEDS TO GO A LONG WAY for staff needs, safety concerns and updates on facilities that are likely long overdue.** D2C works collaboratively with your project managers and is regularly praised by clients for our level of communication and commitment to every project. The County Wide General Purpose Design contract will likely have multiple task orders working simultaneously, and communication and commitment is key to success.
- 2. Match Your Team With Your Needs** - In our on-call experience Government entities have a short list of teams selected as their "preferred vendor list". Depending on the scope of work in a specific task order this resource allows Adams County's project managers to match a preferred vendor with the immediate need. Having a carefully selected short list of teams provides Adams County resources during the current escalated construction activity, which is forecasted to continue to rise into 2020*. **D2C PRACTICES THIS SAME METHOD FOR OUR ON-CALL CONTRACTS.** As you will notice in our submission we have two (2) subconsultants for each major discipline, allowing our firm resources to match your task order needs with the team best qualified and with the necessary scheduling ability. If Adams County decides to choose one firm for your General Purpose Design contract, D2C remains a perfect match for that requirement, as well, because we also staff your project with two (2) project managers who will be matched with the specific task order based on scope and schedule to best fit your needs.
- 3. Implement The Value** - Without a reliable team or teams on your on-call contract, Adams County is forced to go back to a public bid process which can tie up internal resources and prolong already desperate attempts to keep up with one of the fastest growing Counties in Colorado. D2C offers Adams County great value; we have experience with similar projects across the state including: government centers, offices, vehicle service and maintenance centers, occupied facilities, phased construction, ground-up, tenant improvement, major maintenance, exterior and interior based projects. We are familiar with Adams County, as well as other Counties across the state where we will bring lessons learned to provide Adams County architectural resources that will save time, be considerate of tax payer dollars and adhere to your schedule.

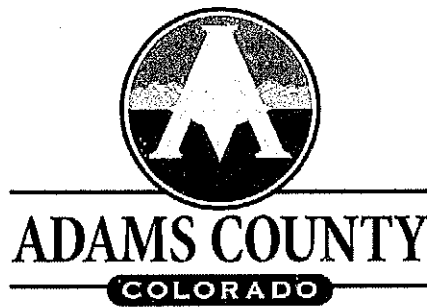
We are excited to continue our partnership with Adams County on these projects. We can be a valuable resource to you because of our wide variety of experience, on-call contracts, and our commitment to you, the user groups, and the community Adams County serves. We look forward to discussing this opportunity in more detail.

Sincerely,



Eric Combs, AIA, LEED AP
Principal In Charge, D2C Architects, Inc.
ecombs@D2Carchitects.com | c. 303.929.9121

*According to the October, 2018 Dodge Data & Analytics 2019 Dodge Construction Outlook.



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 2019.306

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

*Accounts for the changes noted in the issued addendum

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

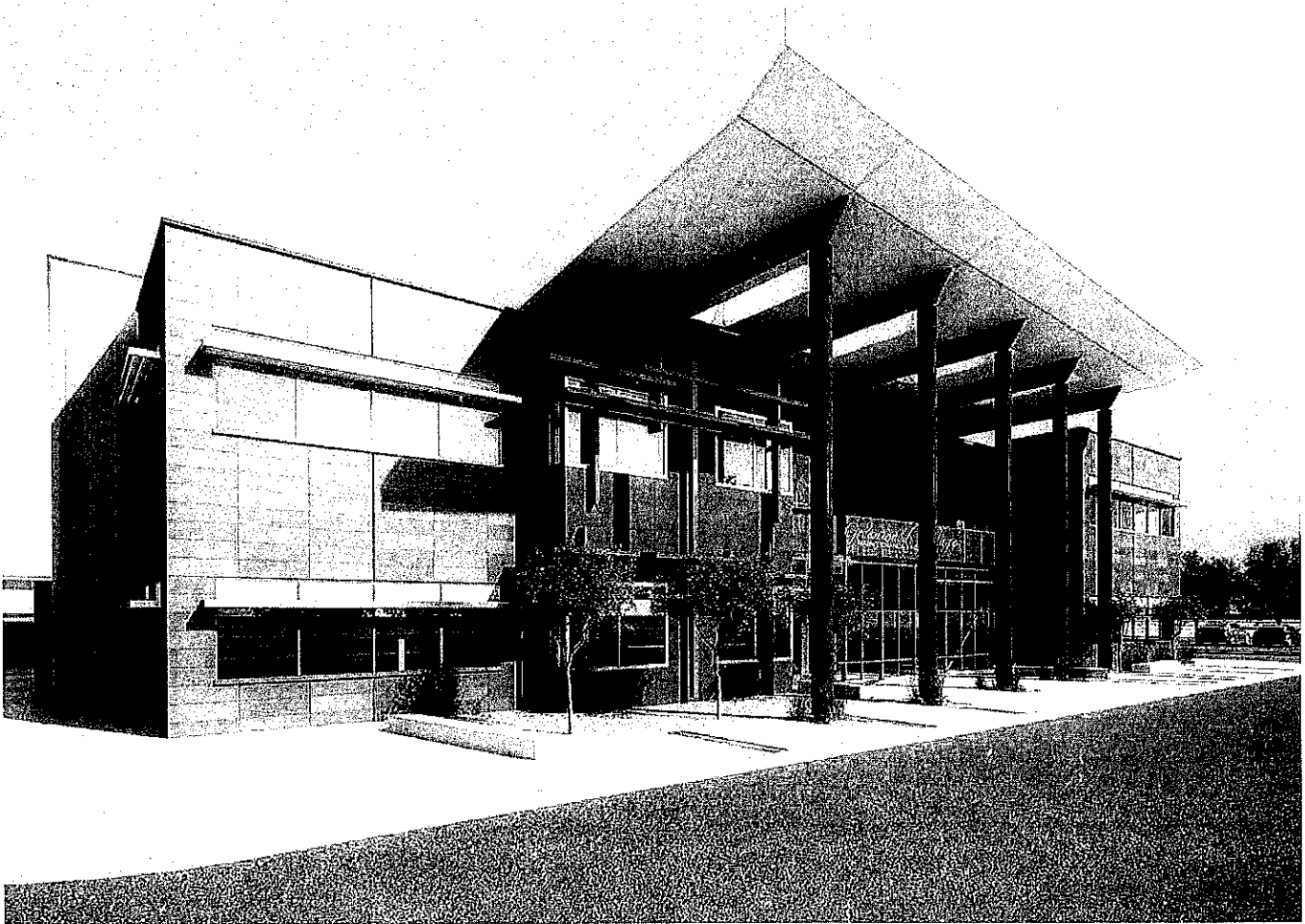
NO

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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



Greenwood Village Public Works Maintenance Administration Headquarters and Maintenance Addition.

1 | GENERAL INFORMATION | HISTORY & BUSINESS PROFILE



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

D2C Architects (D2C) is a highly collaborative architectural and interior design studio; specializing in new, renovated, and modernized office buildings, public safety (courts, police and fire), vehicle and maintenance centric (Shops, Work Bays, Storage Buildings etc.), training and aviation based projects. We focus our practice on environmentally responsive sustainable solutions for every project.

By working collaboratively with our clients we are shaping the built environment through inspired design; creating the clients vision and meeting the project goals.

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.

D2C is very proud of the services we have provided to multiple municipal and federal agencies through Open Architectural Services including On-Call and Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. We have on-call contracts across the state and into Wyoming.

LIST OF ON-CALL CLIENTS:

- **City and County of Denver On-Call**
Active On-Call since 2016 – 22 Task orders awarded in 18 months. Multiple Justice Center and Public Safety task orders.
- **City of Westminster On-Call**
Active Architectural/Engineering On-Call since 2017. Multiple City Hall Projects.
- **City of Westminster | NV5 On-Call**
Active On-Call since 2016 under Owner's Representative Contract.
- **Colorado Air National Guard IDIQ (On-Call), Aurora, CO**
Architect on an Engineer lead IDIQ (On-Call). Active since 2014.
- **Douglas County On-Call**
Active On-Call since 2013. Re-awarded a second 3-year term in 2016.
- **MacDill Air Force Base Design-Build MATOC, Tampa, FL.**
Active 5 year MATOC design-build MATOC (On-Call) since 2017
- **NREL Design-Build Task Order Agreement (On-Call), Lakewood, CO**
D2C is on 2 teams holding this Task Order Agreement (On-Call). Active since 2015.
- **Town of Parker On-Call**
Active Professional Landscape Architecture and Associated Services On-Call since 2017 with Kimley Horn.
- **Vandenberg Air Force Base IDIQ (On-Call), Vandenberg, CA**
Lead Architect on a SDVOSB Engineer lead contract. Active IDIQ (On-Call) since 2014.
- **Wyoming Military Department Design-Build MATOC, Wyoming**
Active design-build MATOC (On-Call) since 2016.

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. **We have assigned two project managers to choose from based on the scope, size and schedule of each task order under the Justice Design contract.** **Justin Najjar-Keith**, RA and **Peter Gozar**, AIA will be the **dedicated project managers and day to day contact.** 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 and Wyoming.

