

**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 GSG Architecture, Inc., located at 3535 West 12th Street, Suite C, Greeley, Colorado 80634, 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 performance or failure to perform pursuant to the terms of this Agreement or as a result of any Subconsultants' 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: \$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 any and all 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. Any and all 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 fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Consultant 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 Consultant of such termination and specifying the effective date thereof.



- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Consultant 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 Consultant was to perform under this Agreement, less payments previously made to the Consultant under this Agreement.

## **12. MUTUAL UNDERSTANDINGS:**

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Consultant 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 Consultant 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 Consultant expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Consultant shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Consultant shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Consultant without the prior written consent of the County.
- 12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving

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

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

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

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

2) Immediately upon hand delivery; or

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

Department: Adams County Government, Facilities & Fleet  
Management, Parks and Open Space  
Contact: Sean Braden, Shannon McDowell  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80602  
Phone: 720.523.6003, 303.637.8039  
E-mail: [sbraden@adcogov.org](mailto:sbraden@adcogov.org) , [smcdowell@adcogov.org](mailto:smcdowell@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](mailto: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: GSG Architecture, Inc.  
Contact: Michael Hoffman  
Address: 3535 West 12<sup>th</sup> Street, Suite C  
City, State, Zip: Greeley, Colorado 80634  
Phone: 970.888.3273  
E-mail: [mhoffman@gsgarchitecture.com](mailto:mhoffman@gsgarchitecture.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 and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

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

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the 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

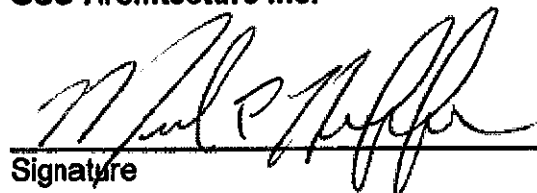


Raymond H. Gonzales

5.7.2019

Date

GSG Architecture Inc.



Signature

5.6.19

Date

Michael P. Hoffman

Printed Name

CFO

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 Natrona

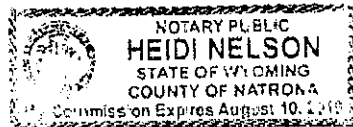
STATE OF Wyoming )SS.

Signed and sworn to before me this 6 day of May, 2019,

by Michael P Hoffman



Notary Public



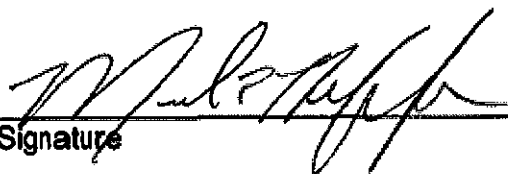
My commission expires on: 10 August 2019

## 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:

GSG Architecture, Inc May 6<sup>th</sup> 2014  
Company Name Date

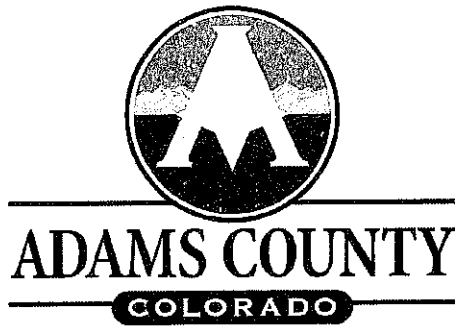
  
Signature

Michael P. Hoffman  
Name (Print or Type)

CFO  
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

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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

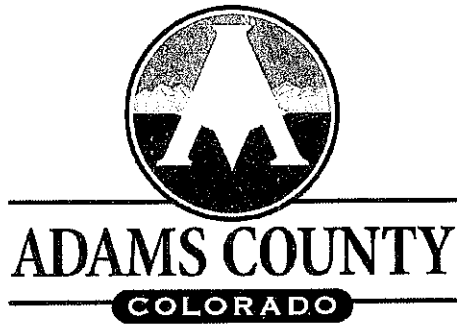
Proposal will be received until: February 19, 2019, 2:00pm MT, Our Clock  
4430 South Adams County Parkway, Front Lobby  
Brighton, CO 80601

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

Email Address: [jtierney@adcogov.org](mailto: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](mailto:jtierney@adcogov.org). The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.

7. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.

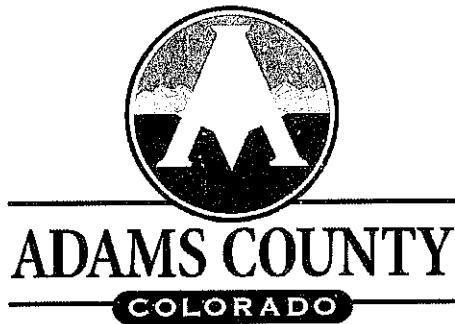
8. **COOPERATIVE PURCHASING:** Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.

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

**10. BUDGET:** 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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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**

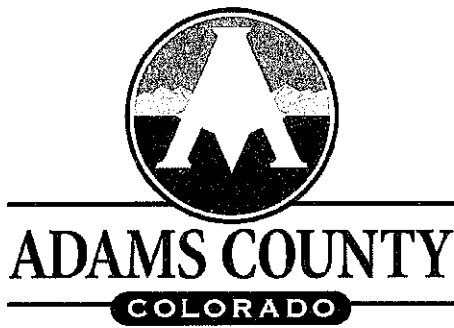
- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement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

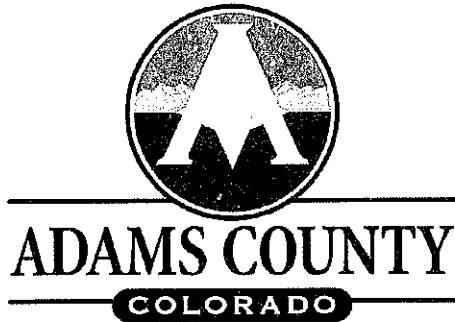
project of similar size, cost, quality, schedule, delivery, or use. May include special qualifications or certifications related to the project needs.

- 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:

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

**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: \_\_\_\_\_

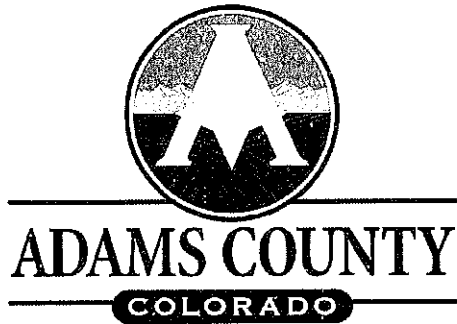
Value of Work Currently Under Contract: \$ \_\_\_\_\_

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

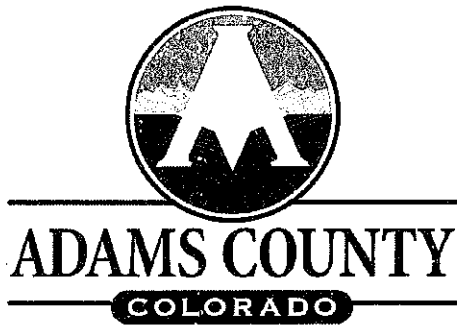
Printed or Typed Name

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 \_\_\_\_\_

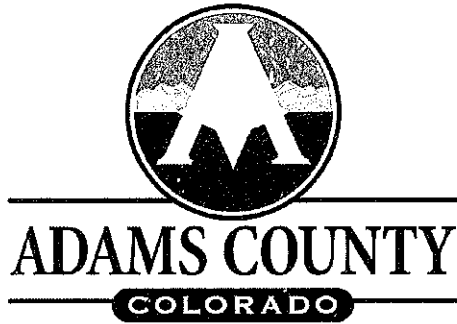
Address \_\_\_\_\_

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.

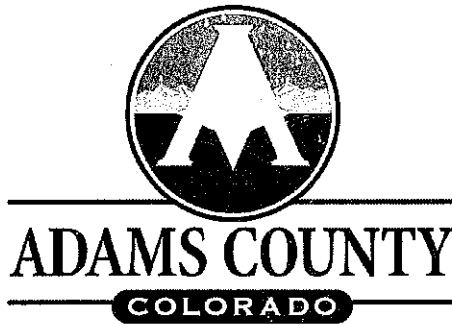
Contractor Name \_\_\_\_\_

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 \$2,000,0
  - General Aggregate \$2,000,0
  - Umbrella \$2,000,0
- 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's 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***

GSGarchitecture

GSGarchitecture

Original

*[Handwritten signature]*

**Architectural Design Services for  
County Wide - General Purpose Design**

**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: GSG Architecture, Inc. Place of Incorporation: Wyoming

Other Names / Previous Names: GSG Architecture P.C. , Gordor South Group

Type of Business: Corporation Number of Years in Business: 49

Number of Employees: 12 Number of Local Employees: 5  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: 0 Project Managers: 2

Architects: 2 Engineers: 1 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: 146

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 15

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 56

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 56

Number of Projects Valued \$5,000,000 and over in Construction Cost: 34


Value of Work Currently Under Contract: \$ 215 Million

Number of Projects completed with prime Sub-consultant(s): 24 total  
(for Subcontractors – indicate # of projects completed with the Design Lead)

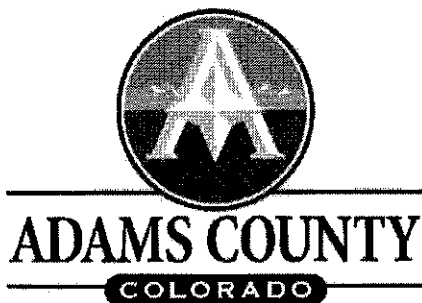
**Note:** Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified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

**Verification of Qualifications Summary:**

James G. Holloway  
Name and Title (Printed)

  
Signature

2/27/2019  
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?

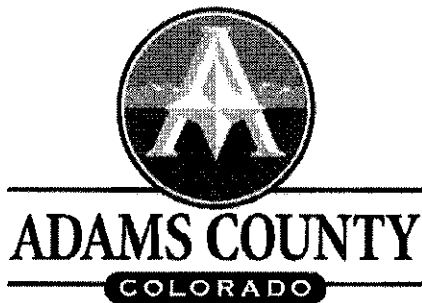
☒ YES

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.

GSG Architecture, Inc.

Contractor Name

James G. Holloway

Printed or Typed Name

Signature

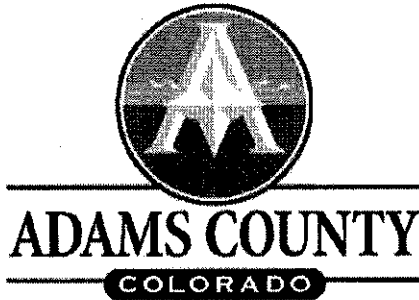
CEO / Principal

Title

2/27/2019

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.



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

## REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT


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

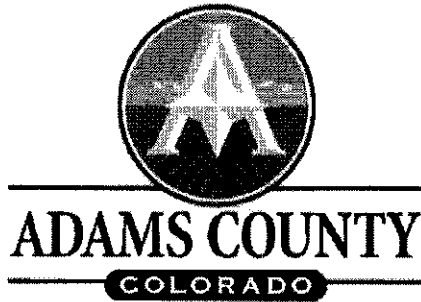
If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

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

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

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

GSG Architecture, Inc.	2/27/2019
Contractor Name	Date
	James G. Holloway
Signature	Printed Name
CEO / Principal	
Title	
3535 West 12th Street, Suite C	
Address	
Greeley, CO 80634	Weld
City, State, Zip Code	County
970.888.3273	N/A
Telephone	Fax
jholloway@gsgarchitecture.com	
Email	

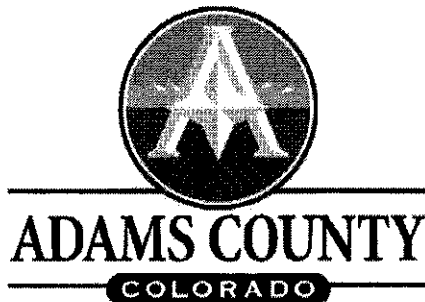


Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**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:

<b>Company Name</b>	<u>Town of Severance</u>
<b>Address</b>	<u>3 South Timber Ridge Parkway, Severance, CO 80546</u>
<b>Reference Name</b>	<u>Mitchell Nelson, Town Planner</u>
<b>Reference Email Address</b>	<u>mnelson@townofseverance.org</u>
<b>Telephone Number</b>	<u>970.685.2810</u>
<b>Project Name</b>	<u>Severance Public Works Facility</u>
<b>Value</b>	<u>\$ 1.75 Million</u>
<b>Company Name</b>	<u>Town of Winter Park</u>
<b>Address</b>	<u>50 Vasquez Road, Winter Park, CO 80482</u>
<b>Reference Name</b>	<u>Gerry Vernon, Capital Projects Manager</u>
<b>Reference Email Address</b>	<u>gvernon@wpgov.com</u>
<b>Telephone Number</b>	<u>970.726.8081 x212</u>
<b>Project Name</b>	<u>Winter Park Public Works and Operations Facility</u>
<b>Value</b>	<u>\$ 7.5 Million</u>
<b>Company Name</b>	<u>City of Casper</u>
<b>Address</b>	<u>200 North David Street, Casper, WY 82601</u>
<b>Reference Name</b>	<u>Andrew Beamer, PE, Public Works Director</u>
<b>Reference Email Address</b>	<u>abeamer@casperwy.gov</u>
<b>Telephone Number</b>	<u>307.235.8440</u>
<b>Project Name</b>	<u>Casper Recreation Center Remodel</u>
<b>Value</b>	<u>\$ 1.4 Million</u>



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

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # RFP-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) NONE

2) NONE

3) NONE

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.

