

**ADAMS COUNTY, COLORADO  
PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 20<sup>th</sup> day of October 2015, 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 **JVIATION, INC.**, located at 900 South Broadway, Suite 350, Denver, Colorado 80209, 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 RFQ 2015.264 and the Contractor's response to the RFQ 2015.264 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, as referenced in Section 1 above.

**3. TERM:**

- 3.1. Term of Agreement: The Term of this Agreement shall be for twenty-two (22) months from the effective date of this Agreement.

**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, in an amount not to exceed **three hundred thirty-three thousand, two hundred and forty-two dollars and no cents (\$333,242.00).**

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

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**
6. **NONDISCRIMINATION:** 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. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.
8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000



- 8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. Workers' Compensation Insurance: Per Colorado Statutes Not Applicable.
- 8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

**9. WARRANTY:**

The Contractor warrants and guarantees to the County that all work, equipment, and material 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 the 17<sup>th</sup> Judicial District, 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, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, *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:

**County:**

Department:	Adams County Front Range Airport
Contact:	David E. Ruppel, Airport Director
Address:	5200 Front Range Parkway
City, State, Zip:	Watkins, Colorado 80137
Office Number:	303-261.9103
E-mail:	<a href="mailto:DRuppel@ftg-airport.com">DRuppel@ftg-airport.com</a>

Department: Adams County Purchasing Division  
Address: 4430 South Adams County Parkway, Suite C4000A  
City, State, Zip: Brighton, Colorado 80601

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

**Contractor:**

Company: Jviation, Inc.  
Contact: Travis Vallin, Principal  
Address: 900 South Broadway, Suite 350  
City, State, Zip: Denver, Colorado 80209  
Office Number: 303.524.3045  
E-mail: [Travis.Vallin@jviation.com](mailto:Travis.Vallin@jviation.com)

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.

**12. CHANGE ORDERS:**

12.1. Change Orders: The County from time to time, may 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 request for proposal, or, if no provision exists, pursuant to the terms of the Change Order.

**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 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.
- 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.

## 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:

INVIATION, INC  
Company Name

9/23/2015  
Date

[Signature]  
Signature

JAMES W. FLUHR  
Name (Print or Type)

PRINCIPAL  
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



**Signature Page**

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

**BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, COLORADO**

By: [Signature]  
Chairman

20 Oct 2015  
Date:

**CONTRACTOR  
JVIATION, INC.**

By: JAMES W. FLUHR  
Name (Print or Type)

9/23/2015  
Date:

[Signature]  
Authorized Signature

PRINCIPAL  
Title

**Attest:**  
Stan Martin, Clerk and Recorder

[Signature]  
Deputy Clerk

**APPROVED AS TO FORM:**  
Adams County Attorney's Office

By: [Signature]  
Attorney's Signature

**NOTARIZATION:**  
COUNTY OF Denver )  
STATE OF Colorado )SS.



Signed and sworn to before me this 23rd day of September, 2015,

by James Fluhr,

Notary Public [Signature]

My commission expires on: 4/10/2019

## **ATTACHMENT A**

(All Documents following this page of the Agreement)

### Attachments:

1. Fee Proposal dated 08.18.15
2. BAFO, dated 08.14.15
3. Addendum Two, dated, July 16, 2015
4. Addendum One, dated, July 16, 2015
5. Proposal, dated July 28, 2015
6. Offeror's Certification of Compliance
7. Offeror's Signature Page

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# JVIATION

## Front Range Airport Master Plan Study - Fee Proposal

Prepared by: Jviation, Inc.  
Dec 09/01/2013

SUMMARY FEE PROPOSAL		Jviation	Fee	Subconsultant Fee	Subconsultant	Total Fee
1.0	Project Management		\$23,290			\$23,290
2.0	Public Outreach Program		\$43,143			\$43,143
3.0	Inventory		\$17,420			\$17,420
4.0	Forecasts of Aviation Activity		\$17,665			\$17,665
5.0	Demand/Capacity Analysis & Facility Requirements		\$17,534			\$17,534
6.0	Alternatives Analysis		\$30,998			\$30,998
7.0	Land Use Plan		\$4,100			\$4,100
8.0	Airport Financial Plan		\$16,408			\$16,408
9.0	Airport Layout Plan		\$49,500			\$49,500
10.0	AGIS Preparation & Submittal		\$850	\$88,851	Martinez Geospatial	\$89,701
11.0	Master Plan Deliverables		\$18,683			\$18,683
	Total Labor Cost		\$239,591			\$328,442
	Reimbursable Expenses		\$3,282			\$3,282
	<b>TOTAL PLANNING FEES</b>		<b>\$242,873</b>	<b>\$88,851</b>		<b>\$331,724</b>