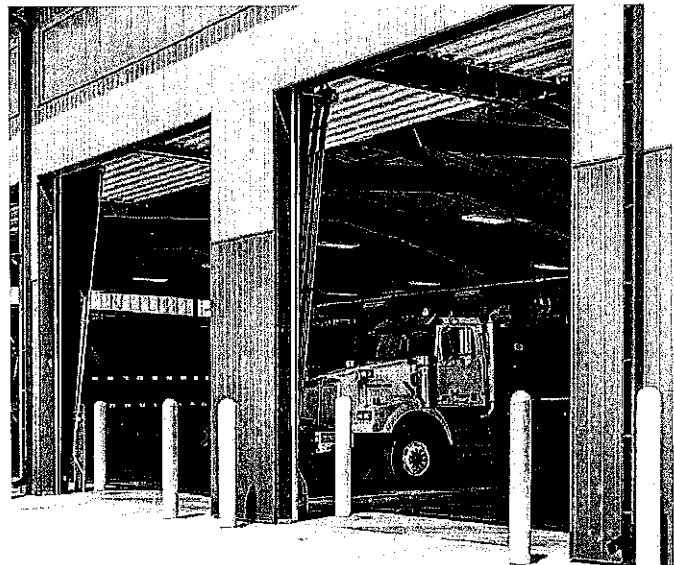
D2C is incorporated in the State of Colorado

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 Maintenance/ Shops/Bays | Wash Bay | Office Admin | Pre- Engineered Metal Bldg. |
|--|-----------------------------|---|-------------|-----------------|-----------------------------------|
| Alamo/Enterprise/National Maintenance and Administration Facility* | | X | X | X | |
| Alamosa County Office Building | X | | | X | |
| American West Construction Office Headquarters | | X | | X | |
| Aurora Buckley 909, COARNG | X | X | | X | |
| Aurora Police Headquarter Renovation | X | | | X | |
| Avis/Budget Maintenance and Administration Facility* | X | X | X | X | |
| Bennett Town Hall | X | | | X | X |
| Bennett Public Works Facility | X | X | X | X | X |
| Castle Rock Public Works Office Building and Maintenance Center | X | X | X | X | X |
| CCD Denver Police Dept. District 5 Office | X | | | X | |
| CCD Roslyn Police Department Training | X | | | X | |
| CCD Webb Attorney's Office | X | | | X | |
| Commerce City Wash Bay | X | | X | | X |
| DMVA Field Maintenance Shop #2 | X | X | | X | X |
| DMVA - 2 Story and 3 Story Office Building | X | | | X | |
| DMVA - G3J3 Office Building | X | | | X | |
| Douglas Cty Criminal Justice Services Office | X | | | X | |
| Douglas Cty 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 | |
| Ed Bozarth Chevrolet, Lone Tree | | X | X | X | |
| E-470 Maintenance Support Site A | X | X | X | X | X |
| Enterprise Maintenance Facility | | X | X | X | X |
| Fire Crash Station, ILANG | X | X | | X | |
| Greenwood Village Maintenance Center and Administration | X | X | | X | |
| Haliburton Hangar | | X | | X | X |
| Hertz Maintenance and Administration Facility | | X | X | X | |
| Maintenance Hangar, COARNG* | X | X | | X | X |
| Filed Maintenance Shop*, WYARNG | X | X | X | X | |
| Metro Wastewater Storage Facility | | X | | | |
| Mike Shaw Subaru | | X | X | X | X |
| Morrison Police Storage | X | X | | | X |
| Northglenn Justice Center | X | X | | X | |
| Park County Office Building | X | | | X | |
| Readiness Center, Alamosa* | X | X | | X | |
| Readiness Center Renovation, Aurora | X | X | | X | |
| Readiness Center, Farmington* | X | X | | X | |
| Readiness Center, Grand Junction* | X | X | | X | |
| Regional Training Institute (RTI)*, Fort Carson | X | X | | X | |
| Ryder Trucking | | X | | X | |
| Training Center Complex (TCC)*, Fort Carson | X | X | | X | |
| San Luis Valley Rural Electric Coop | X | | | X | |
| Waste Management Transfer Station | | X | | | X |
| White's University Motors | | X | X | X | X |
| Wings Over the Rockies, Blue Sky Gallery | | X | | X | X |

* Individual Experience

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:

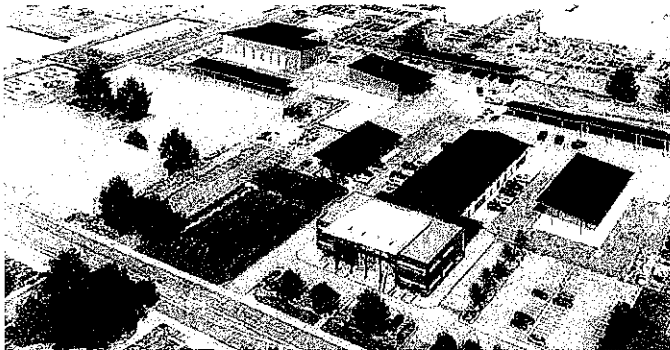
- **Size:** 7 Buildings on 22.8 Acres
 - Crew | Ops Vehicle Storage Building: 32,930 SF
 - Vehicle and Equipment Storage: 8,617 SF
 - Fleet Support Shop: 9,410 SF
 - Vehicle Wash Facility: 6,141 SF
 - Fuel Building: 3,511 SF
- **Construction Cost:** \$14,497,026
- **Completion Date:** 3/2018

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

ADMINISTRATIVE AND MAINTENANCE FACILITY

GREENWOOD VILLAGE, COLORADO



RELEVANCE:

- Large vehicle and equipment storage
- Open and closed of, conference areas, support spaces
- 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 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)

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN

PARK COUNTY OFFICE BUILDING FAIRPLAY, COLORADO

Park County spans many miles and serves a wide range of Colorado Residents. D2C was hired to provide a needs assessment to help the County determine if they needed a new facility or an addition.

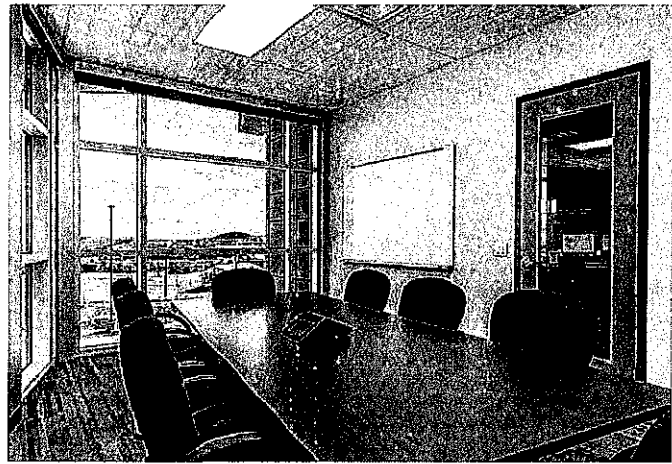
Efforts included needs assessment, programming, design and construction. The County determined it was most cost effective to build a new facility that attaches to the existing facility on the same site. The new facility will accommodate the necessary function and operations associated with the Administration, Assessor, Clerk & Recorder, Treasurer, and Development Services staff.

REFERENCE:

Denny Gibson
Park County Owners' Rep.
DGibson@parkco.us | (719) 440-2102

PROJECT STATS:

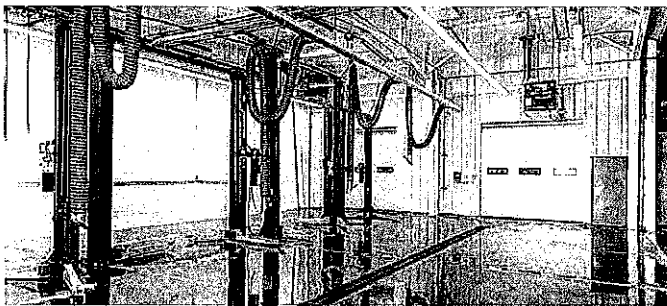
- Size: 25,000 SF
- Construction Cost: \$8,500,000
- Completion Date: 10/2018



RELEVANCE:

- Municipal administration building
- Phase 2 of a 3 phase project
- Rural community
- Planning and user group meetings to determine the best use of the space
- Illustrates an understanding of government facilities and working with a large number of users to come to a solution that works efficiently for everyone.
- Sustainable design solutions
- Secure, public use facility

MIKE SHAW SUBARU THORNTON, COLORADO



PROJECT STATS:

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

RELEVANCE:

- Design of a pre-engineered metal building including vehicle maintenance, car wash, equipment and parts storage, offices, locker rooms, restrooms, breakroom, mechanic dirty changing room
- Two phase project including an addition and new stand-alone facility.

D2C worked collaboratively with Mike Shaw on a two phase project. The first phase included: **new additional service bays, reconfigured 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**.

Currently, D2C is working with Mike Shaw Subaru on a **new standalone, pre-engineered 20 bay service center**, including bays, administrative offices, parts and tools storage, special parts room, locker room, equipment storage. This phase is expected to be completed in early 2020.

REFERENCE:

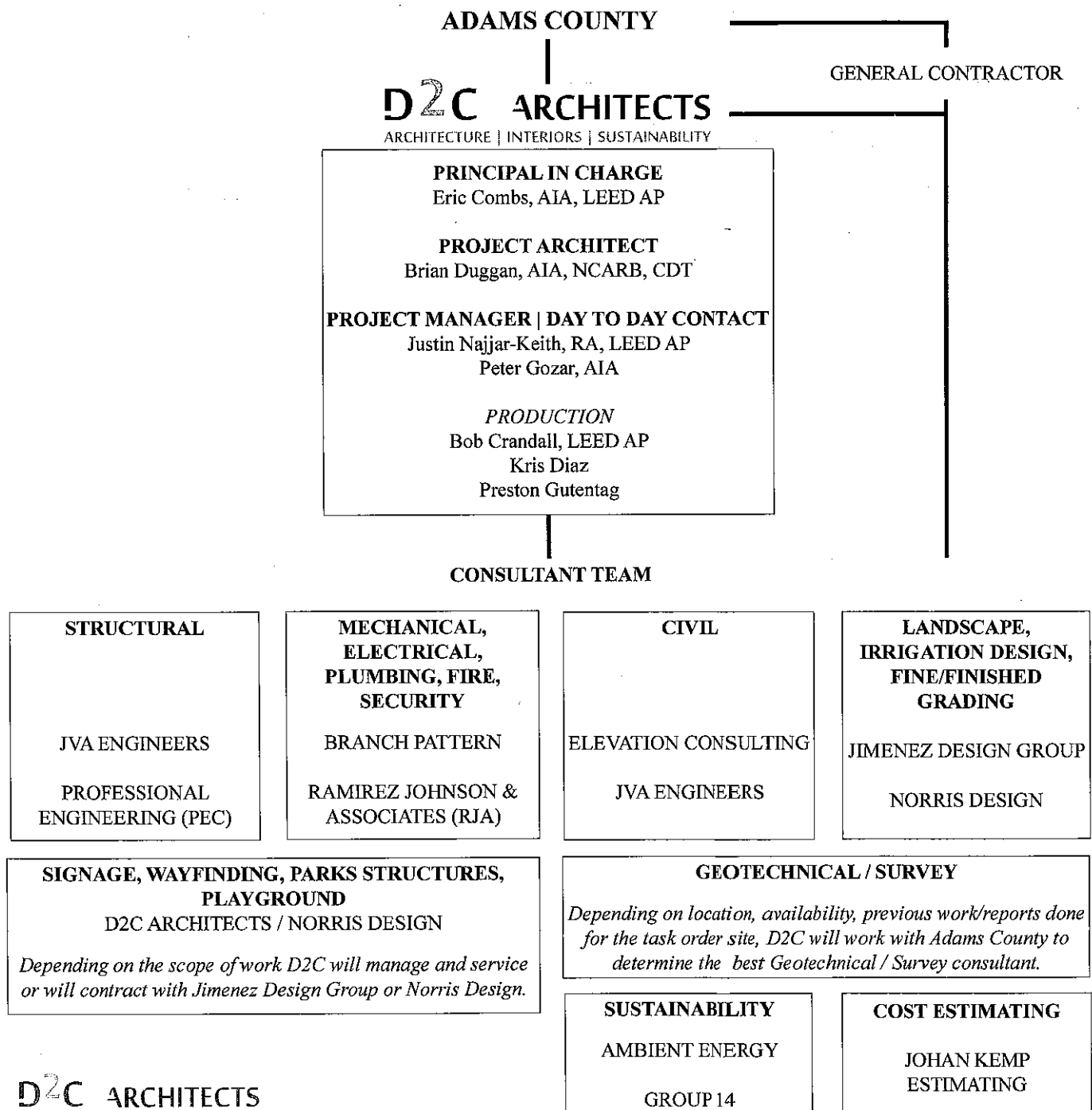
Dominic Scrivner, Managing Partner
DScrivner@MikeShawSubaru.com | (303) 438.7501

- *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.