GSG Architecture, Inc.

Contractor Name

Authorized Signature

James G. Holloway

Printed Name

CEO / Principal

Title

2/19/2019

Date



## **ADAMS COUNTY RFP-JTH-2019.306 - Architectural Design Services for County Wide - General Purpose Design**

**February 27, 2019**

### **Fee Breakdown - Estimated Fee Ranges**

We have found, through significant past project experience, that the State of Washington has a well-developed, reasonable, and fundamentally equitable methodology for projecting A&E fees based on project construction value, building type, and relative complexity. These guidelines are particularly useful in planning for future projects as is the case with this RFP. We would be happy to negotiate future fees based on this schedule or another of mutual agreement, but we have used these schedules as a starting point. Please refer to the web addresses below for further definition.

<https://www.ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/capinst/aeguidelines.pdf>

<https://www.ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/ae/aeefees.pdf>

In this instance our fee range estimates were derived using Schedule B 'projects with average difficulty'.

**General Exclusions** (project specific exclusions, if any, can be defined with discussions of scope)

- Topographic Site Survey
- Geotechnical Investigations and Reports
- Hazardous Material Investigation and Abatement
- Plan Review and Building Permit Fees
- Reproduction of documents for bidding
- Furniture, Fixture, and Equipment planning and procurement.
- Construction material testing
- LEED Certification and Project Commissioning

### **Reimbursable expenses:**

Because no specific project is proposed for this RFP, determining reimbursable expense amounts is not possible. As a general rule, and for future specific project reference, please be advised of the following:

- Reimbursable items of our consultants are billed at their invoice value to us plus 10%.
- Expenses for mileage are billed at the Standard Government Rate at the time of the travel (currently \$0.545 / Mile)

### **Additional Certifications:**

**At Will Employment:** Though GSG Architecture cannot guarantee any particular employee's tenure, we will pledge that Project Principal and Owner James Holloway will be providing continuous and personal oversight of all aspects of the work throughout the duration of the project.

**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: Maxson Engineering Place of Incorporation: Littleton, CO  
Other Names / Previous Names: \_\_\_\_\_  
Type of Business: Consulting Engineering Number of Years in Business: 5  
Number of Employees: 19 Number of Local Employees: 19  
Please Provide Breakdowns of Local Employees Only  
Principals/Executives: 2 VP/Directors: \_\_\_\_\_ Project Managers: 5  
Architects: \_\_\_\_\_ Engineers: 8 Support Staff: 4

**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: 513  
Total number of Projects with specific focus on Governmental Offices: 6  
Total number of Project with specific focus on Fleet/Public Works/Shops: 12  
Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 103  
Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 350  
Number of Projects Valued \$5,000,000 and over in Construction Cost: 60  
Value of Work Currently Under Contract: \$ 473,000,000  
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:**

Steve Maxson, PE Principal Steve Maxson 02/25/2019  
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: Martin/Martin, Inc. Place of Incorporation: Lakewood, CO

Other Names / Previous Names: \_\_\_\_\_

Type of Business: Corporation Number of Years in Business: 30

Number of Employees: 242 Number of Local Employees: 228  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 29 VP/Directors: 3/8 Project Managers: 58

Architects: 2 Engineers: 184 Support Staff: 34

**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: 6,712

Total number of Projects with specific focus on Governmental Offices: 21

Total number of Project with specific focus on Fleet/Public Works/Shops: 157

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 6,170

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 114

Number of Projects Valued \$5,000,000 and over in Construction Cost: 428

Value of Work Currently Under Contract: \$ 2,000,000,000+

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

Patrick McManus, Principal  
Name and Title (Printed)

  
Signature

February 20, 2019  
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: Northern Engineering Services, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: KBN Engineers

Type of Business: Civil Engineering Number of Years in Business: 32

Number of Employees: 45 Number of Local Employees: 45  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: 4 Project Managers: 6

Architects: 0 Engineers: 11 Support Staff: 4

Survey Department: 17 Intern: 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: 1,719

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 290\*

\$30,000 Contract Value\*  
Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 1,482

\$30,001 to \$60,000 Contract Value  
Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 114

\$60,001 and over Contract Value  
Number of Projects Valued \$5,000,000 and over in Construction Cost: 123

\*Includes the 197 on-call projects for Town Engineer clients.

\*\*Northern doesn't track Construction Cost for projects.

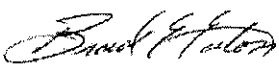
Value of Work Currently Under Contract: \$ 2M+

Number of Projects completed with prime Sub-consultant(s): 65  
(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 E. Eaton, Vice-President  
Name and Title (Printed)

  
Signature

2/19/19  
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: Design Workshop, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: n/a

Type of Business: S-Corporation Number of Years in Business: 50

Number of Employees: 111 Number of Local Employees: 36  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 4 VP/Directors: 1 Project Managers: 9

Architects: 0 Engineers: 0 Support Staff: 23

**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: 922

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 6

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 792

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 111

Number of Projects Valued \$5,000,000 and over in Construction Cost: 19

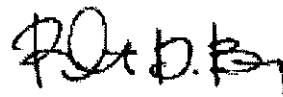
Value of Work Currently Under Contract: \$ 41,000,332

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:**

Robb Berg, Principal  
Name and Title (Printed)

  
Signature

2/20/19  
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: K2 Audio, LLC Place of Incorporation: Colorado

Other Names / Previous Names: N/A

Type of Business: Design Consulting Number of Years in Business: 13

Number of Employees: 21 Number of Local Employees: 16  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 3 VP/Directors: \_\_\_\_\_ Project Managers: 7

Architects: \_\_\_\_\_ Engineers: 1 Support Staff: 10

**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: 300 +

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 1

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 100

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 50

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


Value of Work Currently Under Contract: \$ 1,800,000

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:**

Deb Britton, CEO/Founding Principal  
Name and Title (Printed)

  
Signature

2/19/2019  
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: Cumming Construction Mgmt., Inc. Place of Incorporation: California

Other Names / Previous Names: Cumming Corporation / Cumming

Type of Business: Cost Estimating & Construction Mgmt. Number of Years in Business: 23 Years

Number of Employees: 700 Number of Local Employees: 33  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 1 VP/Directors: 5 Project Managers: 20

Architects:                      Engineers:                      Support Staff: 7

Cumming does not provide design services. Information below reflects firm's services for cost estimating and construction management work.

**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: 7,130

Total number of Projects with specific focus on Governmental Offices: 250

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: 1,400

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 2,500

Number of Projects Valued \$5,000,000 and over in Construction Cost: 3,230

Value of Work Currently Under Contract: \$ 45 Billion

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.

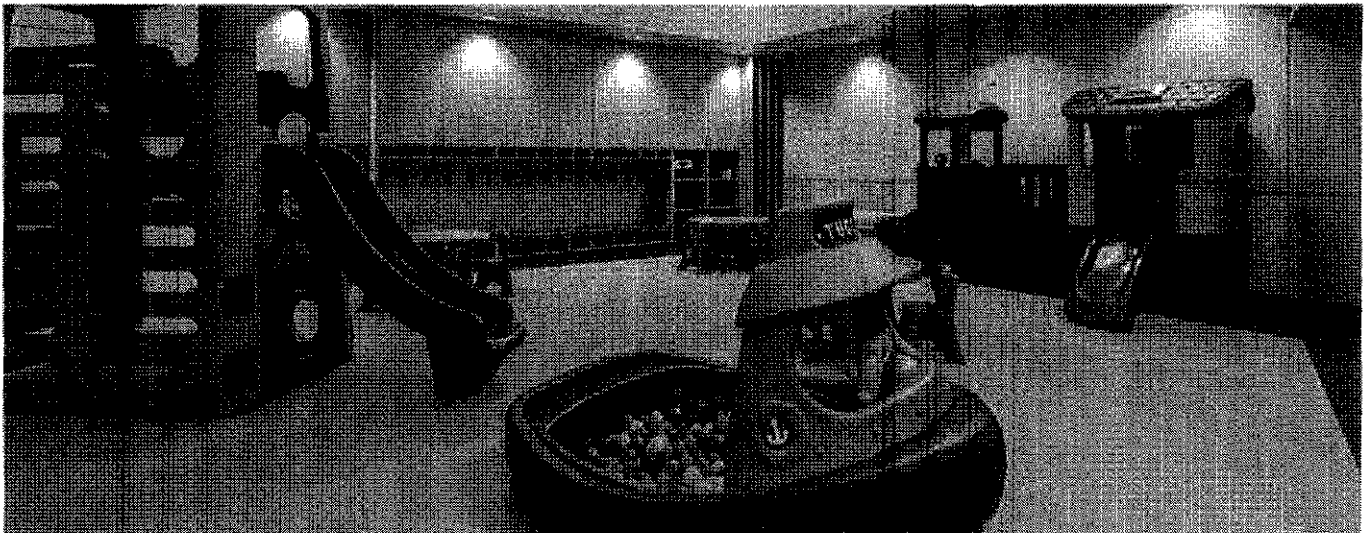
**Verification of Qualifications Summary:**

Danielle Shealy, Marketing Manager  
Name and Title (Printed)

Danielle Shealy  
Signature

02/20/19  
Date

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Casper Recreation Center

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**GSGarchitecture**  
D E S I G N  
ARCHITECTURE/PLANNING



**GSGarchitecture**  
DESIGN  
ARCHITECTURE/PLANNING

February 27, 2019

Ms. Jen Tierney Hammer – Lead Contract Specialist  
Adams County Government Center – Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

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

Dear Ms. Tierney Hammer and Selection Team Members:

GSG Architecture is pleased to submit our qualifications for County Wide General Purpose Architectural Design. GSG has been serving State, County and Municipal Government agencies since 1970 across a broad spectrum of public projects. We take great pleasure in helping to improve the working environment and daily lives of those who serve the public and in improving the public's interaction with their government.

We are well versed in renovation work and coordinate closely with our clients to minimize disruptions and keep costs in check regardless of project scope or type. We have assembled a team of consulting engineers that share these values and together we stand ready to provide a broad array of facility design and assessment services on an as needed basis.

GSG Architecture's long and successful history of working in the public realm has taught us the value of maintaining the public trust and providing economical solutions to even complex problems. We look forward to working with you as we plan for the future and further the best interests of the citizens and employees of Adams County.

As co-owner and CEO of GSG Architecture I, James Holloway, will be acting as the prime contact regarding this proposal. I further attest that GSG Architecture has no conflict of interest regarding this project. Please review the attached material and feel free to call me with any questions. I look forward to meeting with you to discuss this opportunity.

Sincerely,



James G. Holloway, AIA, LEED AP, CEO  
O: 970.888.3273 | P: 307.259.8630  
jholloway@gsgarchitecture.com:  
Fax: 307.234.2132

## Firm Profile: Architecture

# GSGarchitecture

3535 West 12<sup>th</sup> Street, Suite C, Greeley, Colorado 80634 | 970.888.3273  
606 South David Street, Casper, Wyoming 82601 | 307.234.8968

Public service never sleeps. Whether State, County or Local Municipality, the work of maintaining and improving service and infrastructure is ongoing. GSG Architecture has been a steadfast and dependable partner in these efforts for over 48 years, non-stop. Presently, we offer a wide array of planning and design services from offices in Casper, Wyoming and Greeley, Colorado which operate in mutual support of each other. Principals and Owners of the company are Michael Hoffman CFO, and James Holloway CEO.

On the state level, we have worked with the Department of Transportation providing vehicle maintenance and storage facilities, road chemical storage depots, and highway rest stops. We have worked with the Department of Corrections to provide housing and industrial workspaces in minimum and high security environments. We have also worked with County Governments to provide Libraries, Court and Law enforcement facilities, as well as large scale accommodations for County Fairs and exposition centers. Locally, we support our community through our work on Recreation and Senior Centers, Fire Departments, City and Town Halls of all sizes, collaborative business incubators, public works and maintenance facilities, and recycling centers.

We provide cost effective and operationally economical solutions that reflect the vision and values of our clients and their communities. Whatever the need, whatever the project, GSG Architecture can deliver on time, on budget, and with an ongoing commitment and dedication to Public Service.

GSG Architecture provides a consistent and professional team, delivering the best value and highest level of service through a responsive, responsible, and thoroughly engaged process. Our philosophy is simple...

***Our passion for design is always channeled through the image of our clients. We recognize that each project and client is unique, and we strive to represent that individual identity in each of our projects. Our work is a reflection of your image, not our own, and we take pride in ensuring that outcome every time. Using the vision of our clients, we help bring the future into focus.***

GSG Architecture offers our expertise in the following planning and design services:

High Performance and LEED Architectural Design | Master Planning | Programming  
and Feasibility Studies | Site Analysis and Selection | Space Planning and Interior  
Design | Owner's Representative Services | ADA Compliance Surveys | Cost  
Estimation | Structural Engineering

**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: GSG Architecture, Inc. Place of Incorporation: Wyoming

Other Names / Previous Names: GSG Architecture P.C. , Gorder South Group

Type of Business: Corporation Number of Years in Business: 49

Number of Employees: 12 Number of Local Employees: 5  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: 0 Project Managers: 2

Architects: 2 Engineers: 1 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: 146

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 15

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 56

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 56

Number of Projects Valued \$5,000,000 and over in Construction Cost: 34


Value of Work Currently Under Contract: \$ 215 Million

Number of Projects completed with prime Sub-consultant(s): 24 total  
(for Subcontractors – indicate # of projects completed with the Design Lead)

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

**Verification of Qualifications Summary:**

James G. Holloway  
Name and Title (Printed)

  
Signature

2/27/2019  
Date

### **In Progress Projects:**

#### **Adams County - Riverdale Regional Park**

Location: Brighton, Colorado

Owner: Adams County

On February 20, 2019, GSG Architecture received a notice of award from Adams County for Riverdale Regional Park. We along with our team members at Design Workshop, Martin/Martin, K2, and the Cumming Corporation are eager to get started on this project.