DETAILED HOURLY FEE PROPOSAL		Jviation								Subconsultants	
Item No.	JOB CLASSIFICATION	Principal	Project Manager / Senior Planner	Senior Consultant	Senior Engineer	Airport Planner / Environmental Planner	Graphic Designer	Associate Engineer	CAD/GIS Tech	See Tab A & B For Details	Cost Summary
	HOURLY BLENDED RATE	\$235.00	\$195.00	\$225.00	\$162.00	\$143.00	\$115.00	\$115.00	\$115.00		
1.0	Project Management										
1.1	Preliminary Planning	2	24	4	4	4	4	2	0	44	\$7,988
1.2	Consultant Team Coordination	2	8	4	0	4	0	0	0	18	\$1,900
1.3	FAA Grant Application Forms	2	8	4	0	0	0	0	0	14	\$2,930
1.4	Project Management	8	24	5	6	0	0	0	0	44	\$8,882
	<b>Total Task 1.0</b>	14	64	18	10	8	4	2	0	120	\$23,990
2.0	Public Outreach Program										
2.1	Adams County BOCC (3 Meetings)	3	16	24	8	4	6	0	0	61	\$11,771
2.2	Planning Advisory Committee (3 Meetings)	0	16	24	8	4	6	0	0	58	\$11,866
2.3	Public Information Meeting (1 on-call meeting as needed)	0	8	16	4	4	6	0	0	38	\$7,858
2.4	Survey of Airport Tenants & Users	0	4	8	4	4	4	0	0	24	\$4,248
2.5	Public Outreach Materials										
2.5.1	Airport Master Plan Web Site	0	0	8	0	2	8	0	0	18	\$3,000
2.5.2	Media Communications	0	0	8	0	2	8	0	0	18	\$3,000
2.5.3	Social Media (Facebook)	0	0	8	0	2	8	0	0	18	\$3,000
	<b>Sub-Total Task 2.0</b>	3	44	96	24	22	46	0	0	235	\$43,143
3.0	Inventory										
3.1	Collect & Review Existing Documentation	0	2	4	0	0	0	6	8	20	\$1,000
3.2	Acquire Aerial Imagery	0	0	0	0	2	0	0	4	6	\$740
3.3	Existing Facility Data Collection/Assessment										
3.3.1	Airfield Facilities	0	0	0	0	2	0	2	0	4	\$550
3.3.2	Airspace/ATC Procedures	0	0	0	0	2	0	0	0	2	\$280
3.3.3	Obstruction Analysis	0	0	0	0	0	0	0	0	0	\$0
3.3.4	Landside Facilities	0	0	0	2	2	0	2	0	6	\$874
3.3.5	General Aviation Facilities	0	0	0	2	2	0	2	0	6	\$874
3.3.6	Airport Support Facilities & Equipment	0	0	0	0	2	0	2	0	4	\$550
3.3.7	Airport Ground Access and Vehicle Parking	0	0	0	2	2	0	2	0	6	\$874
3.3.8	Utilities (electricity, water, sewer, gas, cable)	0	0	0	4	0	0	2	0	6	\$918