LINE 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 - 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.
- **Westminster Sports Center Front Reception Desk and Kitchen Renovation**, Westminster, CO - A front desk and kitchen renovation project in an occupied building, through our On-Call contract with NV5. It was key to minimize disruptions and remain operational.
- **American West Office Renovation**, Denver, CO - A 2,000 SF Renovation to build out 8 new offices and 2 conference rooms for newly hired staff.
- **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.



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)

WORKLOAD:

Eric is currently assisting Adams County with the Leader Blade and Strausburg projects, as well as finalizing design with Mike Shaw Subaru's new 20 bay service facility.

| | |
|---|-----------------------------|
| 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 | 10/31/2019 Expire Date |
| Credential Status | |
| Verify this credential at: www.colorado.gov/dora/dpo | |
| | |
| Division Director: Ronne Hines | Credential Holder Signature |

D2C ARCHITECTS
ARCHITECTURE INTERIORS SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN

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 - 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.
- **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.
- **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 - 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.



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)

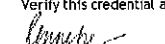
AFFILIATIONS:

American Institute of Architects (AIA)
Member

American Public Works Association,
(APWA) Member

WORKLOAD:

Brian is in construction administration with Greenwood Village's Office and Maintenance Center and Castle Rock's Public Works Renovation and Addition.

| | |
|---|-----------------------------|
| Colorado Department of Regulatory Agencies Division of Professions and Occupations | |
| State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors | |
| Brian Thomas Duggan Architect | |
| ARC00401770 Number | 11/01/2017 Issue Date |
| Active Credential Status | 10/31/2019 Expire Date |
| Verify this credential at: www.colorado.gov/dora/dpo | |
|  | |
| Division Director: Ronne Hines | Credential Holder Signature |

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

JUSTIN NAJJAR-KEITH, RA, LEED AP
D2C ARCHITECTS - PROJECT ARCHITECT/MANAGER

BIOGRAPHY

Justin has a diverse range of experience includes multiple project types including: municipality, maintenance, public safety, office and parking structures. That, coupled with a high level of client satisfaction, has made Justin an asset to the firm on many projects.

Justin's approach, as a project manager is highly creative and practical. He strives to create environments that not only meet our client's goals and needs but are visually appealing and highly functional including incorporating innovative sustainable strategies.

EXPERIENCE:

- **Thorncreek Golf Course Clubhouse**, Thornton, CO - Project Manager and Design Project Lead for this design-build remodel and addition. This \$1.8 mm project includes remodeling restrooms to create larger, ADA and Accessibility compliant restrooms for the facility along with creating a bigger kitchen, extending the bar, remodeling the pro shop, creating new and improved walkways, extending and building a covered patio, and other modifications.
- **City of Westminster On-Call**, Westminster, CO
 - **Active On-Call with NV5** since 2016, Architectural services under an Owner's Rep On-Call contract. Projects include:
 - **Westminster Sports Center Complex** - Front desk and kitchen remodel
 - **Greenhouse and Administration Center** - new 6,000 SF Greenhouse and 1,600 SF administration center for the City.
 - **Active Architect / Engineer On-Call** since 2017. Task orders include City Clerks Office renovation.
- **City and County of Denver On-Call**, Denver, CO - 20 task orders in 18 months including:
 - **Webb Building 7th Floor Office Remodel** - Design services for the remodel of the 7th floor Auditors Office at the City and County of Denver's Webb building.
 - **Webb Building 11th and 12th Floor Renovation** - Design services for the remodel of the 11th and 12th Floor City Attorney's office renovation.
 - **Webb Building Excise Check In** - Design services for private partitions at each check-in station and new furniture layout.
 - **Webb Building Excise and Licensing Office Renovation** - An interior renovation to the Excise and Licenses Offices in the Wellington Webb building for the City and County of Denver.
 - **Lindsey-Flanigan Courthouse Renovation** - A renovation project to convert wasted space to needed offices, a file room, reworking HVAC and power and data.
 - **Fire Station No. 8** - A kitchen renovation to comply with current codes and standards while bringing modern amenities into aged fire station.
 - **Fire Station No. 15** - A full commercial kitchen renovation that brought more sustainable, maintainable and durable finishes to the fire station.
 - **Fire Station No. 27** - Replacement of the existing stucco finish, including up to 3 different options for the exterior facade.
 - **Northfield Fire Station Needs Assessment & BOD** - A facility needs assessment, site planning, and basis of design for a new LEED Gold, 12,000 SF fire station. Including: shop workspace, 2 drive through apparatus bays, administrative offices, a large conference room, break room and a training/community room.
- **Park County Combined Office Building 2**, Fairplay, CO - The 2nd phase of a 3 phase administrative office building project. This 6,000 SF Renovation and 25,580 SF addition includes new offices (open and closed), new central lobby, new conference rooms, and other administrative office building spaces.



EDUCATION:

Pennsylvania State University
Bachelor of Science, Architecture

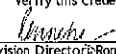
CERTIFICATIONS:

Registered Architect (RA):
Colorado

LEED Accredited Professional
(US Green Building Council)

WORKLOAD:

Justin is currently working with the City and County of Denver on task orders for our current On-Call including Urban Farms renovations, as well as construction administration for the City of Westminster's On-Call contract for a new greenhouse and administration center.

| Division of Professions and Occupations | |
|---|-----------------------------|
| State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors | |
| Justin Najjar-Keith | |
| Architect | |
| ARC00403063 | 11/01/2017 |
| Number | Issue Date |
| Active | 10/31/2019 |
| Credential Status | Expire Date |
| Verify this credential at: www.colorado.gov/dora/dpo | |
|  | |
| Division Director/Ronnie Hines | Credential Holder Signature |

PETER GOZAR, AIA, LEED AP
D2C ARCHITECTS - PROJECT MANAGER

BIOGRAPHY

Peter has more than 15 years of experience including working on municipal complexes. As the Project Manager, Peter 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. Peter will plan, execute, and close out your project, while ensuring that your defined desires, goals, and expectations are met and carried through design and construction.

EXPERIENCE:

- **Adams County Leader Blade Station and Strasburg Fleet Wash Bay**, Leader and Strasburg, CO - Project Manager for two Adams County facilities. Leader Blade is a new storage facility for motor graders and other large equipment. The Strasburg Fleet facility scope includes a drive through wash bay addition to a pre-engineered facility.
- **E-470 Maintenance Support Site A**, Aurora, CO - Project Manager for a new 6,500 SF salt storage, 2,800 SF covered storage for snow plow vehicles, 640 SF enclosed equipment storage and 2,200 SF of office space.
- **Kiewit Fleet Maintenance & Training Facility**, Aurora, CO - Project Manager for the first of several buildings on campus. A 25,000 SF pre-engineered metal maintenance building, Campus planning and construction for training tradesman.
- **Parker Water and Sanitation District Storage**, Parker, CO - Well equipment storage facility for district-owned groundwater well pumps, motors and associated equipment.
- **Tri-Lakes Monument Fire Protection District, Fire Station No. 1, 2 and 3 Renovations**, CO - Remodel of 4,000 SF Tri-Lakes fire station living quarters, kitchen and offices.
- **James McGrane Jr. Public Safety Complex***, Albuquerque, NM - Design development through construction administration for the Bernalillo County Capital Improvement Projects. A 20,000 sf Fire Station, Sheriff's Station and Office of Emergency Management.
- **Los Alamos County Fire Stations #1 and #5***, Albuquerque, NM - As the Architect of Record for Fire Stations 1 and 5, these 19,000 SF and 15,000 SF facilities have similar floor plans that were designed for LEED Gold certification. The buildings incorporate solar hot water, high efficiency glazing, VRV mechanical system, low flow plumbing fixtures, and bus shelter adjacent to building, the project is currently under budgeting review with LANL.
- **City and County of Denver, Denver Fire Department Fire Stations #8 and #15***, Denver, CO - Renovations to existing and operational fire stations.
- **City of Socorro National Guard Armory***, Socorro, NM - Architect in charge of documentation of existing building. Programming for 10,000 SF Conference Center and integration into existing rodeo and recreational soccer fields complex Master Plan.



EDUCATION:

Kent State University, School of
Architecture and Environmental Design,
Bachelor of Science in Architecture

CERTIFICATIONS:

Registered Architect:
Colorado, New Mexico, Ohio

National Council of Architectural
Registration Boards (NCARB)

AFFILIATIONS:

American Institute of Architects (AIA)
Member

2017 - Present

Downtown Denver Partnership Leadership
Program – Design Committee Co-Chair
Project: Civic Center Station

WORKLOAD:

Peter is currently wrapping up design for the Kiewit Fleet Maintenance and Training Facility as well as the E-470 Maintenance support site. He is also working with Adams County on the Leader Blade and Strasburg Fleet Wash Bay.

Colorado Department of Regulatory Agencies
Division of Professions and Occupations

State Board of Examiners for Architects, Professional Engineers and Professional Land Surveyors

Peter J Gozar
Architect

| | |
|-------------------|-------------|
| ARC.00403242 | 11/01/2017 |
| Number | Issue Date |
| Active | 10/31/2019 |
| Credential Status | Expire Date |

Verify this credential at: www.colorado.gov/dora/dpo

Division Director: Ronne Hines Credential Holder Signature

*Individual Experience Prior to D2C.

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

- 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.

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.

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.

PRODUCTION QUALITY ASSURANCE/ QUALITY CONTROL

- *Bob Crandall, LEED AP*

Bob (due to page count is not shown but a key part in our process) 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.

PROJECT MANAGER

- *Justin Najjar-Keith, RA, LEED AP*

- *Peter Gozar, AIA, LEED AP*

As the Project Managers, Justin and Peter will be 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 for each project. They will plan, execute and close out your project.