#### **Greeley Central High School - Advanced Manufacturing Program**

Location: Greeley, Colorado

Owner: Weld County School District 6

This renovation project is designed to house the new Advanced Manufacturing program which provides training for students in the fields of robotics, electronics, advanced manufacturing and fast prototyping technology such as 3-D printing. The goal of the project is greater than just providing a space for the work to take place. Our mission is to generate a sense of pride and excitement about the program and to encourage the students as they prepare to meet the challenges of the increasing diversified and technologically sophisticated job market.

#### **Severance Public Works Facility**

Location: Severance, Colorado

Owner: Town of Severance

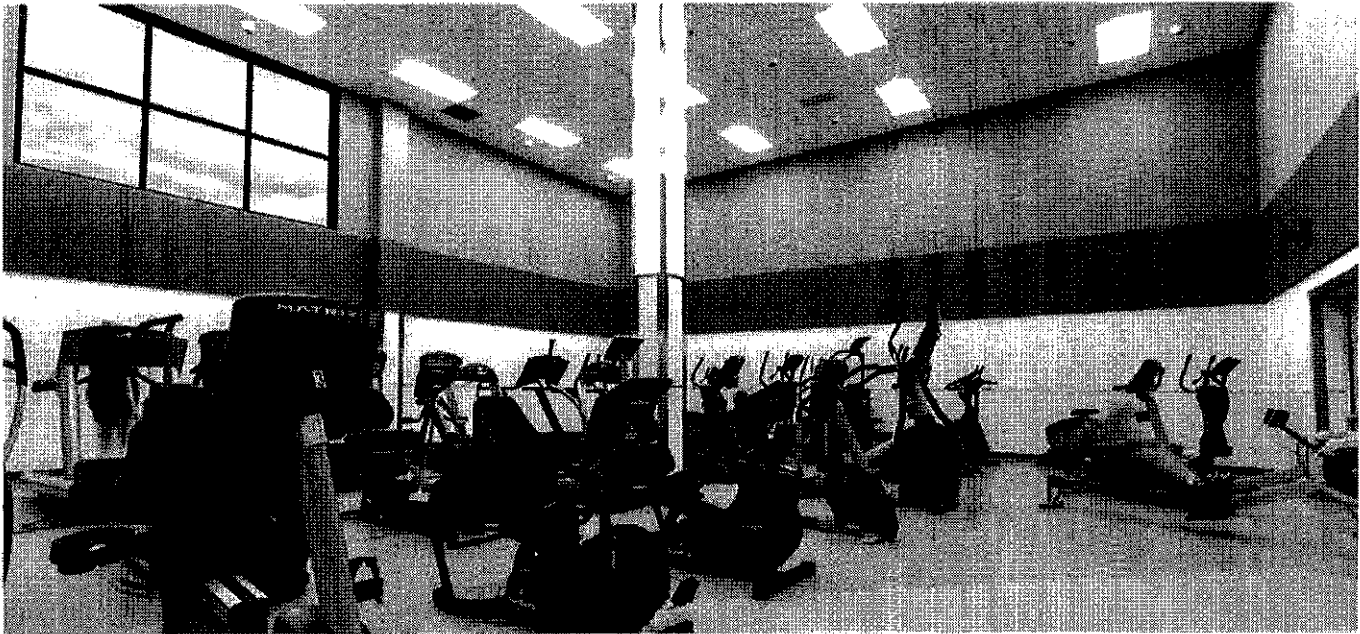
GSG Architecture is currently wrapping up Construction Documents for the Severance Public Works Facility. The approx. 9,600 square foot facility, was designed to not only meet the present needs of the Town of Severance, but also to accommodate for projected growth.

#### **Winter Park Public Works and Operations Facility Remodel & Addition**

Location: Winter Park, Colorado

Owner: Town of Winter Park

GSG Architecture was recently obtained by the Town of Winter Park to design a new facility Public Works and Operations building. Located right off of a major highway, GSG is working with the Town to design a facility that fits within the beautiful mountain town aesthetic present throughout Winter Park, while still functioning as a Public Works Facility.



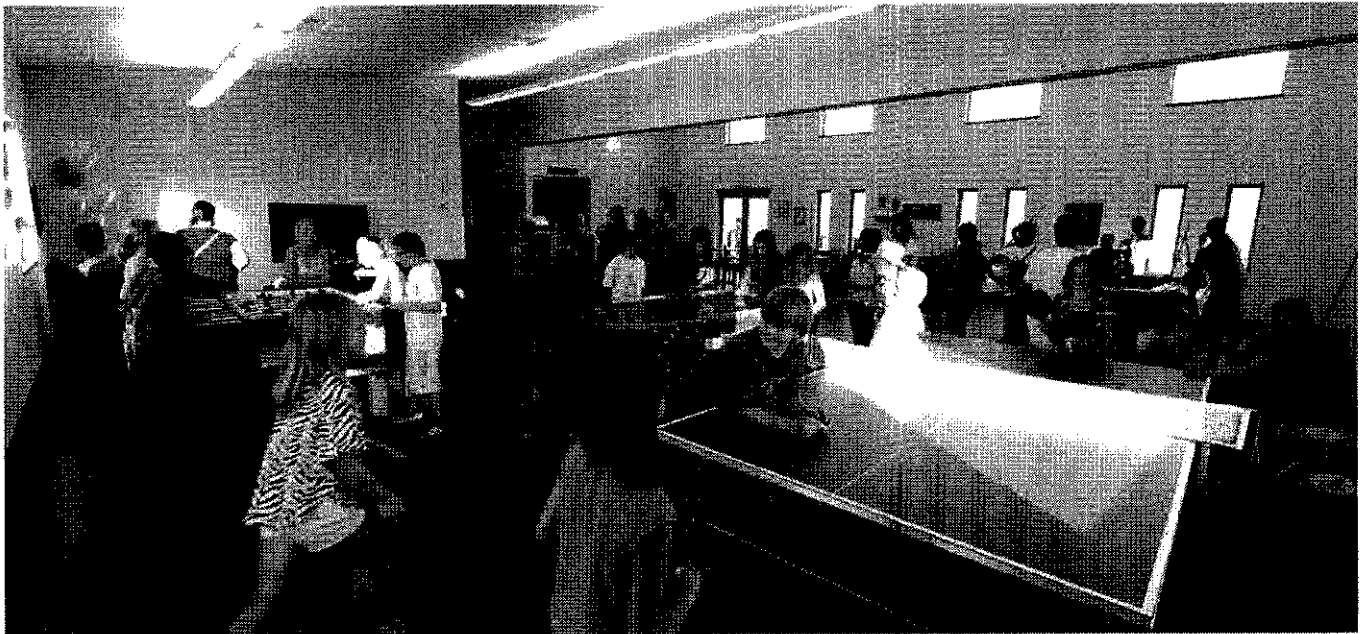
## Casper Recreation Center Remodel

Location: Casper, Wyoming  
Owner: City of Casper  
Representative: Andrew Beamer, PE, Public Services Director | 307.235.8440  
Size: 8,444 sq. ft.  
Cost: \$ 1.4 Million  
Completion: 2016  
Key Staff: James Holloway, AIA LEED AP - Principal-in-Charge

The Casper Recreation Center needed to respond to the changing demographics and use preferences of its patrons. The steady decline in the use of the handball courts presented an opportunity to address other needs without expanding the facility's footprint. GSG Architecture was hired to help revitalize the facility and provide the services most valuable to the users. The four existing handball courts were reconfigured into cardio and weight room suites. Exterior windows were added to bring in the daylight, and the walls between the courts and the rest of the facility were replaced with glazing. This brought the daylight into the heart of the facility and invited interested patrons into the cardio and weightlifting programs. Additional renovations to the recreation center included taking the smaller exercise rooms conversion into a children's activity room, a major remodel of the men's and women's locker rooms, showers and saunas, and an upgrade to the finished arts/crafts room.

This project demonstrates GSG Architecture's ability to coordinate closely with the owner to establish a phased construction plan which allowed the facility to remain fully operational during the construction period. Emphasis was placed on public safety, convenience, and reducing cost to the Owner by minimizing contractor down time.

**GSGarchitecture**



## Midwest Teen Center

Location: Midwest, Wyoming  
Owner: Town of Midwest, Midwest, Wyoming  
Representative: Guy Chapman, Mayor, 307.437.6513  
Size: 3,000 sf Addition & 1,120 sf Renovation  
Cost: \$ 950,000  
Completion: April 2014  
Key Staff: James Holloway, AIA, LEED AP

The Town of Midwest and the Salt Creek Community Recreation Committee wanted to improve the recreation opportunities for the children of Midwest and Edgerton. The answer was accomplished with the much-needed improvement of the existing Teen Center. The renovation consisted of remodeling the existing 1,120 sf building and adding a new single-story building of approximately 3,000 sf to the west. The Midwest Teen Center now has multi-use spaces, a new kitchen, storage area and bathrooms. The whole community, including the senior population, has benefitted by being able to utilize the facility for various activities





### **Casper Area Innovation Center**

**Location:** Casper, Wyoming  
**Owner:** Switched to UW in 2015  
**Representative:** Joe Bennick | 307.315.6420  
**Size:** 30,000 sq. ft. Addition | 11,000 sq. ft. Renovation  
**Cost:** \$ 6.8 Million  
**Completion:** 2012  
**Key Staff:** James Holloway, AIA LEED AP

GSG Architecture worked with the Casper Area Economic Development Alliance (CAEDA) and Casper College to design and construct the Casper Area Innovation Center (transferring operation to the University of Wyoming 2015) on the Platte River Commons in Casper, Wyoming. The UW WTBC-Casper is based in the old Amoco Administration Building with an addition of approximately 30,000 square feet which can host up to 17 start-up businesses. The goal of the Center is to assist new, start-up companies by offering affordable space until they become self-sufficient and profitable enough to be on their own. There were many challenges in how to efficiently connect the addition to the existing facility, working with varying floor elevation differences allowing for easy access between the two buildings.

### GSG Experience in the Last 10 Years: (Abbreviated)



### Experience working with Local Government Entities:

- City of Casper Events Center Ice Rink
- City of Casper Events Center Building Evaluation
- City of Casper Events Center Roof Replacement
- City of Casper Events Center Storage Building
- City of Casper Fire-EMS Station #2
- City of Casper Fire-EMS Station #3
- City of Casper Fire-EMS Station #6
- City of Casper Parking Garage Elevator & Lobby Remodel
- City of Casper Recreation Center Renovation
- City of Casper Senior Citizens Center & Addition
- City of Casper Solid Waste Sanitation Truck Barn Expansion
- City of Casper Youth Crisis Center
- City of Laramie Bright Agrotech
- Converse County Joint Justice and Dispatch Center
- Natrona County Townsend Justice Center
- Town of Glenrock A-Square of Wyoming
- Town of Kaycee Waste Management Facility
- Town of Kaycee Red Wall Community Center Renovation
- Town of LaBarge Senior Center Renovation
- Town of Marbleton Town Hall
- Town of Midwest Teen Center
- Town of Torrington Public Restroom Facility
- Town of Torrington Public Works Building



## ORGANIZATIONAL CHART

### Adams County

#### ARCHITECT

CSO Architects, Inc.

Greeley, CO

James H. Brown, AIA, LEED AP - Principal Architect, Project Manager

### Consultants

#### Mechanical & Electrical Engineering

Maxson Engineering

Littleton, CO

Walker Evans, PE - Lead Mechanical Engineer

Jeremiah Anderson, PE - Lead Electrical Engineer

#### Structural Engineering

Martin/Martin Consulting Engineers

Lakewood, CO

Patrick McManus, PHD, PE, SE - Principal

#### Civil Engineering

Northern Engineering

Greeley, CO

Michael C. Ketterling, PE, MS - Sr. Project Manager/Engineer

Steven A. Butherus - Sr. Project Manager/Engineer

#### Landscape Architecture

Design Workshop

Aspen, CO

Robb Berg, PLA, ASLA - Principal

Ashley Allis, PLA, AICP - Project Manager

#### IT, AV & Acoustics

K2

Boulder, CO

Kaarin Nygren, CTS-D, LEED GA, RCDD - Sr. Consultant

#### Cost Estimation

Cumming Corporation

Englewood, CO

Theodore E. Gilliotti - Managing Director

**Financial Statement:** - Listed in the RFP as non-mandatory.

**Conflicts of Interest:** - None.

**Ability to Provide Support Staff:**

GSG Architecture only pursues projects to which we can dedicate the time and resources necessary to achieve project success and owner satisfaction. Each GSG team member will work with you throughout the project and will be available to you at any time to address concerns. We are prepared to set personnel time commitments dependent upon the needs of each individual project. The efforts of our Principal and Project Manager are always supported by technical staff, as necessary.

**Role Breakdown / Employees by Discipline:**

Administrative 3, Architects 5, Project Managers 3, VP/Director 2, Principals 1, Structural Engineer 1

**Sub-Consultants:**

GSG Architecture has many active projects with Maxson Engineering. We enjoy teaming with them on publicly funded projects, because of their efficiency and vast knowledge of building systems.

Martin/Martin has been a constant companion of GSG. We have completed projects totaling hundreds of millions of construction dollars over a period of at least 15 years. We believe they have an unparalleled ability and desire to work with the entire team from the onset to avoid conflict and create innovative and cost-effective solutions.