# AVIATION

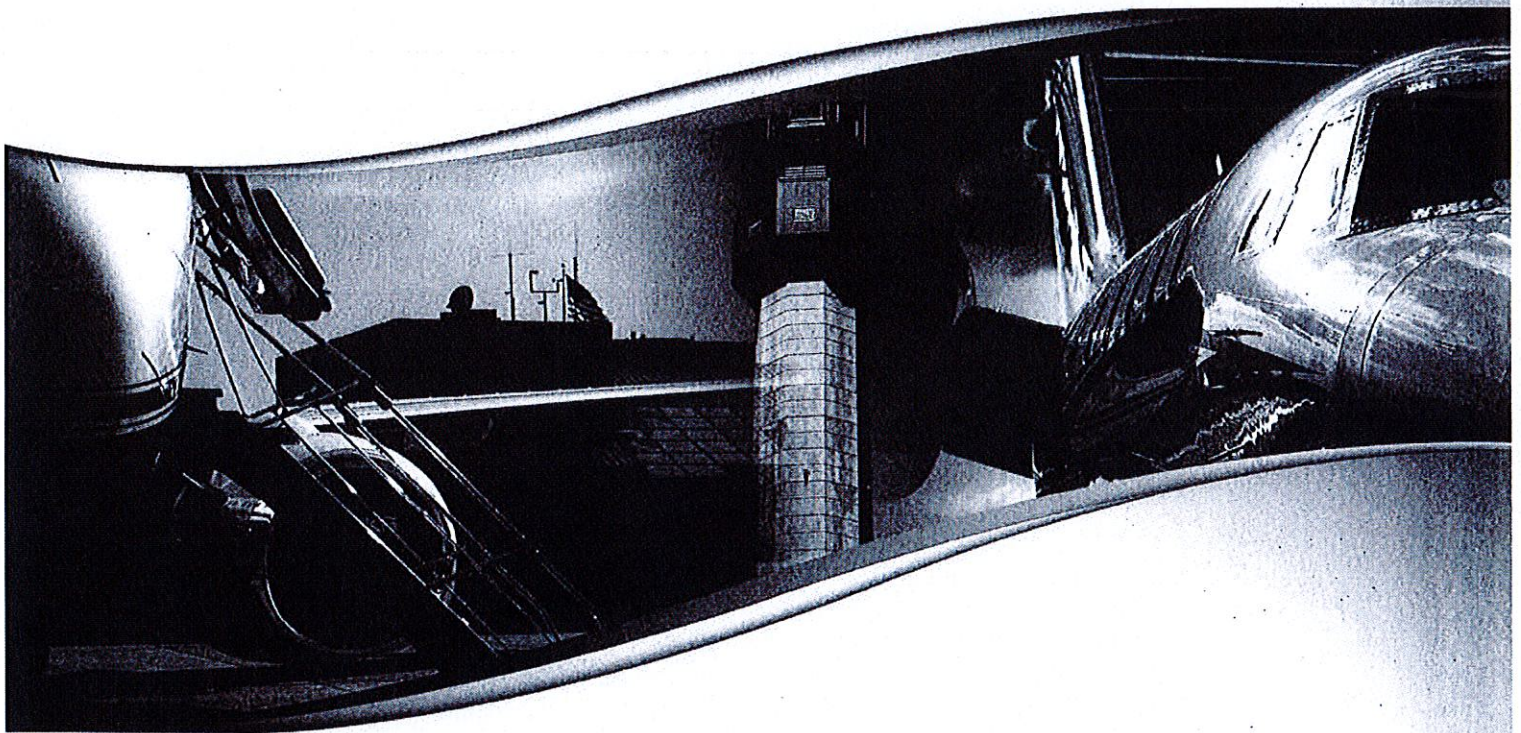
Item No	JOB CLASSIFICATION	Principal	Project Manager/ Senior Planner	Senior Consultant	Senior Engineer	Airport Planner / Environmental Planner	Graphic Designer	Associate Engineer	CAD/DIS Tech	See Title A & B For Details	Labor Hours	Cost Summary
	<b>HOURLY BLENDED RATE</b>	<b>\$235.00</b>	<b>\$195.00</b>	<b>\$225.00</b>	<b>\$162.00</b>	<b>\$140.00</b>	<b>\$115.00</b>	<b>\$135.00</b>	<b>\$115.00</b>			
3.3.9	Metereological Data	0	0	0	0	2	0	0	0		2	\$280
3.3.11	NAVAIDS, (FAA and Airport Owned)	0	0	0	0	2	0	0	0		2	\$280
3.4	Environmental Inventory & Data Collection											
3.4.1	Airport Environment	0	2	0	0	6	0	0	8		16	\$2,150
3.4.2	Permitting Agency Coordination	0	2	0	0	6	0	0	0		8	\$1,230
3.4.3	Reuse, Recycling, and Waste Management	0	2	0	0	4	0	2	0		8	\$1,230
3.5	Zoning and Land Use Plans	0	0	0	0	4	0	0	0		4	\$560
3.6	Airport Financial Condition	0	4	0	0	16	0	0	0		20	\$1,000
	<b>Sub-Total Task 3.0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>10</b>	<b>34</b>	<b>0</b>	<b>20</b>	<b>20</b>		<b>120</b>	<b>\$17,430</b>
4.0	Forecast of Aviation Activity											
4.1	Historical and Existing Aviation Activity	0	6	0	0	6	0	0	0		12	\$2,010
4.2	General Aviation Activity Projections	0	12	0	0	16	0	0	0		28	\$4,580
4.3	Comparison of Activity Projections to FAA TAF	0	12	0	0	16	0	0	0		28	\$4,580
4.4	Future Critical Design Aircraft, A/C	0	4	0	0	16	0	0	0		20	\$3,000
4.5	Master Plan Forecast Review & Approval	1	12	4	0	0	0	0	0		17	\$3,475
	<b>Sub-Total Task 4.0</b>	<b>1</b>	<b>46</b>	<b>4</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>103</b>	<b>\$17,665</b>
5.0	Demand/Capacity Analysis & Facility Requirements											
5.1	Airside Requirements											
5.1.1	Runways	0	4	0	4	4	0	4	0		16	\$2,538
5.1.2	Taxiways	1	4	0	4	4	0	4	0		17	\$2,753
5.1.3	Navigation Aids	0	1	0	0	4	0	0	0		5	\$755
5.1.4	Airspace Obstruction Removal	0	4	0	0	6	0	4	0		14	\$2,190
5.1.5	Airspace Fuel Dispensing & Storage	0	1	0	0	4	0	0	0		5	\$755