- 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. 303-929-9121
e. ecombs@D2CArchitects.com | f. n/a

- Provide a list of proposed sub-consultants, identify how they will incorporate into the team organizational chart.

LIST OF CONSULTANTS | INCORPORATE INTO THE TEAM | ROLES

We work closely within our network of consultants to identify the most advantageous team who possess the required skill sets and experience to deliver your needs and goals on time and on budget.

Our subconsultants' roles, responsibilities, tasks and scope are very clearly identified and defined in active teaming agreements. Due to page count we have not listed the over arching role for each consultant but can provide immediately upon request.

D2C's process has always been to bring multiple engineering partners to our City and County On-Call contracts. Many of these partners offer the same services, however based on our IDIQ, On-Call and TOA experience, we know that it is imperative to be responsive, affordable and have the available experience and resources at our fingertips to best service each task order presented. D2C has also committed two project managers with different backgrounds to the On-Call design services contract to show our continued commitment to having the right team for each project.

- **Structural Engineering**
 - JVA Engineers
 - PEC
- **Mechanical | Electrical | Plumbing | Fire**
 - Branch Pattern
 - Ramirez Johnson & Associates
- **Civil Engineering**
 - Elevations
 - JVA Engineers
- **Landscape Architecture**
 - Jimenez Design Group
 - Norris Design
- **Sustainability**
 - Ambient Energy
 - Group 14
- **Cost Estimating**
 - Johan Kemp Estimating

STRUCTURAL ENGINEERING

THOMAS S. SOELL, PE, LEED AP
JVA ENGINEERING



BIOGRAPHY

Tom has over 37 years of experience in the design of public building projects. Tom is service oriented with a strong attention to detail and he leads a team of 30 structural engineers and modelers with expertise in Building Information Modeling (BIM) using REVIT 3D software.

EXPERIENCE:

- **DMVA High-Altitude Army Aviation Training Site (HAATS), Gypsum, CO (with D2C)**
- **Adams County Leader Blade Station and Strasburg Fleet Wash Bay, Leader and Strasburg, CO (with D2C)**
- **Tri-Lakes Monument Fire Protection District, Fire Station No. 1, 2 and 3 Renovations, CO (with D2C)**
- **Golden Parks & Open Space Maintenance Facility, Golden, CO**
- **Adams 12 Five Star Transportation and Materials Storage Facility, Thornton, CO**
- **Boulder Valley School District Bus Maintenance Facility, Lafayette**
- **Boulder Valley School District Bus Facility Expansion**
- **Boulder Valley School District Bus Garage, Nederland, CO**
- **Boulder Valley School District Bus Facility Hoist Addition, Boulder, CO**
- **Fort Collins Senior Center, Fort Collins, CO**
- **Carbon Valley Library, Firestone Erie Library, Weld Library District, CO**

EDUCATION:

B.S., Civil Engineering
Cum Laude, University of Missouri

CERTIFICATIONS:

Professional Engineer;
Colorado, Alabama, Arkansas, California, Connecticut, Florida, Kentucky, Louisiana, New Hampshire, New Jersey, New Mexico, New York, Oklahoma, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Vermont, West Virginia

CERTIFICATIONS:

LEED Accredited Professional
(US Green Building Council)

CORY MYRTLE, P.E., S.E., LEED AP
PROFESSIONAL ENGINEERING CONSULTANTS



BIOGRAPHY

Cory has more than 12 years 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.

EXPERIENCE:

- **City and County of Denver On-Call, Denver, 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)**
- **Lyons Fire Station, Lyons, CO (with D2C)**
- **Windsor Public Works and Parks Service Facility; Windsor, CO**
- **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**

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

D2C ARCHITECTS
ARCHITECTURE INTERIORS JUSTIN ARILITY

MECHANICAL | ELECTRICAL | PLUMBING | FIRE

MILES DAKE, P.E., RA, LEED AP BD+C, BEMP
BRANCH PATTERN



BranchPattern

BIOGRAPHY

Miles has a passion for integrated design, collaboration and building solutions that result in energy efficiency and happy occupants. He provides quick iterative analysis that provides the team with realtime feedback on design decisions.

EXPERIENCE:

- Northglenn Justice Center, Northglenn, CO (with D2C)
- City of Bennett Town Hall Renovation, Bennett, CO (with D2C)
- START Bus Facility Addition/Expansion, Jackson, WY
- Pike's Peak Summit Complex Replacement, Colorado Springs, CO
- Denver County Jail East Housing Building 24, Denver, CO
- City of Cortez Fire Station, Cortez, CO
- Denver Water Operations Maintenance Complex Renovation, Denver, CO
- GSA Region 2 Energy Reduction, New York, NY
- City of Lawrence Police Facility, Lawrence, KS



EDUCATION:

B.S. Mechanical Engineering, Southern Methodist University
B.S. Mathematics, Southern Methodist University
Masters of Architecture, University of Colorado - Denver

CERTIFICATIONS:

Professional Engineer
Registered Architect
LEED Accredited Professional Building Design + Construction
Building Energy Modeling Professional Certification

DARIN RAMIREZ, P.E., CGD, LEED AP
RAMIREZ JOHNSON & ASSOCIATES (RJA)

Ramirez,
Johnson, &
Associates

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.

EXPERIENCE:

- 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)
 - 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
- 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 Geexchange Designer

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN

CIVIL ENGINEERING
BRAD DISNER, P.E.
CIVIL ENGINEER



BIOGRAPHY

Brad brings over 22 years of civil engineering experience with Municipal and On-Call projects, as well as significant experience in Adams County. His technical expertise includes ADA accessibility design, low impact development/sustainable design, drainage analysis, storm detention and flood control facilities, utility design, street and parking lot design, stormwater quality management, erosion control, easement and right-of-way delineation, site grading and earthwork, preparation of engineering studies, technical reports, cost estimates, details and specifications from conceptual phases through final construction documents.

EXPERIENCE:

- Northglenn Justice Center, Northglenn, CO (with D2C)
- Firestone Police Department and Municipal Court, Firestone, CO
- Park County Government Building, Fairplay, CO (with D2C)
- Rotella Park Improvements, Adams County, CO
- 96th Avenue Widening, Adams County, CO
- Cummins/Onan Turbo Diesel Plant, Adams County, CO
- American High Reach Facility, Adams County, CO
- Alpine Waste Recycling Facility, Adams County, CO
- RK Mechanical Site Improvements, Adams County, CO
- Capital Lumber Site Expansion, Adams County, CO
- Welby Hills Condos Drainage Improvements WSCI Office Building, Adams County, CO

EDUCATION:

Bachelor of Science
Civil Engineering
Colorado School of Mines

REGISTRATIONS:

Licensed Engineer in the State of
Colorado, 2003, P.E. #37652

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. 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.

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.
- Adams County Leader Blade Station and Strasburg Fleet Wash Bay, Leader and Strasburg, CO (with D2C)
- Adams12 Five Star Miscellaneous Projects
- Adams12 Five Star Northglenn High School, Northglenn, CO
- Boulder Valley School District
- Boulder Yards Master Planning, Boulder, CO
- School District 27J Prairie View Middle School No.3, Thornton, CO
- Jefferson County Fairgrounds Maintenance Building & Stall Barn Addition, Jefferson County, CO



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

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

LANDSCAPE ARCHITECTURE

JULIO JIMENEZ, ASLA
JIMENEZ DESIGN GROUP



BIOGRAPHY

Julio has more than 33 years of professional experience in Land Planning and Landscape Architecture. During his career he has gained vast experience and extensive knowledge on the following: project programming and coordination, site analysis and inventory, master planning, site design, landscape design and planting, irrigation planning and design, preparation of construction documents, estimating, bidding assistance and construction administration.

PROJECT EXPERIENCE:

- **City and County of Denver On-Call**, Denver, CO (with D2C)
- **City of Thornton Four streetscape projects**, Thornton, CO
- **Tri-State Corporate Center**, Westminster, CO
- **DIA Fire Station**, Denver, CO
- **South Metro Fire and Rescue Station**, Centennial, CO
- **Astor Rock Fire Station**, Phoenix, AZ
- **Enterprise (12G9)**, Highlands Ranch, CO (with D2C)
- **Highlands Ranch Veterans Monument Plaza**, CO
- **RTD Denver and Lakewood Plazas & Open Space**, CO
- **Northridge Recreational Center**, Highlands Ranch, CO

JOHN BIRKEY, PLA
NORRIS DESIGN



BIOGRAPHY

John Birkey has been involved with talented teams designing a number of municipal facilities, parks, recreation centers, natural areas, and civic campuses. He has extensive knowledge of trail design and parks and recreation work, and is dedicated to influencing people's lives in a positive way.

EXPERIENCE:

- **Northglenn Justice Center**, Northglenn, CO (with D2C)
- **Adams County Justice Center Expansion**, Adams County, CO
- **Adams County Natural Park**, Adams County, CO
- **Adams County Youth Services Center**, Brighton, CO
- **Brighton City Hall & Carmichael Park**, Brighton, CO
- **Brighton Downtown Plaza Master Plan**, Brighton, CO
- **Brighton Japanese American Association Park Renovation**, Brighton, CO
- **Brighton Roundabouts & Highway Monumentation**, Brighton, CO
- **Rocky Mountain Metropolitan Airport**, Broomfield, CO
- **Thornton City-Wide Trails**, Thornton, CO
- **Thornton Police & Fire Station #6**, Thornton, CO



EDUCATION:

Iowa State University
Bachelor of Landscape Architecture

CERTIFICATIONS:

Registered Landscape Architect:
Colorado

AFFILIATIONS:

American Society of Landscape
Architects (ASLA)
Best Management Practices Certified



EDUCATION

University of Colorado, Denver
Master of Landscape Architecture

University of Colorado, Denver
Bachelor of Studio Fine Arts

CERTIFICATIONS:

Registered Landscape Architect:
Colorado

AFFILIATIONS:

American Society of Landscape Architects,
1995 – Present

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN

SUSTAINABILITY
CLAYTON BARTCZAK, LEED AP BD+C,
O+M, WELL AP, LENSES FACILITATOR, SFP
AMBIENT ENERGY



BIOGRAPHY

Clayton brings his passion for the regenerative development process into workshop facilitation where he finds project teams are most effective at creating a shared vision for better buildings. Clayton's main goal is to help project teams achieve their unique sustainability goals while challenging teams to implement opportunities that will help create a prosperous future for all life on earth.