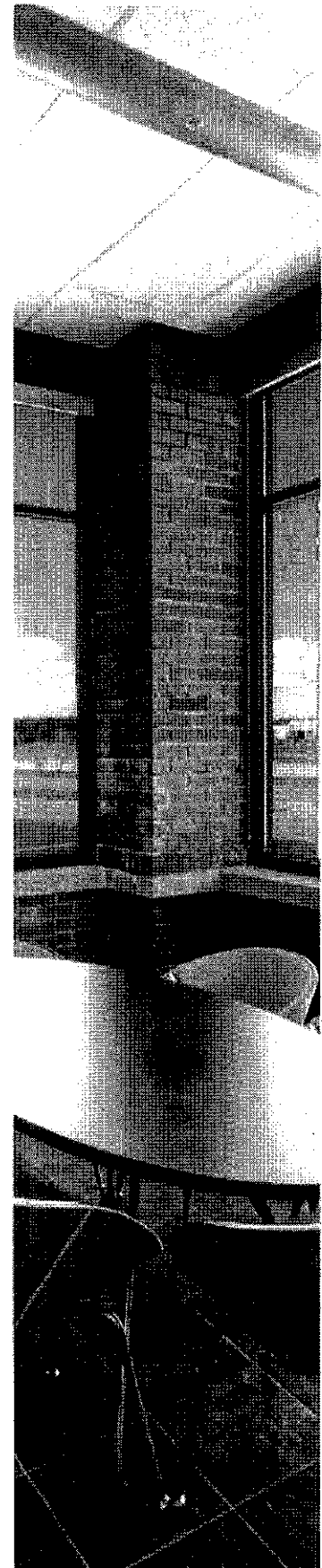
GSG is currently working with Northern Engineering on the Severance Public Works Facility. We admire their ability to coordinate other team members along with their vast knowledge of the Northern Colorado region.

GSG Architecture's first pursuit with Design Workshop was the Adams County Riverdale Park project. We are excited to begin working with them, and we believe that their Adams County experience makes them an extreme asset to our team.

We have been cultivating our relationship with K2 for several years. We find them to be an innovative, cooperative, and resourceful operation.

We selected them for this pursuit, because we believe they will be adaptable to your standards and protocols, but also able to provide insight, direction and improvement, where necessary.

GSG has been working with Cumming for the past 4 years on the University of Wyoming Science Initiative (est. \$ 71 Million Construction Value). They have always been very attentive and responsive to our needs when it comes to addressing pricing items for the project during the design process. The Cumming Corp. is also apart of our Adams County Riverdale team and we are looking forward to working with them in Adams County and the Brighton, Colorado area.



**Resume: Principal In - Charge****James Holloway, AIA, LEED AP**

Principal-in-Charge | Primary Contact

jholloway@gsgarchitecture.com | 970.888.3273 | 307.234.8968

Education: Master of Architecture - University of Colorado Denver

Master of Fine Arts - Rutgers University

Bachelor of Fine Arts - Virginia Commonwealth University

Licensed Architect: CO # 402121 | WY # C-2512 | ND # 2306

For License Verification please visit: [www.colorado.gov/dora](http://www.colorado.gov/dora)

Affiliations: American Institute of Architects, AIA Wyoming

LEED Professional

James Holloway will be the Principal In-Charge, and Primary Contact for this Adams County pursuit. He is a licensed Architect and will oversee all production and coordination. He will act as the final quality control check, reviewing all drawings and specification prior to issue. James has 19 years of experience in architecture in both new construction and renovation work. His previous construction background has proven to be a great influence on and asset to his ability to recognize the relevant factors affecting the design and enables him to respond quickly with constructible, practical, and cost-effective solutions. James will work with you at initial design meetings to verify scope and intent and will then work continuously with the entire design team to ensure that your expectations are met and the project is tracking on schedule and according to the budget. As Principal, James will always be available to address any concerns or answer any questions as we move through the process.

**Selected Project Experience:**

Casper Area Business Innovation Center  
 Casper Events Center Storage Facility  
 Casper Recreation Center Remodel  
 City of Casper Fire - EMS Station No. 6  
 City of Casper Fire - EMS Station No. 2  
 City of Casper Fire - EMS Station No. 3  
 Glenrock Middle School Re-Roof  
 True Oil Company Office Expansion  
 University of Northern Colorado - CoGen  
 Adaptive Reuse Study  
 University of Northern Colorado - Arts Annex  
 University of Wyoming - Information Library & Learning Center  
 Weld County - Nunn Grader Shed

**Current Workload:**

Adams County - Riverdale Regional Park Arena  
 City of Casper - Fire - EMS Station No. 5  
 Severance Public Works Facility  
 Weld County School District 6 - Advanced Manufacturing Program  
 Winter Park Public Works & Operations Facility Addition & Remodel  
 Winter Park Transit Facility Master Plan

**References:**

Please see the attached Adams County Reference Form for Client References

**Firm Profile: Mechanical & Electrical Engineering**

8307 Shaffer Parkway, Suite 200, Littleton, CO | 651.431.8772  
[www.maxsonengineering.com](http://www.maxsonengineering.com)

**WHO WE ARE**

Maxson Engineering is a Denver, Colorado based full service Mechanical and Electrical Engineering firm specializing in municipal, federal, commercial, public works facilities and tenant improvements. Maxson Engineering has over 250 years of combined experience designing complex mechanical and electrical systems for challenging projects.

**MISSION**

Maxson Engineering was founded on the principles of engineering excellence and a commitment to quality client care. We pride ourselves on focusing our clients' needs and developing balanced and workable solutions to help our clients achieve their goals.

**CORE VALUES**

PROACTIVE: Passionately proactive and focused on insightful client care  
INNOVATIVE: Thoughtful Innovation applied to intelligent solutions  
ACCOUNTABLE: Dedicated to excellence and accountable for results  
POSITIVE: Positive through a respectful and open attitude

**SPECIALIZING IN**

Government  
Maintenance Facilities  
Commercial

**WHY SELECT US**

Maxson Engineering has completed over two dozen maintenance facilities, general office, and infrastructure improvement and expansion projects in the last three years. We have an excellent understanding for the practices and procedures that are required to deliver quality, cost-effective solutions for complex projects.



**Firm Profile: Mechanical & Electrical Engineering**

**Professional Service Agreements:**

Ball Aerospace  
Buckley Air Force Base  
Great-West Financial  
Broadcom

**Project Experience:**

Riverdale Animal Shelter (Brighton, CO)  
40,000 GSF Animal Care Facility

CAM Services (Denver, CO)  
10,200 GSF Multi-Use Facility

Larkspur Service Station (Denver, CO)  
12,000 GSF Service and Maintenance Facility

Severance Public Works Facility (Severance, CO)  
12,500 GSF Public Works Facility  
With GSG Architecture

Centennial Water & Sanitation District  
(Highlands Ranch, CO)  
Groundwater Back Generator and Electrical Distribution

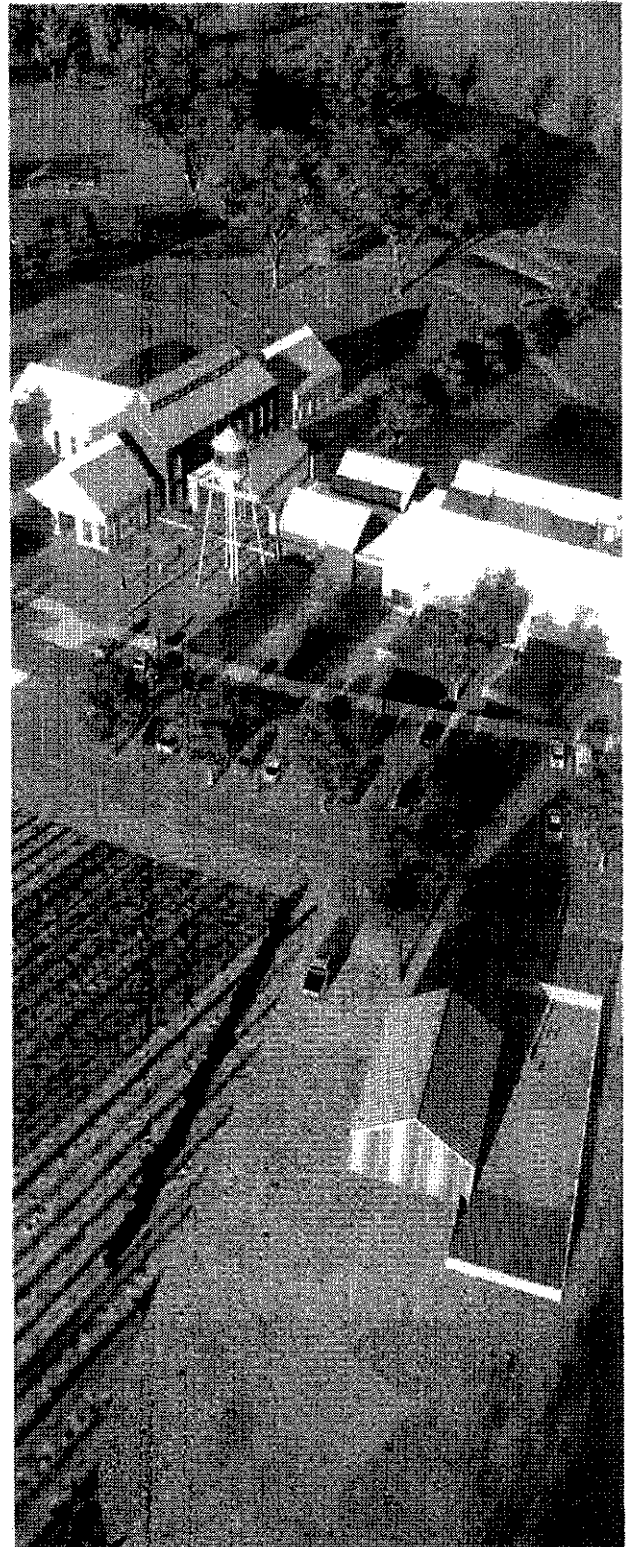
Vestas (Brighton, CO)  
Three New Buildings  
NDT/Repair Building

Weld County School District 6 (Greeley, CO) Greeley  
Central High School - Advanced Manufacturing  
Renovation  
With GSG Architecture

DMM Manufacturing (Denver, CO)  
42,5000 GSF Warehouse Renovation

National Western Stock Show (Denver, CO)  
Old National Western Stock Show Center

**M**  
**MAXSON**  
ENGINEERING



**Resume: Lead Mechanical Engineer****Walker Evans, PE**

Lead Mechanical Engineer

**Education:** University of Wyoming, Bachelor of Science Architectural Engineering - Laramie, WY

**Credentials:** Licensed Professional Engineer: CO #39314

**Experience:** 18 Years with Maxson

**Affiliations:** American Society of Heating, Refrigeration & Air Conditioning Engineers (ASHRAE)

Walker Evans has more than 18 years of mechanical design experience. His project experience includes office space, workshop space, vehicle maintenance shop and vehicle wash bays, and government work. Walker has extensive experience in HVAC and plumbing design. Walker excels at integrating quality engineering design within client's expectations and budget.

As Project Manager, Walker will be the primary point of contact and manage the mechanical design of the project including survey, engineering calculations, mechanical system selections, specifications, drafting, and quality control. In addition, Walker will manage the construction administration process for Maxson Engineering.

**Select Project Experience:**

Aspen Pedestrian Mall (Aspen, CO) - Infrastructure Improvements

Severance Public Works Facility (Town of Severance, CO) - 12,500 GSF Public Works Facility

Great West Financial (Greenwood Village, CO) - 12,000 GSF Office Space and Secure Area Tenant Improvement

Weld County School District 6 - Greeley High School - Advanced Manufacturing Renovation

Keysight (Previously Agilent) (Denver, CO) - Electronics Lab & Operations Center Consolidation

Keysight (Previously Agilent) (Denver, CO) - Office Tenant Improvement

Keysight (Previously Agilent) (Denver, CO) - Bldg. B - Restroom Renovation

CAM Services (Denver, CO) - 10,200 GSF Multi-Use Facility

Larkspur Service Station (Denver, CO) - 12,000 GSF Service and Maintenance Facility

Eaton Metals (LaSalle, CO) - LaSalle Facility

TruStile Door Manufacturing Plant (LaSalle, CO) - 200,000 GSF of Composites and Wood Manufacturing with 50,000 GSF of Office Space

**Resume: Lead Electrical Engineer****Jeremiah Anderson, PE**

Lead Electrical Engineer

**Education:** University of Colorado, Bachelor of Science in Electrical Engineering - Boulder, CO

**Credentials:** Licensed Professional Engineer: CO #46428 + 7 additional states

**Experience:** 13 Years with Maxson

**Affiliations:** American Council of Engineering Companies Colorado (ACEC/CO)

Jeremiah Anderson has more than 13 years of electrical design experience. His project experience includes federal, municipal commercial, industrial facilities, maintenance facilities, and tenant improvement remodels. Jeremiah has extensive experience conducting engineering studies, power systems modeling, lighting design, preparing permit drawings and specifications, and construction administration.

As Lead Electrical Engineer, Jeremiah will manage the electrical design. He will help support the design of the project including survey, engineering calculations, drafting, and quality control. In addition, he will support the bidding and construction administration phases for Maxson Engineering.