5.2	Landside Requirements											
5.2.1	Regional Transportation Network	0	2	0	0	4	0	0	0		6	\$950
5.2.2	Airport Road Circulation & Parking	0	2	0	2	4	0	2	0		10	\$1,544
5.2.3	Terminal Building Requirements	0	2	0	0	8	2	0	0		12	\$1,740
5.3	Aircraft Parking & Storage Requirements	0	4	0	0	8	0	0	0		12	\$1,900
5.4	Airport Support Facilities	0	0	0	0	4	0	2	0		6	\$830
5.5	Utilities (electricity, water, sewer, gas, cable)	0	1	0	2	2	0	6	0		11	\$1,605
	<b>Sub-Total Task 5.0</b>	<b>1</b>	<b>25</b>	<b>0</b>	<b>12</b>	<b>32</b>	<b>2</b>	<b>22</b>	<b>0</b>		<b>114</b>	<b>\$17,534</b>
6.0	Alternatives Analysis											
6.1	Identify Viable Alternatives	2	16	8	8	16	12	8	0		70	\$11,386
6.2	Evaluate and Rank Alternatives	2	16	8	8	8	8	8	0		58	\$9,806
6.3	Preferred ALP and Development Plan	2	16	8	8	8	8	8	0		58	\$9,806
	<b>Sub-Total Task 6.0</b>	<b>6</b>	<b>48</b>	<b>24</b>	<b>24</b>	<b>32</b>	<b>28</b>	<b>24</b>	<b>0</b>		<b>186</b>	<b>\$30,998</b>
7.0	Land Use Plan	0	6	0	0	16	6	0	0		28	\$4,100
	<b>Sub-Total Task 7.0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>6</b>	<b>0</b>	<b>0</b>		<b>28</b>	<b>\$4,100</b>
8.0	Airport Financial Plan											
8.1	Airport Capital Improvement Plan (ACIP)	0	6	0	6	6	0	8	0		26	\$4,062
8.2	Airport Development Plan	0	6	0	6	4	0	8	0		24	\$3,782
8.3	Airport Leases, Rates & Charges	0	16	0	0	8	0	0	0		24	\$4,240
8.4	Revenue Enhancement Options	0	12	0	2	8	0	4	0		26	\$4,324
	<b>Sub-Total Task 8.0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>14</b>	<b>26</b>	<b>0</b>	<b>20</b>	<b>0</b>		<b>100</b>	<b>\$16,408</b>
9.0	Airport Layout Plan											
9.1	Concept Sheet	0	2	0	0	2	0	0	8		12	\$1,590
9.2	Airport Layout Plan & Data Tables	2	2	0	0	4	0	0	80		88	\$10,620
9.3	Terminal Area Plan	0	2	0	0	4	0	0	32		38	\$4,630
9.4	Airport Airspace Clearing (FAA Part 77)	0	2	0	0	4	0	0	32		38	\$4,630
9.5	Airspace Easement/Utilities Approach Profiles	0	2	0	0	4	0	0	32		38	\$4,630
9.6	Insert Portion Approach Drawings re. Run End	0	2	0	0	4	0	0	32		38	\$4,630