EXPERIENCE:

- **City and County of Denver On-Call, Denver, CO (with D2C)**
- **Department of Military and Veterans Affairs (DMVA), Denver, CO**
- **Denver Water Northwater Treatment Plant, Golden, CO**
- **Denver Water Operations Complex Redevelopment, Denver, CO**
- **Brighton Sustainable Management Plan, Brighton, CO**
- **City and County of Denver Traffic Operations and Firing Range, Denver, CO**
- **High Performance Building Program**

AFFILIATIONS

US Green Building Council, Colorado Chapter (Board of Directors)
 International Living Future Institute

EDUCATION:

M.S. Construction Management Colorado State University,
 Fort Collins, CO 2009
 B.A. Religious Studies, Spanish, Colorado State University,
 Fort Collins, CO 2004

CERTIFICATIONS:

WELL Accredited Professional, 2017
 Sustainable Facility Professional,
 International Facility Management Association, 2012
 LEED Accredited Professional, O+M, 2011
 LEED Accredited Professional, BD+C, 2008

LAURA CHARLIER, LEED AP BD+C, ID+C
GROUP 14



BIOGRAPHY

Laura has over 20 years of experience in the building and construction industry. Thorough knowledge and understanding of sustainable design and construction practices she has a clear understanding of LEED requirements, process, documentation and resources and the necessary skills to make certification of a project run smoothly, able to support and encourage project participants in the LEED certification process



EXPERIENCE:

- **City and County of Denver On-Call, Denver, CO (with D2C)**
- **Adams County Youth Services Center, Brighton, CO (pursuing LEED Gold)**
- **Arvada Police Department Westwoods, Lake Arbor, Delta, Arvada, CO (LEED Gold)**
- **Rio Blanco County Courthouse, Meeker, CO (pursuing LEED Silver)**
- **CBI Pueblo Lab, Pueblo, CO (pursuing LEED Gold)**
- **Montezuma County Combined Courts, Cortez, CO (pursuing LEED Certified)**
- **Hudson Town Hall, Hudson, CO (pursuing LEED Gold)**
- **Denver 911 Communication Center, Denver, CO (pursuing LEED Gold)**

EDUCATION:

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

D2C ARCHITECTS
 ARCHITECTS • PURE INTERIORS • SUSTAINABILITY

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

Johan
Kemp Estimating



BIOGRAPHY

Charlie is a Vice President at JVA and has been with the firm since 2001. 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.

EXPERIENCE:

- 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)
- 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
- McMurdo Maintenance Facility, Antarctica
- Broomfield Maintenance Facility, Broomfield, CO
- Maintenance Facility and Offices, Louisville, CO
- WYDOT Maintenance Facility, Sundance, WY

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

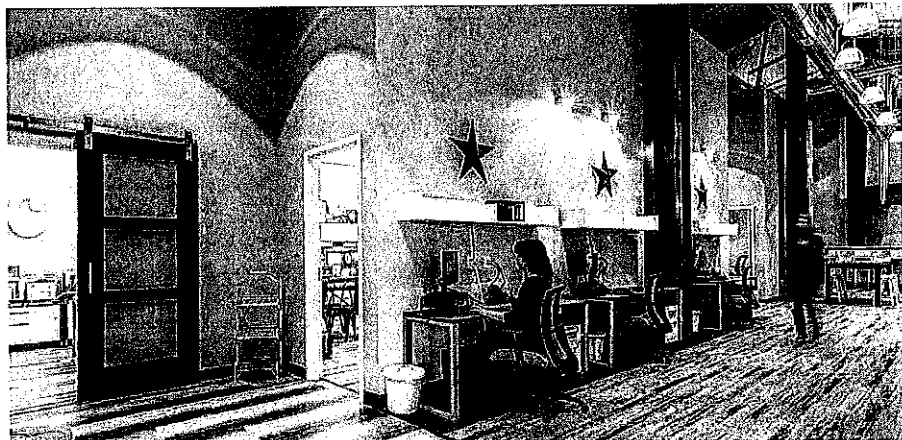
Consulting Estimators Round Table

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 Architectural Design Services for County Wide - General Purpose Design.



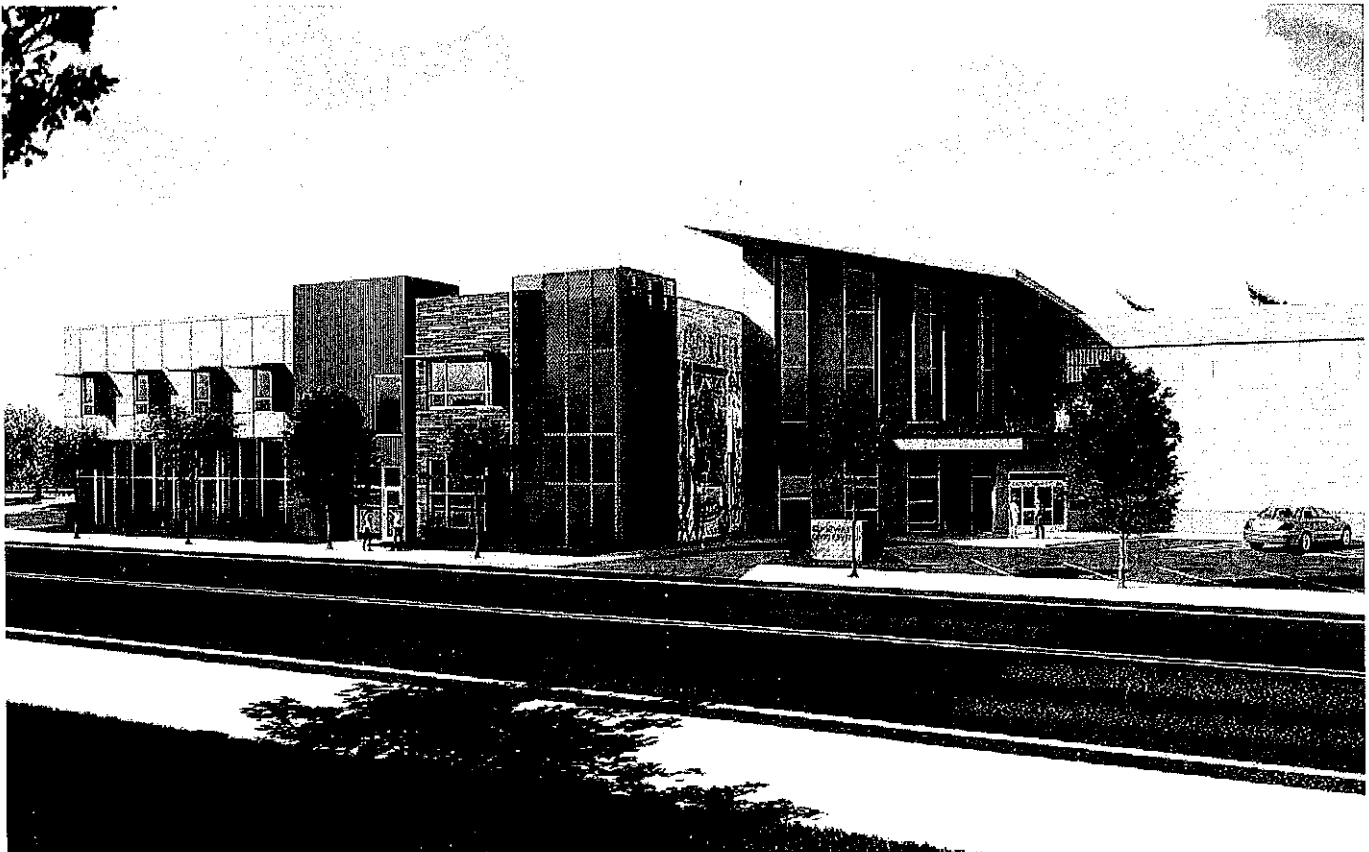
TOWN OF BENNETT, TOWN HALL RELEVANCE:

- Design of a pre-engineered metal building for administrative municipal offices.
- Rural Colorado community
- Secure, public use facility
- The building is a steel/CMU structure with metal panels and wood elements on the outside.

// 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



Edgewater Civic Center includes programming, planning and design for courts, city administrative offices, library and gym/fitness center

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.*

AS-NEEDED/ON-CALL APPROACH

D2C Architects envisions an **integrated, cooperative and collaborative partnership** with each team member involved in the project(s) including Adams County's Leadership, Project Manager, Staff, Users, etc. as well as the entire design team.

We also envision an **open and fluid** stream of **communication**. We believe that the design teams' coordination and communication with Adams County starts the first day and is maintained throughout the contract and each project's life.

AS-NEEDED CONTRACT APPROACH

Our approach to administering As Needed/On-Call contracts has been developed and refined over the years based on our in-depth experience. D2C has learned that we must first provide a broad range of services including feasibility and assessments of structures and sites, studies of buildings, designs for new construction, renovations, tenant improvements, interior and sustainable design, and oversight of each project during construction. Those broad range of services must be backed with extensive experience in working on a wide range of projects and building types. Obtained through this extensive experience comes an understanding of how to work with the client to obtain knowledge of the client's needs.

When a task order is issued to D2C Architects our steps to respond include:

STEP 1: REVIEW THE TASK ORDER

We will carefully review the task order to ensure we understand the project, the project intent and the scope.

STEP 2: BUILD THE BEST TEAM

Once the scope is defined and outlined, we will coordinate with the consultants to determine the appropriate team, fee and finalize the project schedule.

In this case we have included two consultants for each major discipline. It is our experience with on-call contracts that this method works the best for municipalities who have fast paced, multiple projects.

This approach ensures coverage and flexibility in busy times. If there is a specialty consultant necessary, we will identify and inquire with the City's PM to ensure we can bring them onto the team for the particular task order.

STEP 3: FORMULATE & SUBMIT A RESPONSE

D2C will formulate a response to finalize the task order, providing a fee proposal based on the architectural rates provided and a final schedule into one (1) compiled document that is clear and easy to understand. That proposal will be sent onto Adams County's Project Manager for consideration.

If successfully awarded the task order, we will begin the following series of steps that are specific to the individual project awarded.

APPROACH TO INDIVIDUAL TASK ORDERS

Our team is well versed in Municipality and Government projects including Tenant Improvements (TI), Tenant Finishes, Additions, Renovations, Modernization, Sustainable Solutions, and new design/construction projects. We stand ready to address all elements associated with Adams County's Architectural Design Service for County Wide General Design needs.