**Select Project Experience:**

Riverdale Animal Shelter (Brighton, CO) - 40,000 GSF Animal Care Facility

Eaton Metals (LaSalle, CO) - LaSalle Facility

Johns Manville Technical Center (Littleton, CO) - 30,000 GSF Multiple Facility Renovations

DMM Manufacturing (Denver, CO) - 42,5000 GSF Warehouse Renovation

Vestas (Brighton, CO) - Three New Buildings

Vestas (Brighton, CO) - NDT/Repair Building

Aspen Pedestrian Mall (Aspen, CO) - Infrastructure Improvements

Severance Public Works Facility (Town of Severance, CO) - 12,500 GSF Public Works Facility

Buckley Air Force Base (Aurora, CO) - RTF- Boiler Plant Upgrades

Buckley Air Force Base (Aurora, CO) - RTF - Medium Voltage Distribution Upgrades

Weld County School District 6 - Greeley High School - Advanced Manufacturing Renovation

**Firm Profile: Structural Engineering**

1600 Specht Point Road, Suite 117, Fort Collins, CO 80525 | 970.295.4722

12499 W. Colfax Ave, Lakewood, CO 80215 | 303.431.6100

Martin/Martin is a full-service civil and structural engineering firm supported by survey, investigative engineering, and construction management/ owner's representative services. Through decades of partnerships with municipal clients, including Adams County, our engineers are familiar with developing plans and designs that effectively combine the values of cities and counties with the needs and expectations of varying stakeholder groups. Martin/Martin has a strong relationship with Adams County through our work on several projects for and within the County, including the Riverdale Animal Shelter.

**Services**

Arenas | Recreation Centers | Long-span Structures | Grading Plans | Retaining Walls | Site Planning | Streets, Trails, and Walkways | Utility Coordination | Stakeholder Coordination | Bridges/ Structures | Drainage/Flood Control | Survey | Construction Management | Foundations for Equipment | Seismic Evaluation/Upgrades | Sustainable Design/LEED

**Projects with GSG Architecture**

Eastern Wyoming College | Torrington, WY

Hilton Garden Inn Hotel and Conference Center | Laramie, WY

Wyoming Medical Center Expansion | Casper, WY

University of Wyoming - Business Tech Center | Laramie, WY

University of Wyoming - Energy Innovation Center | Laramie, WY

University of Wyoming - Science Initiative Programming | Laramie, WY

University of Wyoming - Information Library Learning Center | Laramie, WY

University of Wyoming - White Hall Renovation/Improvements | Laramie, WY



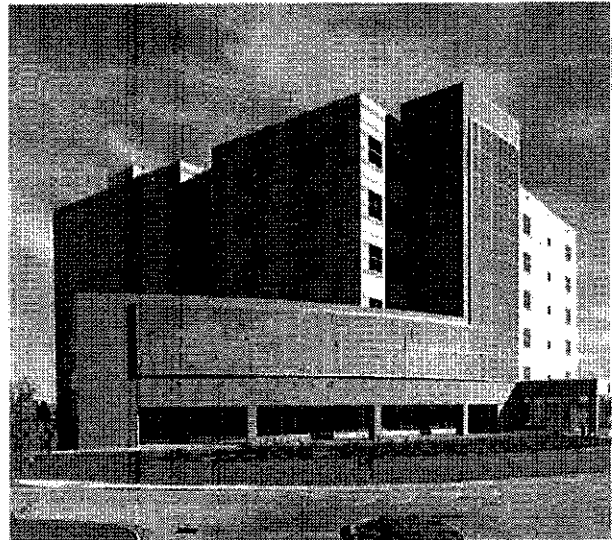
## Firm Profile: Structural Engineering

### Adams County Projects:

Adams County Regional Park Master Plan  
 Adams County Regional Park Utility Plan  
 Adams County Riverdale Animal Shelter  
 Adams County Justice Center  
 Flatrock Regional Training Center  
 Adams County Sheriff's and Coroner's Headquarters  
 Adams County Youth Services Center  
 Adams County Communication Center  
 Adams County District Attorney's Office

### On-Call Projects:

Adams County On-Call Professional Services  
 (Survey and Structural Engineering) - Colorado  
 Aurora Parks, Recreation, and Open Space On-Call -  
 Colorado  
 City of Thornton On-Call Landscape Architect Services  
 (engineering services) - Colorado  
 City of Longmont On-Call Landscape Architect  
 Services (engineering services) - Colorado  
 Douglas County On-Call Engineering, Construction  
 Observation, and Documentation Services - Colorado  
 City of Wheat Ridge On-Call Engineering Services -  
 Colorado  
 City of Central City On-Call Engineering Services -  
 Colorado  
 City of Federal Heights On-Call Miscellaneous Design  
 Projects - Colorado  
 City of Colorado Springs On-Call Engineering Services  
 - Colorado  
 City and County of Denver Structural On-Call -  
 Colorado  
 District Engineer for 16 Water and Sanitation Districts



**Resume: Principal, Structural Engineering****Patrick McManus, PHD, PE, SE**

Principal, Structural Engineering

Education: PhD, University of Wyoming, Civil Engineering – Structural Emphasis, 2010

MS, University of Wyoming, Civil Engineering – Structural Emphasis, 2000

BS, University of Wyoming, Architectural Engineering – Structural Emphasis, 1999

Registrations: Professional Engineer - CO | No. 38755 + 9 additional states

Affiliations: American Institute of Steel Construction (AISC)

Task Committee 9 - Seismic Design

Committee on Research

Connection Prequalification Review Panel

Pat manages Martin/Martin's Fort Collins office. He offers more than 16 years of experience in the structural design of a recreational, educational, medical/ healthcare, office, residential, commercial, industrial, and government buildings. His expertise includes seismic design and detailing, long-span truss design, stability and progressive collapse analysis, and non-linear computer modeling. Patrick excels in the principles of modern steel design, seismic design and detailing, and design-build projects, and is dedicated to staying abreast with the latest technical standards and products. He is active in many professional organizations and is an accomplished speaker and educator.

**Select Project Experience:**

PPL Center (Allentown Arena) | Allentown, PA

Upton Park Enhancement | Upton, WY

Mike Sedar Pool | Casper, WY

Laramie Recreation Center Addition | Laramie, WY

University of Wyoming Arena-Auditorium | Laramie, WY

Sheridan on Skates Ice Arena | Sheridan, WY

Cheyenne Botanic Gardens | Cheyenne, WY

Western State Colorado University Mountaineer Field House | Gunnison, CO

University of Wyoming Rochelle Athletic Center High Altitude Performance Center | Laramie, WY

University of Wyoming Half-Acre Gym | Laramie, WY

University of Wyoming Science Initiative | Laramie, WY

University of Wyoming Energy Innovation Center | Laramie, WY

**Firm Profile: Civil Engineering**
**NORTHERN  
ENGINEERING**
**On-Call / IDIQ Experience:**

Northern Engineering (previously KBN Engineers) provides extensive knowledge and expertise to various Town projects and ongoing service needs. We understand the needs and problems growing and thriving communities in Northern Colorado have to address, and we provide practical solutions to complex engineering problems. Mike Ketterling, PE is Town Engineer for Pierce (1985), Eaton (1991), Severance (1995), Hudson (2012), and Nunn (2014). Steve Butherus, PE is Town Engineer for Platteville ((1988) and Ault ((1993). Northern served as the Town Engineer in Severance during their time of being named as "Fastest Growing Town" in the United States. Approximately 197 projects have been worked on for these seven towns in the last five years.

Today, Northern continues to work with the towns listed above and other municipalities including Greeley, who was recently named a "Fastest Growing City" in the U.S., as Northern Colorado continues to grow. Northern was recently qualified for the City of Greeley's Water and Sewer on-call work for another three years. More than 35 projects have been completed in 20 plus years for the City; seven projects in the last five years. Scopes of work provided to the cities/towns mentioned above and other municipalities in Northern Colorado include:

- Civil Engineering Design / Review for Buildings such as: Public Works, City Admin, Fire Stations, Jails, Police Headquarters & Recreation Centers
- Municipal Street Design
- Water, Sanitary Sewer, & Storm Water System and Design
- Irrigation System Design
- Construction Inspection
- Water & Waste Water Treatment Design
- Re-Use Facilities Review
- Residential & Commercial Development Review
- Land/Regional Transportation Planning
- Pedestrian / Bicycle Trail Design
- Floodplain Management and Mitigation
- Special / Metropolitan District
- Work with Elected Boards / City Councils

**Adams County / GSG Architecture Experience:**

GSG Architecture: Severance Public Works Building - Civil Engineering design for new Public works building.

GSG Architecture: Tri-State Industries - Assistance with Colorado Resolution 35 permit applications.

Adams County: Grasslands Subdivision - Substantial stormwater redesign of a large rural subdivision originally designed in 2006, to meet current drainage standards.

**Resume: Sr. Project Manager/Engineer****Michael C. Ketterling, PE, MS**

Sr. Project Manager/Engineer

Mr. Ketterling a Sr. Project Manager for Northern Engineering. Mike has worked in Northern Colorado since 1977 and was a principal of KBN Engineers of Greeley from 1995 until April 2015 when KBN merged with Northern Engineering. Following the merger, he served as the Manager of the Greeley branch. Mike has more than 43 years of experience in the design and construction of a wide variety of civil engineering projects, including major roadways, wastewater treatment, sanitary sewer lines, water lines, reservoirs, storm drainage improvements, and commercial, industrial, and residential land developments. He is an expert at strategic planning, risk management and operational decisions, ensuring adequate resources are dedicated to the projects throughout design, pre-construction, and construction. Mikes views quality assurance as a significant matter during the design and construction processes. He serves as liaison between the client and the contractor and his mediation and negotiation skills are unsurpassed. Additionally, Mike has served as Town Engineer for Pierce since 1984, Eaton since 1991 and Severance since 1995. He is also the Town Engineer for Hudson and Nunn.

**Resume: Sr. Project Manager/Engineer****Steven A. Butherus**

Sr. Project Manager/Engineer

Mr. Butherus has over 38 years of experience involving design and construction management of a wide variety of projects for both the public and private sector. His experience includes roadways, water, and wastewater treatment facilities, water distribution systems, sanitary sewers, storm drains, hydrology, and civil site work. Steve has been the Town Engineer for Platteville since 1988 and Ault since 1993. As a project manager, Steve has performed the tasks of design of plans, progress meeting with clients, and coordinated bid documents/specifications.

**NORTHERN  
ENGINEERING**

**Firm Profile: Landscape Architecture****DESIGNWORKSHOP**

120 East Main Street, Aspen, Colorado 81611 | 970.925.8354

[www.designworkshop.com](http://www.designworkshop.com)

Design Workshop is dedicated to creating Legacy projects – for our clients, society, and the well-being of our planet.

Design Workshop is a firm committed to the development of ideas. Over our fifty years, we have earned a reputation for solving design problems with complex conditions. From fragile ecosystems to urban sites in rapidly changing cities, we have the experience to address challenging environments around the world. We are dedicated to the collaborative dynamics of workshops to produce quality design. This approach remains the hallmark of our firm.

**OUR LEGACY**

The DW Legacy Design® process is defined by four guiding principles: Environment, Community, Art, and Economics.

**CRITICAL SUCCESS FACTORS**

Each project begins with identifying what “success” means for the project. This initial exercise identifies and confirms for the team the project outcomes required in order for them to consider the project a success.

**DW LEGACY DESIGN® METRICS**

Legacy Metrics are a discovery-oriented tool to shape a collective point of view about a project's aspirations. This is how we set goals, integrate strategies from all four circles and measure outcomes. Metrics lead to a distilled set of goals that are applied to design solutions resulting in physical outcomes that evidence the comprehensive direction set by the team.

**LEGACY FOUNDATION BUILDING**

The DW Legacy Design® method builds a foundation for projects. We establish a dilemma to describe the project's predicament. This sums up the major challenges and answers the question: “What is standing in the way of a project's potential for success?” To address this dilemma, we develop a hypothesis about the project to be tested and resolved through design and planning. The best design solution is backed by research and validated through iterative design.

**YEARS IN BUSINESS**

Established 1969

**SERVICES**

Landscape Architecture | Land Planning & Urban Design | Stakeholder Engagement | Graphic Communication & Design

## Firm Profile: Landscape Architecture

## DESIGNWORKSHOP

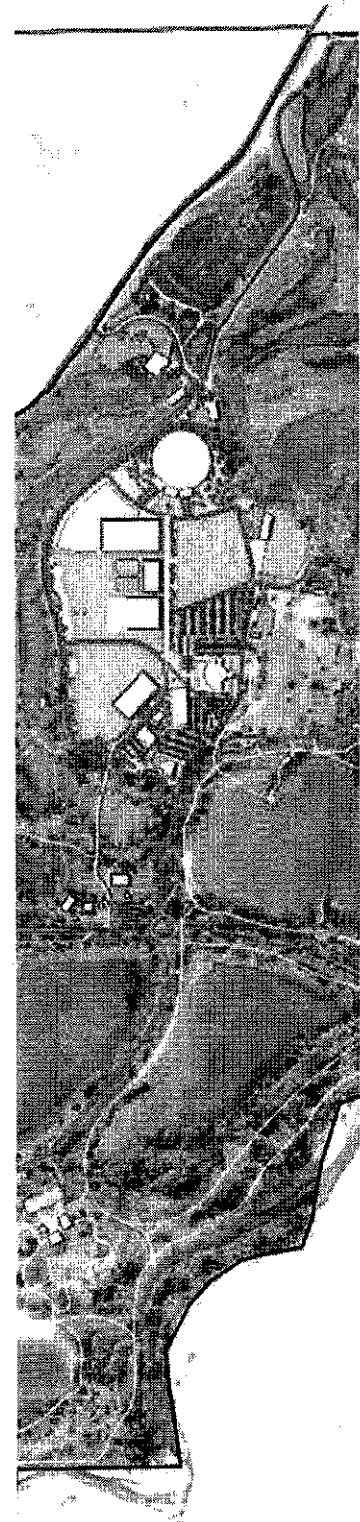
### **Riverdale Regional Park Master Plan Adams County, Colorado**

Riverdale Regional Park and Fairgrounds encompasses over 1,210 acres of land along the South Platte River corridor and is a valuable recreational resource for residents of the front-range metro area. The park provides a variety of recreational opportunities including the Adams County Fairgrounds, history museum, fishing and two 18-hole golf courses.