# AVIATION

[illegible]

**FrontRange**  
AIRPORT

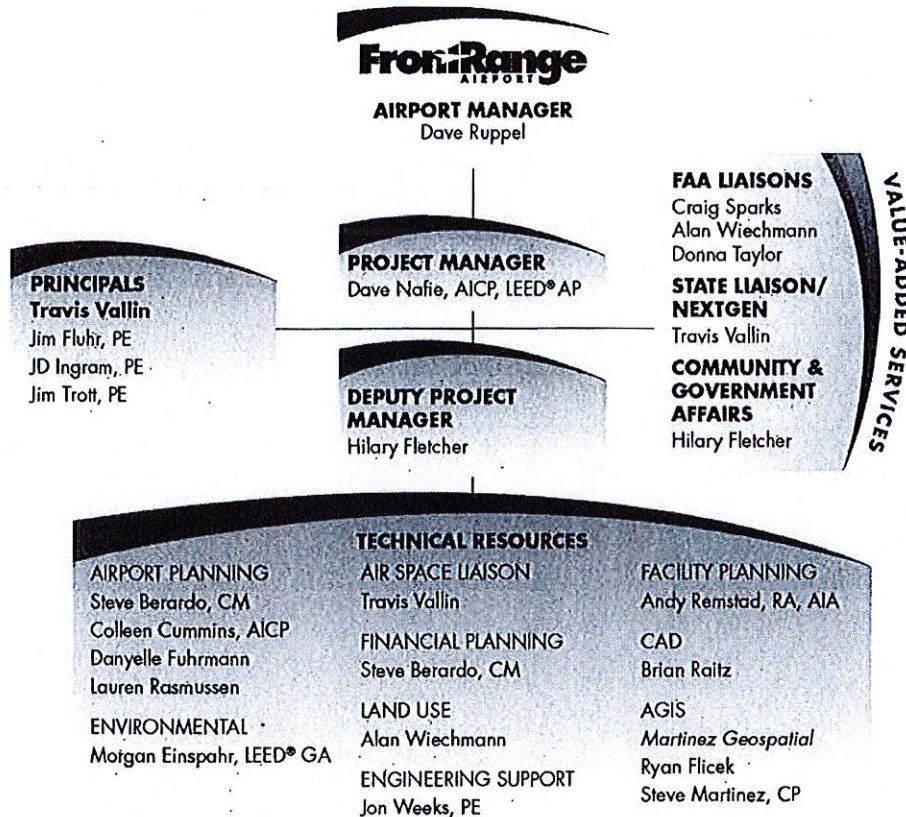


# Airport Master Plan

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## TEAM ORGANIZATION



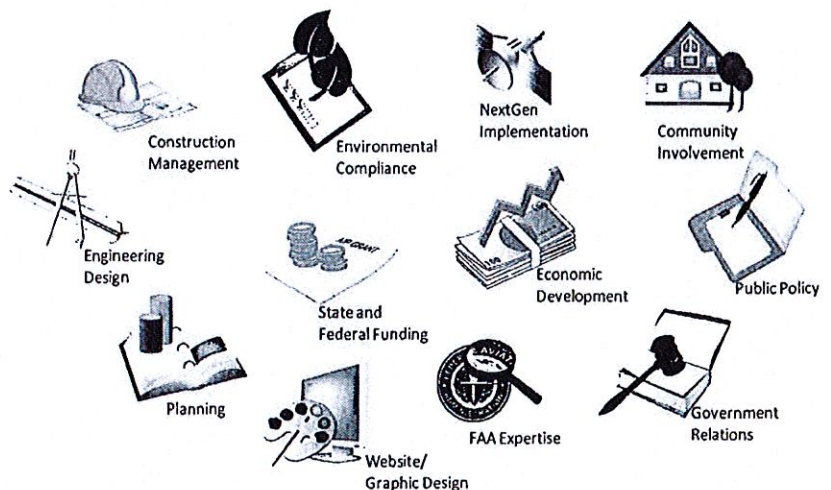
## Key Attributes of the Aviation Team

- ✕ Integrated and responsive
- ✕ Maximized efficiency and value
- ✕ Tenured FTG understanding and experience
- ✕ Holistic approach to your business needs
- ✕ Collaborative solutions
- ✕ Ability to deliver your airport master plan on budget and schedule

## HOW IS AVIATION UNIQUE?

Aviation's business philosophy is to partner with FTG to achieve optimal results. This philosophy goes beyond providing technically sound planning and engineering services to partnering with FTG to assist you in achieving success in all aspects of your business. Aviation was founded on the belief that making an airport successful requires a "toolbox" of resources. These resources allow us to understand the dynamics and legalities of working at airports, from every angle.