In efforts to build the relationship desired and provide high quality services to Adams County, D2C suggests an **ALL INCLUSIVE APPROACH**. Our suggested process consists of 5 steps:

1. STEP 1: KICK-OFF | DATA COLLECTION
2. STEP 2: DESIGN
3. STEP 3: DOCUMENTATION
4. STEP 4: BIDDING | NEGOTIATION
5. STEP 5: CONSTRUCTION ADMINISTRATION

STEP 1: KICK-OFF | DATA COLLECTION

For As-Needed projects this step is modified depending on the scope of work. The kick-off meeting may be very brief, over the phone, WebEx or in person. When a task order is assigned we will discuss this step with the County's PM before finalizing our fee and schedule.

D2C believes in starting each project with a kick-off meeting. On the first day, a simple meeting of introductions between the design team and Adams County's 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. Essentially identifying all critical aspects.

With a clear understanding and a **confirmed scope of work**, the design team begins to review provided documents from Adams County (as available, depending on project). These documents will grant the design team a better understanding of the building and what should and can be expected in the field for each project.

The team will meet with Adams County's designated officials and users to allocate standards, offer examples of innovative and successful design solutions. We will meet with user groups to identify the needs vs. wants, daily operations, emergency response to clarify programming and needs assessments. We will conduct field observation trips to each of the sites to document the existing conditions. It has been our experience that field verifying actual conditions **reduces risk** for not only you but the design team as well. It eliminates the possibility of unforeseen conditions, while allowing the team to ask questions before issues arise. All information gathered will be translated to the conceptual, schematic, design development and ultimately construction documents prepared for the construction team.

We believe time at this early phase is most critical in the project's success. It is the **first 30 days** of the project that determines the path of the project and its success. As a result, we want to be sure the entire team understands the constraints, the opportunities the challenges, etc. and is "on board" with the direction before moving forward.

STEP 2: DESIGN

After the kick-off meeting and all data is collected and analyzed, the team goes to work modeling what they know and using what they have gathered to create conceptual options for review, revision, and development alongside Adams County's PM, and key decision makers. We will meet with the County for time appropriate conference calls, user meetings and site visits to extract your thoughts and operational characteristics to deliver **effective and efficient solutions**.

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

Our goal on all projects is to **right size the design to meet the schedule, the budget and the need**. Our team will present these options to Adams County's

staff, leadership and stakeholders during a charrette (if necessary for as-needed/ on-call scope); a more hands on / interactive process where each option is broken down individually to discuss potential cost impacts, design pros and cons, operational improvements and weaknesses, etc. Each option can be treated as a potential solution that may work on its own or in part with other options.

STEP 3: DOCUMENTATION

Throughout the design process, D2C utilizes many tools to deliver a complete, coordinated, concise and clear, sets of documents. We often find ourselves hand sketching ideas and solutions to be efficient prior to formal documentation.

At each submittal phase (Schematic Design (30%), Design Development (60%), Pre-Final (90%) and Final Documents (100%)), the contract documents will be submitted for design buy-in, review and approval. Prior to moving forward onto the next phase, the design team will conduct a "page turn" of the documents with you in an **"over the shoulder review"**, ensuring that you understand what you are looking at, while granting you an opportunity to ask questions and obtain clarity. This is an opportunity for Adams County's leadership, staff and other stakeholders to review the documents, make comments and confirm direction. We anticipate that comments will be generated, which will be responded to and carried throughout until the documents are complete.

Prior to each submittal, the contract documents (drawings and specifications) are back checked by the project manager and architect. This repetitive review is conducted to ensure all comments are addressed and incorporated, all discipline documents are accurate, complete, coordinated, concise and clear and that the set accurately reflects the intended solution. Time is built into the design teams internal schedule to allow for such reviews, redlines and/or markups to be made prior to each submission, thereby granting Adams County a quality set of documents every time.

STEP 4: BIDDING | NEGOTIATION

Having completed over 30 government projects, 40 separate contracts/task orders per year over the last 6 years and 40 years of collective experience, one thing D2C has learned is 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 we feel 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.

STEP 5: CONSTRUCTION ADMINISTRATION

Construction Administration is an extremely important phase in every project, especially in renovation projects where unknown conditions may exist. Having the same project manager and architect 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 Adams County gets what they paid for and that quality is not sacrificed. D2C

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.



- *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 Adam's County General Design contract, we have placed a heavy emphasis on past experience with on-call contracts, similar project types including: municipal facilities, government centers, service/maintenance/vehicle centers, equipment and vehicle storage, offices and county administrative services. We are dedicated to communication, collaboration 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 projects.

We understand as-needed contracts require a variety of multiple project contracts with engineering teams and that each task order may vary based on the needed approach and time commitment. There may be projects that do not have a concept workshop or charrette, do not require pre-design or requires planning or design services only and not construction observations. Below expresses an anticipated time commitment for each staff from D2C's team based on a large commitment task order. We have extensive government and service center experts on our team to provide Adams County a high level of premier service and knowledge based upon what is happening around the state with similar facilities. We highly encourage a scoping meeting (phone or in person) to discuss and determine final inclusions and exclusions for each task, to ensure the D2C team provides the correct level of service without omission or overlap in efforts/ fee. There are a number of ways to dissect the scope and prepare an alternate time/fee approach in the best interest of stretching Adams County's dollars and confirming we have the right amount of time based on the scope of work.

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

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:***

- **Structural Engineering**
 - JVA Engineers
 - PEC
- **Mechanical | Electrical | Plumbing | Fire**
 - Branch Pattern
 - Ramirez Johnson & Associates
- **Civil Engineering**
 - Elevations
 - JVA Engineers
- **Landscape Architecture**
 - Jimenez Design Group
 - Norris Design
- **Sustainability**
 - Ambient Energy
 - Group 14
- **Cost Estimating**
 - Johan Kemp Estimating

• ***Indicate the Firm's ability to design projects within a defined timeline and within a defined budget (etc).***

Designing within a defined timeline

We start every project by preparing a simple yet detailed schedule which is carried through the project as a tool for managing the process and ensuring adherence to the overall schedule. By utilizing a simple format built in Microsoft Project or Word we are able to track changes and identify opportunities to keep the project on track at all times.

We understand that some of Adams County's facilities will have short windows of opportunity for design and construction pending funding appropriations, holiday closures, etc. If those opportunities are missed, we

affect the facility users and their capability to provide a high level of service Adams County has come to rely on. Our commitment to you is made apparent by assigning this project experienced and dedicated personnel, from start to finish. Our efforts to met and maintain the project schedule will result in an effective use of our extended resources to meeting your project milestones and objectives. Let's ensure we meet all milestones as well as the project's overall schedule and budget to provide Adams County, the community and the users with the resources and facilities they need and deserve.

Designing within a defined budget

At each projects conception, our team will assist you in defining the overall project budget based on initial analysis, planning and design discussions., if needed We will work with the contractor as soon as they are on board. The initial budget can be formulated with assistance from a third party cost estimator, if relevant. No matter the method the resulting budgeted number will be considered a "firm" value that shall be maintained through the project's life. In efforts to meet this defined budget, our team will dissect the project budget into the various discipline's, creating a boundary for each discipline to design around. By having specific discipline budgets in place we not only ensure accountability and responsibility from the design team, but it also ensures that more than one design discipline is tracking the budget at any given instance. This approach allows the design team to identify possible cost impacts/concerns sooner in the design process.

The design team will track changes and update the cost opinion which will be submitted as part of the projects' deliverables. At this time, all cost differences will be discussed and resolved prior to proceeding to the next phase in design.

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.

Coordinate value engineering

D2C Architects' methodology to Value Engineering is quite simple: We believe in a systematic approach to maintain "value, performance and functionality" in its highest definition while meeting budget goals. In short, the basic goal of D2C's Value Engineering methodology is to increase value by proactively searching for and resolving alternative solutions throughout the project's life. This is achieved through open communication, brainstorming exercises and short-term workshops that stretch our client's resources and dollars while maintaining function and the highest quality at the lowest life cycle cost.

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 types that Adams County is in need of delivering to their users and community. We have extensive experience with the proposed team of consultants on similar project types including on-call contracts for other municipalities.

- D2C Architects has worked with municipalities across the Front Range on similar contracts since 2013.

- We understand you need an experienced team who has worked with a variety of government facility experience including:

- Government Secure Offices
- Vehicle Bays, Service and Maintenance Facilities
- Wash Bay
- Multi-functional Spaces
- Administrative Functions

- We have assigned two (2) project managers/architects and multiple options under each discipline for subconsultants to better serve Adams County. **Our approach allows us to ensure the best team with the necessary experience pertaining to the specific task order and scope of work.**

- Principal Involvement.

D2C's principal involved approach ensures a continuity of staff with dedication and accountability throughout the project's life.

- **A team with local presence.** Our team is familiar with Adams County and work across the Front Range.

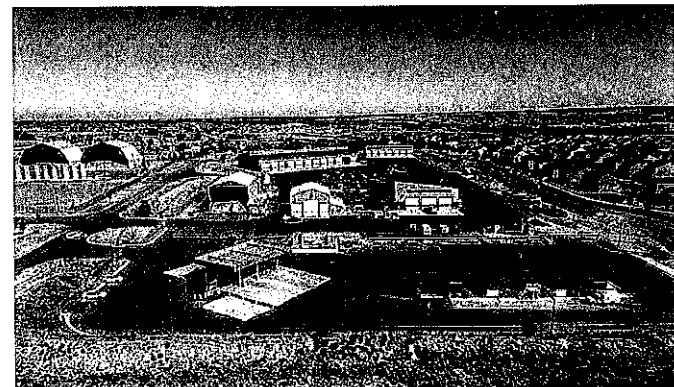
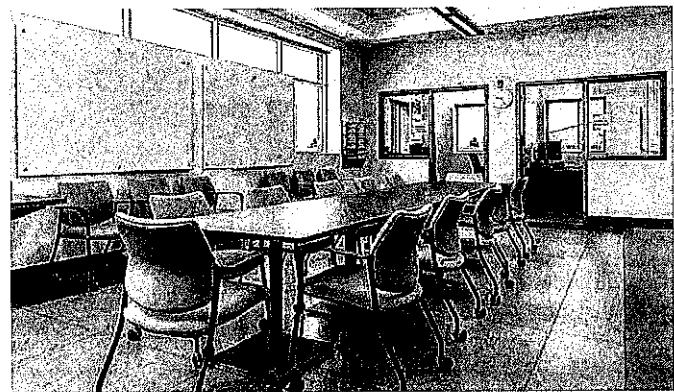
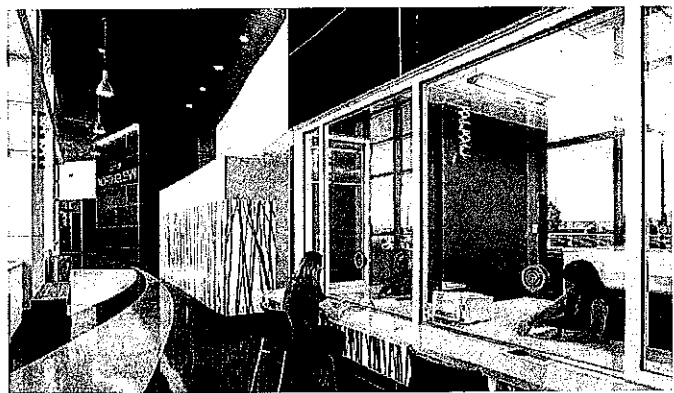
- Our team is experienced with TI, renovation and modernization projects like this one that are driven by spatial analysis results. **As a result we know how to stretch your dollar.**

- D2C understands **Municipal projects with phased, staggered and multi-project based initiatives.** We understand the complexities of these types of projects and the value in good documentation that can be

relied upon in later phases of work.