Design Workshop led the Park and Fairgrounds Master Plan update. Through a transparent public process, the plan establishes a clear vision for the future with policies, project prioritization and implementation strategies. The plan maintains and updates aging facilities while planning for new development and adapting to the needs of the community and the Parks and Open Space Department. Opportunities for the site were explored through the engagement process, including community meetings, focus groups, collaboration with county staff, and presentations to elected officials. Design Workshop's comprehensive approach addressed land use, transportation, natural resource conservation, sustainability, future land preservation possibilities, area specific planning, public health, recreation, and historic and cultural preservation. The plan was adopted in April of 2018.

### **Adams County Open Space, Parks & Trails Master Plan Adams County, Colorado**

Design Workshop led the planning process to create a county-wide plan for natural resource preservation, outdoor recreation, nature education, wildlife habitat protection, farmland conservation, trail networks and land acquisition. The County's previous plan had been adopted in 1998. By 2012, the population had grown by 21% to over 440,000 residents. The team employed a variety of public engagement techniques to gather input from a broad spectrum of the community, including a mailed survey, public workshops, technical reviews and stakeholder collaborations. The project approach addressed a diverse set of issues for the County's differing land use types, community values, and natural resources including: 1) Established communities; 2) Rapidly developing lands surrounding Denver International Airport; 3) Expanding gravel extraction activities along the South Platte River; 4) Ecologically significant riparian areas; 5) Highly productive farmland. The plan was unanimously adopted within less than one year from the project start-up. Implementation is underway with major open space purchases, education program partnerships, and grant applications.





**Resume: Principal****Robb Berg, PLA, ASLA**

Principal

Education: Bachelor of Landscape Architecture, Iowa State University  
 Certificate Program in Design Entrepreneurship (CDE)

Licensure: Registered Landscape Architect: Colorado, Texas

Certifications: Construction Specifications Institute Construction Document  
 Technologist Certification

As Principal in Charge of the Denver office of Design Workshop Robb Berg focuses on innovation and environmental stewardship. Over the past two decades his work has focused on the art, science and craftsmanship of built landscapes. His design work is influenced by place, an appreciation for function and guided by a landscape narrative centered on the natural systems to create lasting places.

Robb has led the designs of a broad range of projects in the US and abroad. His innovative approach to work has yielded numerous local and national design awards, including cultural and civic institutions, projects incorporating extensive green infrastructure and historic and natural landscape restorations.

**Selected Project Experience:**

Riverdale Regional Park Master Plan: Adams County, Colorado

Houston Stadium District: Houston, Texas

World Trade Center: Denver, Colorado

Denver Art Museum Expansion:\* Denver, Colorado

Glendale Riverwalk:\* Glendale, Colorado

Bay Meadows:\* San Mateo, California

Bambino Terrzo Plaza: Engelwood, Colorado

Shanghai Vanke Albany: Shanghai, China

Hua Fa New Town, Phase Six:\* Zhuhai, China

South Broadway Streetscape: Denver, Colorado

*\* Completed prior to returning to Design Workshop*

**Resume: Project Manager****Ashley Allis, PLA, AICP**

Project Manager

Education: Masters of Urban & Environmental Planning, University of Virginia

Bachelor of Landscape Architecture, Pennsylvania State University

Licensure: Registered Landscape Architect, Colorado 0847

Certifications: Certified Planner, American Institute of Certified Planners  
LEED Green Associate  
CPSI - Certified Playground Inspector

Ashley Allis is a landscape architect and planner with a variety of experiences enhancing community design throughout the west. Ashley has managed park and recreation planning and design projects in Carbondale, Greeley, Grand Junction and Adams County. She has a full perspective of system-wide planning to site scale master planning and implementation. Ashley also holds a playground inspector certification in order to better facilitate playground design services. Her professional interests include the interactions between culture and the land and creating lasting impressions that benefit the good of the public and environment.

**Selected Project Experience:**

Riverdale Regional Park Master Plan: Adams County, Colorado

Story Mill Community Park: Bozeman, Montana

Eagle River Water Sanitation District Facility Master Plan: Vail Valley, Colorado

Avon Transit Center: Avon, Colorado

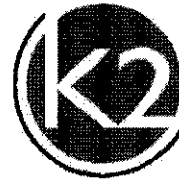
Avon East Town Center Redevelopment Plan: Avon, Colorado

Avon West Town Center Investment Plan: Avon, Colorado

Greeley Island Grove Regional Park Facilities Master Plan: Greeley, Colorado

Grand Junction Recreation Center Feasibility Study: Grand Junction, Colorado



**Firm Profile: IT, AV & Acoustics**Consultants in Acoustics,  
AV & Technology

5777 Central Avenue, Suite 225, Boulder, CO 80301 | 303.865.5500

[www.thisisk2.com](http://www.thisisk2.com)

K2 is a City and County of Denver certified, small, woman-owned business offering consulting services in the disciplines of acoustics, AV, tele/data, and security systems design. Our staff experience spans a wide range of building types - from government and educational facilities, to corporate headquarters, museums, and facilities for the performing arts. All of these building types possess a common ground in the need for people to easily and effectively communicate with each other in an environment that seamlessly integrates technology, architecture/interior design, comfort, and acoustics. Our past and current experiences on these different project types bring many possible solutions to achieve this requirement for our clients.

**Other On-Call**

University of Colorado As-Needed Architectural, Engineering and Consultant Services

United States Senate As-Needed Software Maintenance and Support

**Resume: Sr. Consultant****Kaarin Nygren, CTS-D, LEED GA, RCDD****Sr. Consultant**

**Education:** Carleton College, Northfield, MN, B.A. Economics

**Certifications:** Certified Technology Specialist Design (CTS-D), ANSI accredited under the International Standard ISO/IEC 17024

General Requirements for Bodies Operating Certification Schemes of Persons program

Leadership in Energy and Environmental Design, Green Associate (LEED GA)

Registered Communications Distribution Designer (RCDD) certification offered by Building Industry Consulting Service International (BICSI)

**Affiliations:** BICSI, AVIXA (formerly InfoComm International), League of Historic American Theatres

With a background in economics, Kaarin understands the need for technically complex systems to be incredibly intuitive for the non-technical user. Her specialty is technology systems design, and she has extensive project experience designing nursing simulation labs, higher education facilities, command and control centers, museums, and corporate spaces. Kaarin recognizes the importance of keeping pace with the constantly evolving technology landscape, and enjoys giving presentations to educators, architects, and technology managers on emerging technology trends.

**Relevant Projects:**

Auraria Higher Education Center Library, Denver, CO

Aurora Public Schools/Colorado State University Global Campus, Aurora, CO

Colorado Mountain College Spring Valley Leadership and Wellness Center, Glenwood Springs, CO

Colorado Mountain College Spring Valley Student Center, Glenwood Springs, CO

Conservatory Green Middle School Addition, Denver, CO

Denver Art Museum Renovation, Denver, CO

Denver Housing Authority Central Office Building, Denver, CO

Denver Place, Denver, CO

Eagle River Fire Protection District, Edwards Campus, Avon, CO

Town of Timnath Municipal Center, Timnath, CO

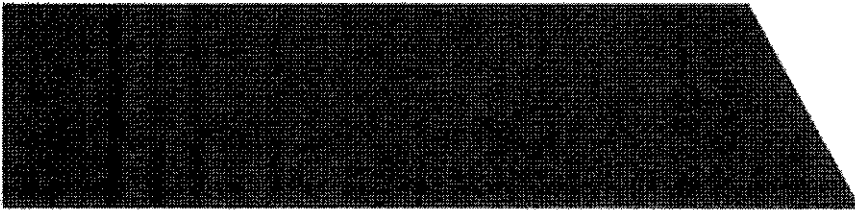
University of Colorado Business and Engineering Expansion, Boulder, CO

Woodward, Inc., Coy-Hoffman Barn, Fort Collins, CO



Consultants in Acoustics,  
AV & Technology

## Firm Profile: Cost Estimation



**CUMMING**  
Building Value Through Expertise

383 Inverness Parkway, Suite 240, Englewood, CO 80112 | 303.948.7224  
ccorpusa.com

### FIRM PROFILE

Cumming was first established in 1996 as Cumming, LLC by Finlay Cumming in Orange County, California. The firm then experienced a tremendous consistent rate of growth year-over-year. In 2007, the firm was incorporated as Cumming Construction Management, Inc. (Cumming) and is privately-held. Today, Cumming is a leader in providing project consulting services to the A/E/C industry, including cost and project management, planning and scheduling, and construction dispute resolution. Now in its 23rd year of business, Cumming has a 700 team members within 32 office locations, which provide these and other related services to clients around the world.

Cumming's cost group is one of the largest providers of cost estimating and management services in the U.S., including one of the largest team of in-house cost estimators in the U.S. Cumming provides more than 400 estimates each month, giving Cumming unparalleled experience in this discipline. Core cost management services include budgeting, milestone cost estimating, value analysis, cost validation, peer review, and change order evaluation.

In total, Cumming's cost management and estimating group has completed tens of thousands of estimates worth more than \$100 billion in construction value. Specifically, Cumming has completed more than 2,000 projects for city- and county-operated facilities. These projects have involved parks, public spaces/pedestrian malls, city halls, civic centers, police/fire facilities, libraries, offices, community centers, animal shelters, maintenance facilities, and public works, among others.

### LOCAL KNOWLEDGE

Cumming is a local firm with over a decade of experience in Colorado. We have close ties to the local market, and therefore are well informed of current market conditions and how they affect cost. We also employ mechanical and electrical estimators who have former contracting experience, unlike other cost consultant firms. This strength makes our estimates more accurate and relevant to the unique requirements of each project. Cumming maintains a real-time, crew-based cost database that reflects the current project marketplace. In addition, we solicit real-time material unit cost quotations from manufacturers and/or sub consultants for integration with our database, ensuring our estimates are current and appropriate with respect to the dynamic nature of the industry. This includes both economic and geographic considerations.

**Firm Profile: Cost Estimation****RELEVANT MUNICIPAL EXPERIENCE**

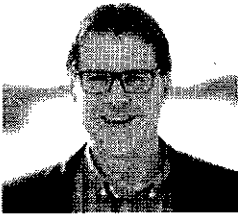
- ♦ Adam County Sheriff and Coroner Headquarters Facilities, Brighton, CO
- ♦ National Western Center, Master Plan, Denver, CO
- ♦ Colorado Department of Transportation Space Needs Analysis, Denver, CO
- ♦ City of Fort Collins, On-Call Estimating, Fort Collins, CO
- ♦ City of Northglenn, Civic Center Master Plan, Northglenn, CO
- ♦ Arapahoe County Justice Center, Master Plan, Arapahoe, CO
- ♦ Town of Castle Rock, On-Call, Castlerock, CO
- ♦ Denver Health Master Planning, Denver, CO
- ♦ Denver Zoo, Phase I Master Plan, Denver, CO
- ♦ UC Health, Memorial North and South Campus Master Plan, Aurora, CO
- ♦ Colorado State University, 2013 – 2020 On-Call (As-Needed) Estimating, Fort Collins, CO
- ♦ Kaiser Permanente, On-Call Estimating and Construction Management Services, National, U.S.
- ♦ Department of Veteran's Affairs, On-Call Estimating, National, U.S.
- ♦ National Park Service, On-Call Estimating – 2020, Mid-Atlantic, U.S.
- ♦ Burlingame Point, Cost Review On-Call, Burlingame, CA

**ADDITIONAL EXPERIENCE**

- ♦ Broomfield Health and Human Services Facility, Broomfield, CO
- ♦ City of Pueblo Municipal Complex, Pueblo, CO
- ♦ Colorado Health Foundation Headquarters, Denver, CO
- ♦ Colorado State Veterans Center, Homelake, CO
- ♦ Cortez Fire Station, Cortez, CO
- ♦ Denver Central Library Renovation, Denver, CO
- ♦ Denver City and County Building Renovation, Denver, CO
- ♦ Denver PAL Headquarters, Denver, CO
- ♦ Denver Public Works Central Platte Campus, Denver, CO
- ♦ Fort Carson Readiness Center Master Plan, Fort Carson, CO
- ♦ Greeley Municipal Complex, Greeley, CO
- ♦ Lincoln Park Phase I Site work, Breckenridge, CO
- ♦ Pueblo Convention Center, Pueblo, CO
- ♦ Stapleton Library, Denver, CO
- ♦ West Metro Fire Prevention District, Denver, CO

**Resume: Managing Director****Theodore E. Giliotti**

Managing Director



**Education:** Master of Architecture, University of Colorado & Syracuse University

Bachelor of Science, Construction Management, Colorado State University

**Certifications:** R6 – Certified Six Sigma Specialist, with specialized emphases in Value Engineering and Risk Management  
Architectural Record Examination (in progress)

**Affiliations:** Design Panel Critic, University of Colorado, School of Architecture

**Software:** Adobe Creative Suite | Autodesk | ArchiCAD | Rhinoceros | Microsoft Office Suite | Siteworx OS | Sage Timberline | On-Screen Takeoff

Theo is an accomplished architectural designer who excels in additional roles such as cost estimator, project and technical designer, project manager, job captain, graphic designer, lead draftsman, model maker, and digital modeler. He has been responsible for all phases of the architectural design process from conceptual design to construction administration. He has gained extensive experience with mixed-use, residential, and commercial construction on projects up to 200,000 sq. ft. / \$100 million and has worked in collaborative environments with internationally renowned architectural firms in the U.S. and Italy. Theo has demonstrated high-level skill with leading edge architectural computer modeling programs and laser fabrication equipment.