- 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 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.*

Because the scope of services and tasks will vary for each project related to the Architectural Design Services for County Wide General Design, D2C anticipates we will create an outline of the project and the scope to ensure that we have captured the “full picture” and can translate the scope to our team of consultants. This may require additional clarifications with Adams County’s project manager based on each task order.

“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 and since groundbreaking they have been intimately involved with OAC’s and the on time completion of the required ASI’s and other documentation.”

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



Northglenn Justice Center, completed in Sept. 2018 is a Municipal Administration Public Safety Building located in Adams County.

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
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 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: 126

Total number of Projects with specific focus on Governmental Offices: 84

Total number of Project with specific focus on Fleet/Public Works/Shops: 40

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 55

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 23

Number of Projects Valued \$5,000,000 and over in Construction Cost: 16

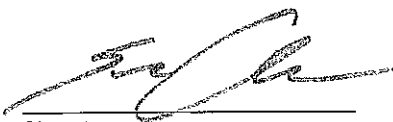
Value of Work Currently Under Contract: \$38,500,000

Number of Projects completed with prime Sub-consultant(s): 78 (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

02/26/2019
Date

Doc #4725870v3

RFP-JTH-2019.306

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: Johnson, Violand, Archuleta

Type of Business: Structural & Civil Engineering Number of Years in Business: 63

Number of Employees: 118 Number of Local Employees: 69

Please Provide Breakdowns of Local Employees Only

Principals/Executives: 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 Projects with specific focus on Governmental Offices: +/- 10

Total number of Project with specific focus on Fleet/Public Works/Shops: +/- 10

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: Over 200

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: Over 100

Number of Projects Valued \$5,000,000 and over in Construction Cost: Over 50

Value of Work Currently Under Contract: \$ +/- \$14,000,000

Number of Projects completed with prime Sub-consultant(s): Over 20

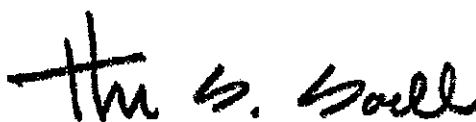
(for Subcontractors - indicate # of projects completed with the Design Lead)

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:

Thomas S. Soell, P.E., Vice President

Name and Title (Printed)



Signature

2/13/2019

Date

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

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: 318 Number of Local Employees: 14

Please Provide Breakdowns of Local Employees Only

Principals/Executives: _____ VP/Directors: _____ Project Managers: 5*

Architects: _____ Engineers: 13 Support Staff: 1

* Five of our engineers serve as Project Managers

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 Projects with specific focus on Governmental Offices: 20+

Total number of Project with specific focus on Fleet/Public Works/Shops: 18

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 80%**

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 15%**

Number of Projects Valued \$5,000,000 and over in Construction Cost: 5%**

Value of Work Currently Under Contract: \$ 35 million estimated

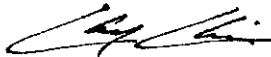
Number of Projects completed with prime Sub-consultant(s): 15

(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.

**** Estimated. PEC does not track construction costs for all of our projects and cannot quantify the exact number of projects, so we have estimated this based upon our recent projects that we have completed.**

Verification of Qualifications Summary:



Clay Cline, PE, SE
Name and Title (Printed) Signature Date

Doc #4725870v3

RFP-JTH-2019.306

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: BranchPattern, Inc. Place of Incorporation: Lincoln, Nebraska

Other Names / Previous Names: M.E. GROUP, Inc.

Type of Business: S-Corporation Number of Years in Business: 27 years

Number of Employees: 80 Number of Local Employees: 20
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 1 VP/Directors: 0 Project Managers: 5

Architects: 1 Engineers: 13 Support Staff: 2

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

Total number of Projects: 1,043

Total number of Projects with specific focus on Governmental Offices: 25

Total number of Project with specific focus on Fleet/Public Works/Shops: 5

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 533

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 360

Number of Projects Valued \$5,000,000 and over in Construction Cost: 150

Value of Work Currently Under Contract: \$9,000,000

Number of Projects completed with prime Sub-consultant(s): 2

(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:

Miles Dake

Name and Title (Printed)



Signature

2/15/19

Date

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE INTERIORS SUSTAINABILITY

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: N/A

Type of Business: Service Firm Number of Years in Business: 9

Number of Employees: 8 Number of Local Employees: 8
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: _____ Project Managers: _____

Architects: _____ Engineers: 7 Support Staff: 1

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 Projects with specific focus on Governmental Offices: 30

Total number of Project with specific focus on Fleet/Public Works/Shops: 8

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 2

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 2

Number of Projects Valued \$5,000,000 and over in Construction Cost: 4

Value of Work Currently Under Contract: \$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

02/26/2019
Date

Doc #4725870v3

RFP-JTH-2019.306

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: Elevation Consulting Group, Ltd. Place of Incorporation: Lakewood, CO

Other Names / Previous Names: N/A

Type of Business: Civil Engineering Firm Number of Years in Business: 3

Number of Employees: 3 Number of Local Employees: 3

Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: _____ Project Managers: _____

Architects: _____ Engineers: 1 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: 73

Total number of Projects with specific focus on Governmental Offices: 9

Total number of Project with specific focus on Fleet/Public Works/Shops: 3

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 47

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 18

Number of Projects Valued \$5,000,000 and over in Construction Cost: 8

Value of Work Currently Under Contract: \$ 266,892

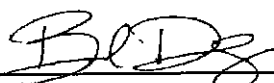
Number of Projects completed with prime Sub-consultant(s): 4

(for Subcontractors - indicate # of projects completed with the Design Lead)

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

Verification of Qualifications Summary:

Brad Disner P.E., Principal
Name and Title (Printed)


Signature

02/14/2019
Date

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE, INTERIORS, SUSTAINABILITY

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: Jimenez Design Group, LLC Place of Incorporation: Colorado

Other Names / Previous Names: N/A

Type of Business: Landscape Architecture Number of Years in Business: 17

Number of Employees: 2 Number of Local Employees: 2
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 1 VP/Directors: _____ Project Managers: _____

Landscape Architects: 1 Engineers: _____ Support Staff: 1

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: 92

Total number of Projects with specific focus on Governmental Offices: 6

Total number of Project with specific focus on Fleet/Public Works/Shops: 3

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 89

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 3

Number of Projects Valued \$5,000,000 and over in Construction Cost: 0

Value of Work Currently Under Contract: \$ 63,260


Number of Projects completed with prime Sub-consultant(s) : 3

(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 Summary:

Julio Jimenez, Principal
Name and Title (Printed)


Signature

2/18/19
Date

Doc #4725870v3

RFP-JTH-2019.306

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: Norris Design, Inc. Place of Incorporation: Denver, Colorado

Other Names / Previous Names: Norris Dullea; The Norris Company

Type of Business: Corporation Number of Years in Business: 34

Number of Employees: 158 Number of Local Employees: 105
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 22 VP/Directors: N/A Project Managers: 11 Planners (3 AICPs)

Architects: 52 Landscape Architects/Designers (16 PLAs) Engineers: 0 Support Staff: 20

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: 3,011

Total number of Projects with specific focus on Governmental Offices: 2

Total number of Project with specific focus on Fleet/Public Works/Shops: 16

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 2,048

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 602

Number of Projects Valued \$5,000,000 and over in Construction Cost: 361

Value of Work Currently Under Contract: \$ 320,000,000

Number of Projects completed with prime Sub-consultant(s): 3

(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:

John Birkey, PLA | Principal

Name and Title (Printed)

Signature

2/18/2019

Date

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN

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: Ambient Energy Place of Incorporation: Denver, Colorado

Other Names / Previous Names: N/A

Type of Business: Corporation Number of Years in Business: 15

Number of Employees: 20 Number of Local Employees: 19
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 4 VP/Directors: N/A Project Managers: 6

Architects: N/A Engineers: 12 Support Staff: 3

Project Information (through the past 5 years):

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

Total number of Projects: 184

Total number of Projects with specific focus on Governmental Offices: 11

Total number of Project with specific focus on Fleet/Public Works/Shops: 10

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 3

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 6

Number of Projects Valued \$5,000,000 and over in Construction Cost: 45

Value of Work Currently Under Contract: \$ 1,966,000 (backlog)

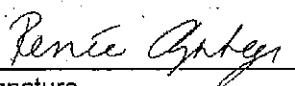
Number of Projects completed with prime Sub-consultant(s) : 1

(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:

Renee Azerbegi
Name and Title (Printed)


Signature

2/18/2019
Date

Doc #4725870v3

RFP-JTH-2019.306

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: Group14 Engineering, PBC Place of Incorporation: Denver, CO

Other Names / Previous Names: _____

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

Number of Employees: 42 Number of Local Employees: 40
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 5 VP/Directors: 0 Project Managers: 16

Architects: 0 Engineers: 19 Support Staff: 17

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: 842

Total number of Projects with specific focus on Governmental Offices: 121

Total number of Project with specific focus on Fleet/Public Works/Shops: 9

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 5

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 28

Number of Projects Valued \$5,000,000 and over in Construction Cost: 809

Value of Work Currently Under Contract: ~\$25,000,000

Number of Projects completed with prime Sub-consultant(s): 0

(for Subcontractors - indicate # of projects completed with the Design Lead)

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

Verification of Qualifications Summary:

Mary S. Reilly, CEO

Name and Title (Printed)

Signature

02/22/2019

Date

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE • INTERIORS • SUSTAINABILITY

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: Johan Kemp Estimating Services Inc. Place of Incorporation: Centennial, CO

Other Names / Previous Names: Johan Kemp Estimating Services

Type of Business: Cost Estimating Number of Years in Business: 10

Number of Employees: 2 Number of Local Employees: 2
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 1 VP/Directors: _____ Project Managers: _____