**Select Experience:**

Chatfield State Park, New Camper Registration Building, Littleton, CO

City of Aurora, Municipal Center Customer Service Hub Int. Reno., Aurora, CO

City of New Braunfels, New Regional Sports Complex, New Braunfels, TX

City of Northglenn, Northglenn Civic Center Master Plan, Northglenn, CO

City of Thornton, Administration Building Mezzanine Addition, Thornton, CO

City of Thornton, Infrastructure Maintenance Center Fleet Building Renovation, Thornton, CO

Douglas County, New Juvenile Justice Center, Office Tower and Parking Structure, Omaha, NE

Confidential, Colorado Springs Office Building, Colorado Springs, CO

Gateway Building 20, \$4M Office/Warehouse Facility, Aurora, CO

Level 3 Communications, \$6.2M Office Fit-out, Broomfield, CO

McCandless International Trucks, \$7M Sales/Service Center, Aurora, CO

USF Reddaway, \$4.2M Cross Dock and Service Center, Henderson, CO

Waste Management of Colorado, \$13M Office/Warehouse, Commerce City, CO

**CUMMING**  
Building Value Through Expertise

## ADAMS COUNTY RFP-JTH-2019.306 - Architectural Design Services for County Wide - General Purpose Design

### Scope of Services:

#### Introduction

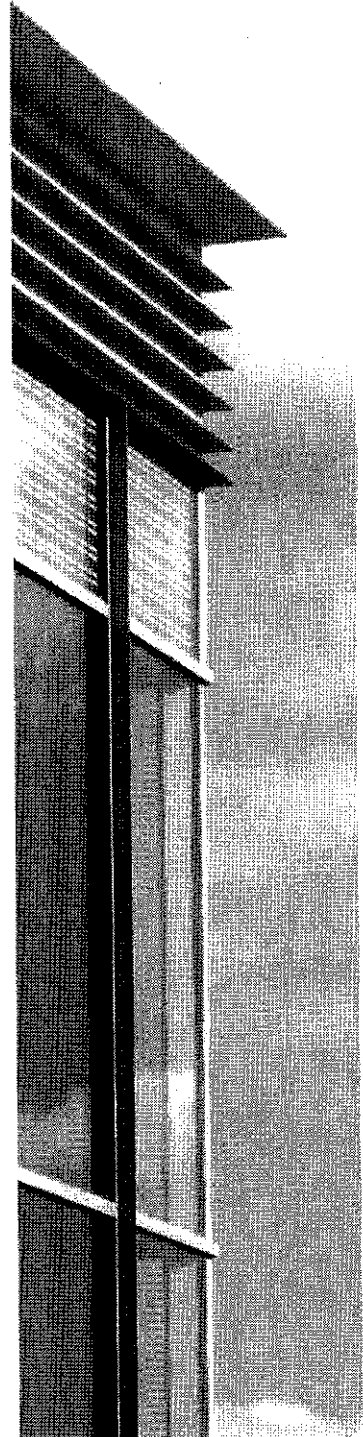
GSG Architecture has a significant portfolio of economical, practical, and aesthetically pleasing office and administrative facilities. Some of this work is new construction, but a significant portion is renovation work often with multiple user groups involved. Over the years, we have worked with Municipalities, Counties, and State Governments to create spaces that improve worker efficiency, morale, and facilitate good community interaction. Our facilities incorporate public reception areas, training rooms, private offices and / or open office concept plans. Depending on the requirements of the user groups, we have also provided provide locker / shower rooms, break rooms and kitchens, and conference rooms, as necessary, to support work being done.

#### Design Philosophy:

Over the years, GSG Architecture has built our reputation in the public sector, by understanding and working to ensure the public trust. Citizens place a great deal of faith and resources in the hands of their local government and rightly expect that their faith will be rewarded with careful stewardship of their dollars and lasting value in the projects those funds realize. This is what we do, and we are dedicated to providing that value through a process that is engaging, inclusive and bent toward serving the public in the most cost effective and streamlined manner possible.

#### Scope and Design Intent:

We understand the scope of any specific project to be undertaken under this contract is not yet determined. However, projects initiated over the next several years may include Tenant Finish type remodels of various Adams County government facilities (mostly office type facilities); as well as usage and feasibility studies. The general intent as we understand it, is to secure a reliable and professional 'on call' Architectural team(s) capable of addressing these individual projects as they arise in response to the fast growth in the County. The nature of the contract is similar to an indefinite delivery / indefinite quantity (IDIQ). We understand that, although several possible projects were identified, none are guaranteed, and it is possible that several Architectural groups may be selected.





**Sample Work Plan:****Design**

In general, we prefer to approach projects of any scope or type with simplicity and directness. We rely on our experience to establish a direction and provide initial momentum, but we recognize that all projects are unique and need to be responsive to the particular user group and function. To that end, early discussion will establish the parameters of the project and set expectations for the process with specific emphasis on the construction schedule and maintaining ongoing operations (where applicable). In all cases, we want to make certain that all affected staff have a clear understanding of how project work will affect their activities. Our goal is always to act in concert with staff rather than in conflict.

On all our projects, we take the time to understand the specifics of your operations, how you work now and how we might improve not only the facility, but also the efficiency and effectiveness of performing your daily tasks. In order to do this, we will need to talk with the user groups and facilities maintenance personnel to ensure that we are achieving the proper functionality for both groups.

Construction documents will be completed using the Revit 3-D modeling program and they will evolve in close coordination with our consulting engineers. Periodic reviews for constructibility and cost effectiveness will be used to ensure that schedules and budgets are effectively maintained. Product specifications will be created using the Spec Link program and will be combined with Adams County standard front end documents to produce a complete project manual.

GSG Architecture will carry out periodic internal QC reviews of the drawings and specification throughout the design process. Our goal is to ensure that the final product is clear, concise and unambiguous. These reviews take place at the Technician, Project Manager and Principal levels. We will also submit our drawing and specs for Client review at all the predetermined intervals so that we can appropriately address all Client concerns before issuing final documents.

**Bidding**

Bidding process will be conducted through Adams County and according to all the State and Local requirements for public disclosure and access to the project. We will review all requests for alternates, answer all questions and issue, through the approved service, all addenda. We will also work with you to vet the responses for accuracy and completeness and provide a recommendation for the lowest responsible bidder.



### **Contract Administration and Warranty Service**

GSG Architecture and our design consultants will provide field visits at regularly scheduled intervals to observe the work. We will answer all RFI's, review submittals, author and process change orders (if any), approve pay applications, and review and approve all close out documentation. We will also perform an eleven-month warrant inspection.

### **Challenges and Opportunities**

Given that there are no specific projects identified in this IDIQ type contract, it is hard to predict specific challenges or opportunities. Generally, however, the biggest challenge that we face in remodel work is trying to ensure that the process causes little disruption and frustration to the staff. To that end, we work diligently with the contractor to limit disruption wherever possible, by phasing construction efficiently and establishing safety and work protocols that place a high priority on avoiding conflict between the two groups.

We sincerely believe that every project represents an opportunity to provide a better working environment. We work to bring natural lighting where possible, and efficient and ergonomic solutions that reduce fatigue and improve morale and retention. Sometimes those are obvious solutions but other times they require a more creative approach

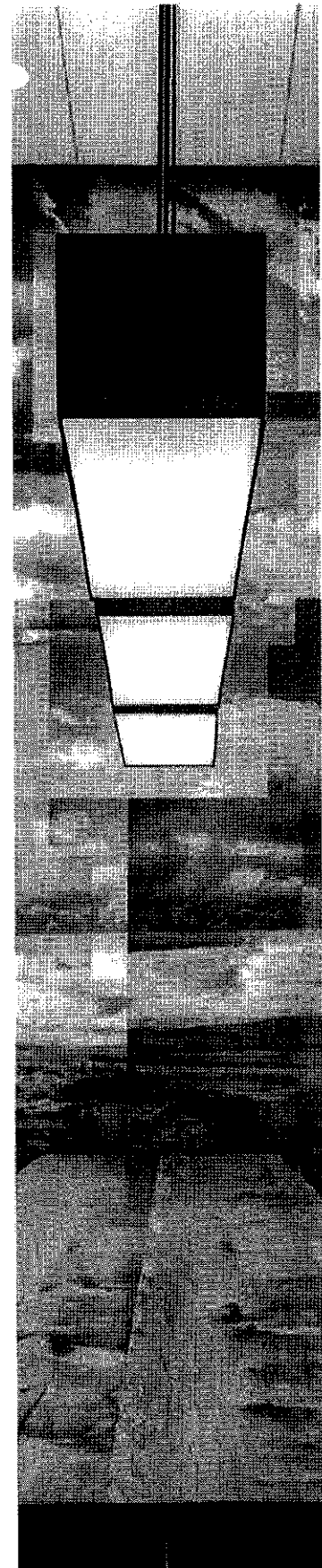
(especially in remodel work) and we like to work with our client and the actual users to realize those often initially hidden opportunities.

### **Staffing Plan**

GSG Architecture and our design consultants will staff this project, as necessary, to maintain schedule and quality. Specifically, GSG will assign a Project Principal, a Project Manager, and Technical and Administrative staff, as required.

### **Summary of Services and Exclusions from Scope**

GSG Architecture and our consulting Engineering team can provide a complete design service for projects of any scope, as well as Structural and Architectural and HVAC system analyses and feasibility and code compliance studies. For design projects, we can provide a full slate of services beginning with programming through Schematic Design (SD), Design Development (DD), Construction Documents (CD) Bidding and Contract Administration (CA) as well as post construction Warranty service, if desired. Depending on the scope of the project, this process can be abbreviated.





Typically, our only consistent exclusion would be Hazardous Material investigations and abatement, although, we can retain specialists in this area if desired. Please see the form of proposal continuation sheet for more details.

### **Performance Capabilities and History:**

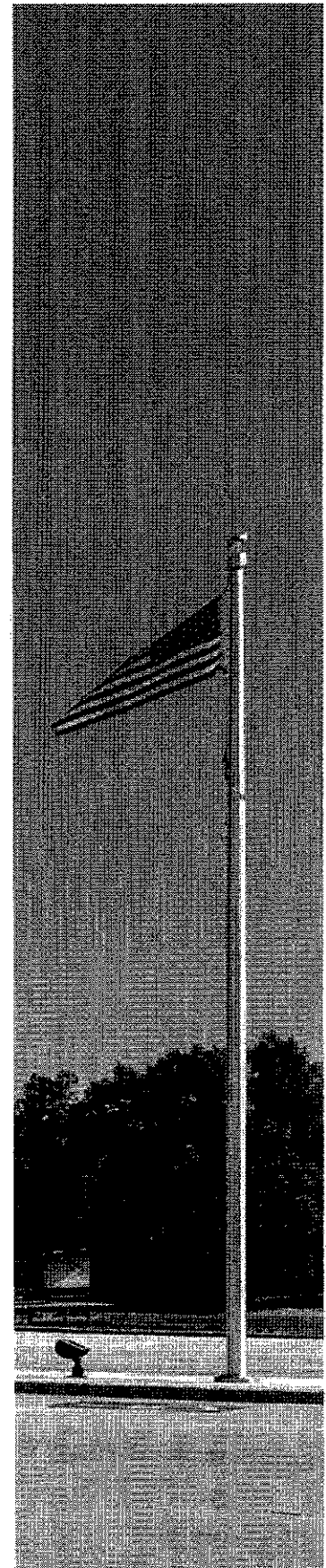
GSG Architecture's exemplary reputation has been built over the past 49 years, by providing on schedule delivery of well-reasoned, accurate and concise construction documents, which minimize delays and change orders in the field. This is exemplified by a historical change order percentage resulting from Architect and Engineering errors and omissions of 0.46% of original construction value (documentation available on request), which is significantly lower than industry standard of 1.5 to 2.5%. This average has occurred over a broad spectrum of project types and sizes and client types and does not include owner directed changes or those resulting from undiscovered conditions. GSG Architecture does not track 'Percentage of projects completed within Original Budget' as an independent statistic, we rely on the change order percentage figure quoted above to assess our quality control methods and overall performance.

### **Value Engineering:**

In general, we always hope that a value engineering effort will be limited, because of our belief that cost estimating is integral with design (not an application to it). We achieve cost control by working in close coordination with you and our cost estimating consultant throughout the design process to assess the impact all decisions and directives especially those regarding building systems and finishes. If necessary, we can incorporate stand-alone bid alternates in the construction documents so that there are options to select from depending on the outcome of the bidding process.

### **Schedule Management:**

We will develop a schedule specific to each project that balances the project budget and the needs of each tenant group. Each will be built on your input and will contain designated milestones and built in review periods. We will also work with the AHJ to provide early review of concepts and code interpretations and implications so that subsequent formal reviews are as trouble free and rapid as possible.