Architects: _____ Engineers: _____ Support Staff: 1

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: 86

Total number of Projects with specific focus on Governmental Offices: 10

Total number of Project with specific focus on Fleet/Public Works/Shops: 9

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 19

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 38

Number of Projects Valued \$5,000,000 and over in Construction Cost: 29

Value of Work Currently Under Contract: \$ 75,000,000


Number of Projects completed with prime Sub-consultant(s): 4

(for Subcontractors - indicate # of projects completed with the Design Lead)

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

Verification of Qualifications Summary:

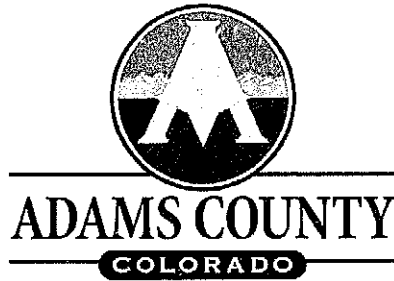
Johan Kemp - President
Name and Title (Printed)

Signature 

2.11.19
Date

Doc #4725870v3

RFP-JTH-2019.306



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

02/26/2019
Date

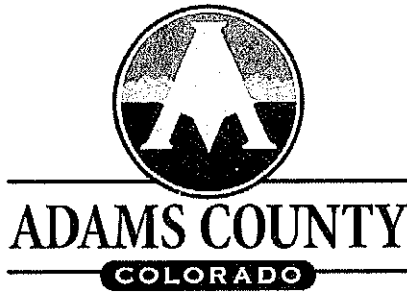
Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

RFP-JTH-2019.306 ARCHITECTURAL DESIGN SERVICES
FOR COUNTY WIDE - GENERAL PURPOSE DESIGN



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

**REQUEST FOR PROPOSAL
CONTRACTOR'S STATEMENT**

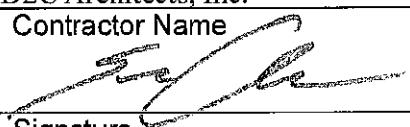
I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Bid is hereby submitted.

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 and 2

| | |
|---|-------------------|
| <u>D2C Architects, Inc.</u> | <u>02/26/2019</u> |
| Contractor Name | Date |
|  | <u>Eric Combs</u> |
| Signature | Printed Name |
| <u>Vice President</u> | |
| Title | |
| <u>1580 Lincoln Street, Suite 1110</u> | |
| Address | |
| <u>Denver, CO 80203</u> | <u>Denver</u> |
| City, State, Zip Code | County |
| <u>303-952-4802</u> | <u>N/A</u> |
| Telephone | Fax |
| <u>ecombs@D2Carchitects.com</u> | |
| Email | |

Doc #4725870v3

RFP-JTH-2019.306



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

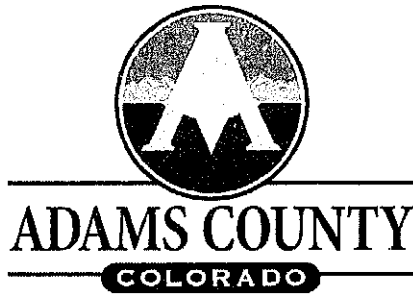
Company Name Mike Shaw Subaru
Address 1650 W. 104th Avenue, Thornton, CO 80234
Reference Name Dominic Schriver, Managing Partner
Reference Email Address DScrivner@MikeShawSubaru.com
Telephone Number (303) 438.7501
Project Name Mike Shaw Subaru (Addition of new service bays, new car wash)
Value \$ 994,000

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

Doc #4725870v3

RFP-JTH-2019.306

D2C ARCHITECTS
ARCHITECTURE • INTERIORS • SUSTAINABILITY



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-2019.306

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) Exclude or revise the words guarantee/warranty language throughout the final agreement.

Page 30 of 41, Article 7 Indemnification: please add negligent to the following statement:

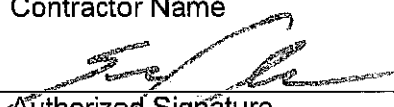
2) "result of the Contractor's negligent performance or failure"...

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

02/26/2019

Date

D2C ARCHITECTS

ARCHITECTURE | INTERIORS | SUSTAINABILITY

1680 Lincoln Street, Suite 1110, Denver, CO 80202
303.672.4802 | www.d2carchitects.com



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

**REQUEST FOR PROPOSAL
PRICING FORM: 2019.306
Architectural
(Submit in separate marked sealed
envelope)**

Form of Proposal / Fee Breakdown:

Break down the fee proposal as a function of construction cost. Services shall be all inclusive for the percentage identified, for that scope of work. Contractors may also provide their own ranges of cost based on Construction Cost:

| <u>Anticipated Constr. Cost</u> | <u>Up to \$1M</u> | <u>\$1 to \$5M</u> | <u>\$5M and over</u> |
|---|--------------------------|-----------------------------------|-----------------------------|
| Proposed Ranges: | Up to \$ 100,000 | from \$60,000 to \$450,000 | \$250,000 and over |
| PRE-DESIGN: | <u>.5 - 1 %</u> | <u>.25 - .5 %</u> | <u>.15 - .5 %</u> |
| DESIGN: SD | <u>.75 - 1.5 %</u> | <u>.6 - 1.5 %</u> | <u>.75 - 1.25 %</u> |
| DD | <u>1.5 - 2.5 %</u> | <u>2 - 2.75 %</u> | <u>1.5 - 2.5 %</u> |
| CD | <u>2 - 2.5 %</u> | <u>2 - 2.5 %</u> | <u>1.5 - 2 %</u> |
| <i>(Includes Bidding & Permit Documents and Coordinated Construction Documents)</i> | | | |
| CONSTR. ADMIN. | <u>1 - 2 %</u> | <u>1 - 1.5 %</u> | <u>1 - 1.5 %</u> |
| <i>(Includes Bidding & Closeout)</i> | | | |
| REIMBURSABLES | <u>.25 - .5 %</u> | <u>.15 - .25 %</u> | <u>.1 - .25 %</u> |
| GRAND TOTAL | <u>6 - 10 %</u> | <u>6 - 9 %</u> | <u>5 - 8 %</u> |

Additional Certifications:

We agree to contractually guarantee the personnel proposed for this project: ☒ Yes ☐ No

Fee Proposal Clarifications:

- All Bids must be furnished exclusive of taxes.
- Reimbursable expenses shall be a Not-To-Exceed value billed only as expended.
- Special services may be requested by the County for work not included in this project, or as needed for Concepts, Studies, Renderings, etc.. 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.

Eric Combs, Vice President
Name and Title Printed


Signature

2/26/2019
Date

Doc #4725870v3

RFP-JTH-2019.306

D C ARCHITECTS

FEE PROPOSAL | HOURLY RATES

D2C ARCHITECTS, INC. - ARCHITECTURE

| | |
|--------------------------|-------|
| Principal | \$165 |
| Sr. Architect | \$145 |
| Project Architect | \$135 |
| LEED Architect | \$135 |
| Project Manager | \$135 |
| Designer | \$125 |
| Specification Writer | \$145 |
| Designer | \$125 |
| CAD BIM Manager | \$ 89 |
| CAD BIM Tech Support | \$ 75 |
| Administrative | \$ 65 |

STRUCTURAL ENGINEER

JVA ENGINEERING

| | |
|----------------------------|---------------|
| Principal | \$160 - \$200 |
| Senior Project Manager | \$144 - \$160 |
| Project Manager | \$124 - \$140 |
| Senior Project Engineer | \$116 - \$124 |
| Project Engineer | \$108 - \$112 |
| Design Engineer II | \$100 - \$104 |
| Design Engineer I | \$ 92 - \$ 96 |
| CAD Manager | \$112 |
| Senior CAD Drafter/Modeler | \$112 |
| CAD Drafter/Modeler | \$ 84 |
| Administrative Support | \$100 - \$132 |

PROFESSIONAL ENGINEERING CONSULTANTS

| | |
|--------------------------|-------|
| Principal Engineer 4 | \$180 |
| Principal Engineer 3 | \$175 |
| Principal Engineer 2 | \$165 |
| Principal Engineer 1 | \$160 |
| Project Manager 4 | \$185 |
| Project Manager 3 | \$180 |
| Project Manager 2 | \$165 |
| Project Manager 1 | \$155 |
| Project Engineer 4 | \$145 |
| Project Engineer 3 | \$135 |
| Project Engineer 2 | \$120 |
| Project Engineer 1 | \$115 |
| Design Engineer 4 | \$120 |
| Design Engineer 3 | \$115 |
| Design Engineer 2 | \$110 |
| Design Engineer 1 | \$105 |
| Design Technician 4 | \$135 |
| Design Technician 3 | \$115 |
| Design Technician 2 | \$ 90 |
| Design Technician 1 | \$ 75 |
| Production Assistant | \$ 80 |
| Administrative Assistant | \$ 70 |

MECHANICAL | ELECTRICAL | PLUMBING | FIRE | SECURITY

BRANCH PATTERN

| | |
|----------------------------------|-------|
| Principal | \$225 |
| Mechanical Engineer | \$181 |
| Electrical Engineer | \$181 |
| Technology & Security Consultant | \$191 |

RAMIREZ JOHNSON & ASSOCIATES

| | |
|---------------------|-------|
| Principal Engineer | \$135 |
| Associate Engineer | \$115 |
| Commissioning Agent | \$115 |

CIVIL ENGINEERING

ELEVATION ENGINEERS

| | |
|-------------------------|-------|
| Principal | \$200 |
| Senior Project Manager | \$150 |
| Project Manager | \$125 |
| Senior Project Engineer | \$115 |
| Project Engineer | \$100 |
| Design Engineer | \$ 90 |
| CAD Technician | \$ 85 |

JVA ENGINEERING

| | |
|-------------------------|---------------|
| Principal | \$168 - \$200 |
| Senior Project Manager | \$152 - \$164 |
| Project Manager | \$128 - \$140 |
| Senior Project Engineer | \$120 - \$124 |
| Project Engineer | \$112 - \$116 |
| Senior Designer | \$116 - \$128 |
| Design Engineer | \$108 |
| CAD Designer | \$108 |
| Administrative Support | \$100 - \$132 |

LANDSCAPE ARCHITECTURE

JIMENEZ DESIGN GROUP

| | |
|--------------------------------|-------|
| Landscape Architect, Principal | \$120 |
| Administrative | \$ 45 |

NORRIS DESIGN

| | |
|--------------|-----------|
| Principal | \$120-170 |
| Senior Staff | \$ 90-120 |
| Staff | \$ 70-90 |
| Clerical | \$ 65 |

D C ARCHITECTS