**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: Martin/Martin, Inc. Place of Incorporation: Lakewood, CO

Other Names / Previous Names: \_\_\_\_\_

Type of Business: Corporation Number of Years in Business: 30

Number of Employees: 242 Number of Local Employees: 228  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 29 VP/Directors: 3/8 Project Managers: 58

Architects: 2 Engineers: 184 Support Staff: 34

**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: 6,712

Total number of Projects with specific focus on Governmental Offices: 21

Total number of Project with specific focus on Fleet/Public Works/Shops: 157

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 6,170

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 114

Number of Projects Valued \$5,000,000 and over in Construction Cost: 428

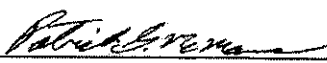
Value of Work Currently Under Contract: \$ 2,000,000,000+

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

Patrick McManus, Principal  
Name and Title (Printed)

  
Signature

February 20, 2019  
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: Northern Engineering Services, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: KBN Engineers

Type of Business: Civil Engineering Number of Years in Business: 32

Number of Employees: 45 Number of Local Employees: 45  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 2 VP/Directors: 4 Project Managers: 6

Architects: 0 Engineers: 11 Support Staff: 4

Survey Department: 17 Intern: 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: 1,719

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 290\*

\$30,000 Contract Value\*  
Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 1,482

\$30,001 to \$60,000 Contract Value  
Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 114

\$60,001 and over Contract Value  
Number of Projects Valued \$5,000,000 and over in Construction Cost: 123

\*Includes the 197 on-call projects for Town Engineer clients.

\*\*Northern doesn't track Construction Cost for projects.

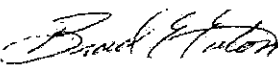
Value of Work Currently Under Contract: \$ 2M+

Number of Projects completed with prime Sub-consultant(s): 65  
(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 E. Eaton, Vice-President  
Name and Title (Printed)

  
Signature

2/19/19  
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: Design Workshop, Inc. Place of Incorporation: Colorado

Other Names / Previous Names: n/a

Type of Business: S-Corporation Number of Years in Business: 50

Number of Employees: 111 Number of Local Employees: 36  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 4 VP/Directors: 1 Project Managers: 9

Architects: 0 Engineers: 0 Support Staff: 23

**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: 922

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

Total number of Project with specific focus on Fleet/Public Works/Shops: 6

Number of Projects Valued \$0 to \$1,000,000 in Construction Cost: 792

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 111

Number of Projects Valued \$5,000,000 and over in Construction Cost: 19

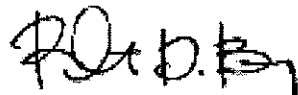
Value of Work Currently Under Contract: \$ 41,000,332

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:**

Robb Berg, Principal  
Name and Title (Printed)

  
Signature

2/20/19  
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

**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: Cumming Construction Mgmt., Inc. Place of Incorporation: California

Other Names / Previous Names: Cumming Corporation / Cumming

Type of Business: Cost Estimating & Construction Mgmt. Number of Years in Business: 23 Years

Number of Employees: 700 Number of Local Employees: 33  
Please Provide Breakdowns of Local Employees Only

Principals/Executives: 1 VP/Directors: 5 Project Managers: 20

Architects: \_\_\_\_\_ Engineers: \_\_\_\_\_ Support Staff: 7

Cumming does not provide design services. Information below reflects firm's services for cost estimating and construction management work.

**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: 7,130

Total number of Projects with specific focus on Governmental Offices: 250

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: 1,400

Number of Projects Valued \$1,000,000 to \$5,000,000 in Construction Cost: 2,500

Number of Projects Valued \$5,000,000 and over in Construction Cost: 3,230

Value of Work Currently Under Contract: \$ 45 Billion

Number of Projects completed with prime Sub-consultant(s): 1  
(for Subcontractors - indicate # of projects completed with the Design Lead)

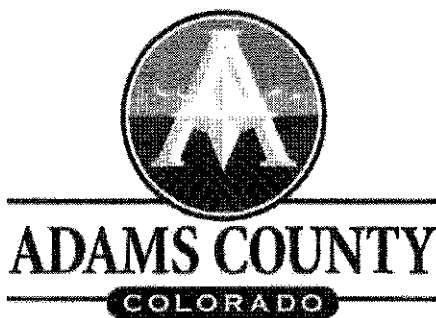
**Note:** Adams County reserves the right to request validation or proof of any or all of the information described above or as provided in the Proposal. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified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

**Verification of Qualifications Summary:**

Danielle Shealy, Marketing Manager  
Name and Title (Printed)

Danielle Shealy  
Signature

02/20/19  
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?

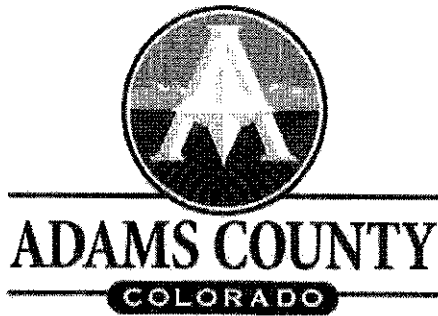
☒ YES

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.

GSG Architecture, Inc.

Contractor Name

James G. Holloway

Printed or Typed Name

Signature

CEO / Principal

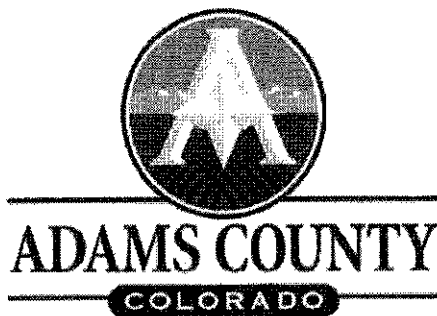
Title

2/27/2019

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.





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

## REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

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

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

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

### WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

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

GSG Architecture, Inc.

2/27/2019

Contractor Name

Date

James G. Holloway

Signature

Printed Name

CEO / Principal

Title

3535 West 12th Street, Suite C

Address

Greeley, CO 80634

Weld

City, State, Zip Code

County

970.888.3273

N/A

Telephone

Fax

[jholloway@gsgarchitecture.com](mailto:jholloway@gsgarchitecture.com)

Email



**ADAMS COUNTY**  
**COLORADO**

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

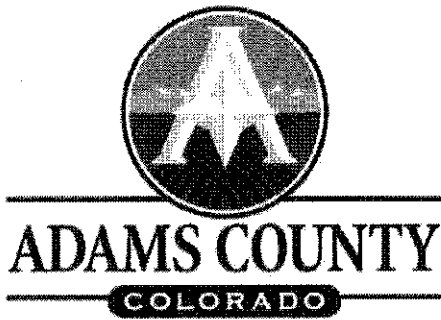
**REQUEST FOR PROPOSAL  
REFERENCE FORM**

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:

<b>Company Name</b>	Town of Severance
<b>Address</b>	3 South Timber Ridge Parkway, Severance, CO 80546
<b>Reference Name</b>	Mitchell Nelson, Town Planner
<b>Reference Email Address</b>	mnelson@townofseverance.org
<b>Telephone Number</b>	970.685.2810
<b>Project Name</b>	Severance Public Works Facility
<b>Value</b>	\$ 1.75 Million

<b>Company Name</b>	Town of Winter Park
<b>Address</b>	50 Vasquez Road, Winter Park, CO 80482
<b>Reference Name</b>	Gerry Vernon, Capital Projects Manager
<b>Reference Email Address</b>	gvernon@wpgov.com
<b>Telephone Number</b>	970.726.8081 x212
<b>Project Name</b>	Winter Park Public Works and Operations Facility
<b>Value</b>	\$ 7.5 Million

<b>Company Name</b>	City of Casper
<b>Address</b>	200 North David Street, Casper, WY 82601
<b>Reference Name</b>	Andrew Beamer, PE, Public Works Director
<b>Reference Email Address</b>	abeamer@casperwy.gov
<b>Telephone Number</b>	307.235.8440
<b>Project Name</b>	Casper Recreation Center Remodel
<b>Value</b>	\$ 1.4 Million



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

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # RFP-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) NONE

2) NONE

3) NONE

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.

GSG Architecture, Inc.

Contractor Name

Authorized Signature

James G. Holloway

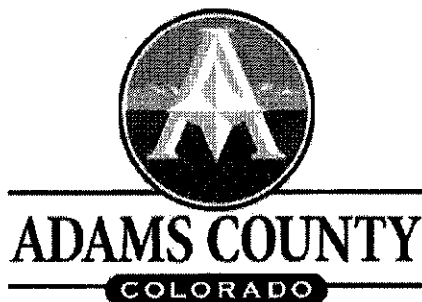
Printed Name

CEO / Principal

Title

2/19/2019

Date



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:

**Ranges Submitted as % of Construction Cost**

<b><u>Anticipated Constr. Cost</u></b>	<b><u>Up to \$1M</u></b>	<b><u>\$1 to \$5M</u></b>	<b><u>\$5M and over</u></b>
<b>Proposed Ranges:</b>	Up to <u>10.3%</u>	from <u>10.3%</u> to <u>8.79%</u>	<u>8.79%</u> or less
PRE-DESIGN:	<u>3%</u>	<u>3%</u>	<u>3%</u>
DESIGN: SD	<u>18%</u>	<u>18%</u>	<u>18%</u>
DD	<u>25%</u>	<u>25%</u>	<u>25%</u>
CD	<u>29%</u>	<u>29%</u>	<u>29%</u>
<i>(Includes Bidding &amp; Permit Documents and Coordinated Construction Documents)</i>			
CONSTR. ADMIN.	<u>25%</u>	<u>25%</u>	<u>25%</u>
<i>(Includes Bidding &amp; Closeout)</i>			
REIMBURSABLES	<u>N/A %</u>	<u>N/A %</u>	<u>N/A %</u>
<b>GRAND TOTAL</b>	<u>100%</u>	<u>100%</u>	<u>100%</u>

**Additional Certifications:**

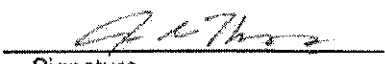
Please See Clarifications

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.

James G. Holloway, Principal / CEO  
Name and Title Printed

  
Signature

February 27, 2019  
Date

**GSGarchitecture**  
**D E S I G N**  
ARCHITECTURE/PLANNING

**SCHEDULE OF COMPENSATION FOR PROFESSIONAL SERVICES**

**Effective June 1, 2017**

<b>Position</b>	<b>Hourly Rate</b>
Principal	\$ 195.00
Senior Project Architect	\$ 195.00
Senior Project Manager	\$ 145.00
Structural Engineering	\$ 130.00
Project Manager	\$ 120.00
Intern II	\$ 105.00
Intern I	\$ 95.00
Architectural Staff II	\$ 95.00
Architectural Staff I	\$ 90.00
Administrative Staff	\$ 85.00

**Consultant Services:**

Consultants will be billed at their cost plus a 10% administrative fee.

**Reimbursable Expenses:**

Expenses incurred in connection with the project will be billed at cost with 10% administrative fee. Examples of such expenses include travel, outsourced reproduction costs for final construction documents, conference call telephone services, shipping and postage.

\*Subject to review and revision on a yearly basis.

## ***Attachment A***



### ***2019 Labor Rate Schedule***

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Principal	\$195.00/Hr
Associate	\$185.00/Hr
Engineer Level IV	\$175.00/Hr
Engineer Level III	\$165.00/Hr
Engineer Level II	\$150.00/Hr
Engineer Level I	\$135.00/Hr
Designer Level IV	\$150.00/Hr
Designer Level III	\$125.00/Hr
Designer Level II	\$110.00/Hr
Designer Level I	\$100.00/Hr
Office Manager/Accounting	\$100.00/Hr
Support Staff	\$70.00/Hr

## 2018 HOURLY RATE SCHEDULE

### Personnel Services

#### STRUCTURAL AND CIVIL DEPARTMENTS

<i>Title</i>	<i>Rate</i>
Principal .....	\$195.00
Associate .....	\$165.00
Senior Project Engineer .....	\$155.00
Senior Building Envelope Specialist.....	\$155.00
Project Engineer.....	\$130.00
Building Envelope Specialist .....	\$125.00
Professional Engineer .....	\$120.00
Engineer-in-Training II .....	\$110.00
Engineer-in-Training I .....	\$100.00
Senior Designer.....	\$135.00
Designer .....	\$115.00
Technician III .....	\$105.00
Technician II .....	\$90.00
Technician I .....	\$80.00
Engineering Intern .....	\$70.00
Administrative.....	\$75.00

#### CIVIL DEPARTMENT ONLY

<i>Title</i>	<i>Rate</i>
Survey Crew (Two-Man) .....	\$200.00
Survey Crew (One-Man) .....	\$130.00
Professional Land Surveyor.....	\$125.00
Survey Technician I.....	\$85.00

### Travel and Transportation Expenses

1. Reimbursement for actual travel and subsistence expenses paid to or on behalf of employees on business connected with the project at the multiple of 1.1 times cost to Martin/Martin.

2. Fifty-four and one half cents (\$0.545) per mile for use of vehicles.

### Outside Services

Invoice cost of services and expenses charged to Martin/Martin by outside consultants, professional, or technical firms engaged in connection with the order/project at a multiple of 1.1 times cost to Martin/Martin.

### Plotting/Printing Costs

Photo copies at \$0.04 per sheet  
 Color photo copies \$0.25 per sheet  
 Bond Sheets \$0.10 per SF  
 Mylars at \$3.40 per SF  
 Color plots \$6.00 per SF

### Miscellaneous Expenses

The invoice cost of materials, supplies, reproduction work, and other services, including communication expenses, procured by Martin/Martin from outside sources, at a multiple of 1.1 times cost to Martin/Martin. All out of pocket expenses not included above will be included in this category.

2019 HOURLY RATES – DENVER  
Cost Management



**DISCIPLINE**

**HOURLY RATE**

***Cost Management Services***

Managing Director / Director / Regional Director	\$180.00
Associate Director	\$170.00
Senior MEP Specialist Cost Manager	\$160.00
Senior Cost Manager	\$150.00
Cost Manager	\$120.00
Cost Manager Technician	\$110.00