We have the unique ability to focus on the big picture and work with our clients to navigate complex business issues to achieve their overall vision, as well as provide skilled resources to develop technically-sound solutions at the project level.

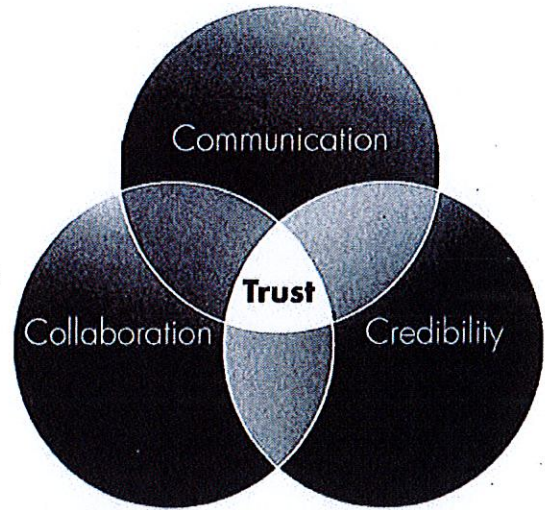




## OUTREACH PHILOSOPHY - THE 3Cs

- ✖ Become engaged
- ✖ Stay informed
- ✖ Create advocacy

Jviation's outreach philosophy emphasizes "The 3Cs" – Communication, Collaboration, and Credibility. Our **communication** style and methods are formulated to foster an open dialogue, engage active listening and understanding, and provide timely and accurate information. We work **collaboratively** to provide synergy, integration, and inclusiveness, and we strive to develop thoughtful, knowledgeable and **credible** input to garner effective solutions. We believe this philosophy strengthens the relationships and trust of the airport, community, and stakeholders.



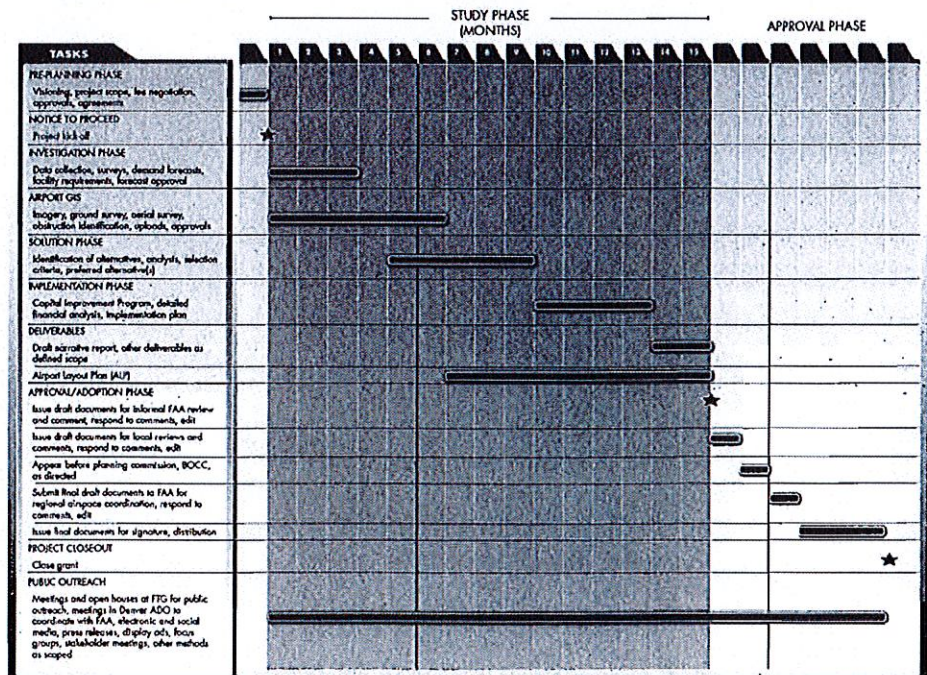
## TAKEING FTG FROM CONCEPT TO RIBBON CUTTING



Jviation has a proven track record of taking solid planning ideas identified in our planning documents through project implementation and construction. We do this by integrating both planning and engineering personnel into the planning process - effectively bridging the gap between a good idea on paper to a supported and constructed engineering project.

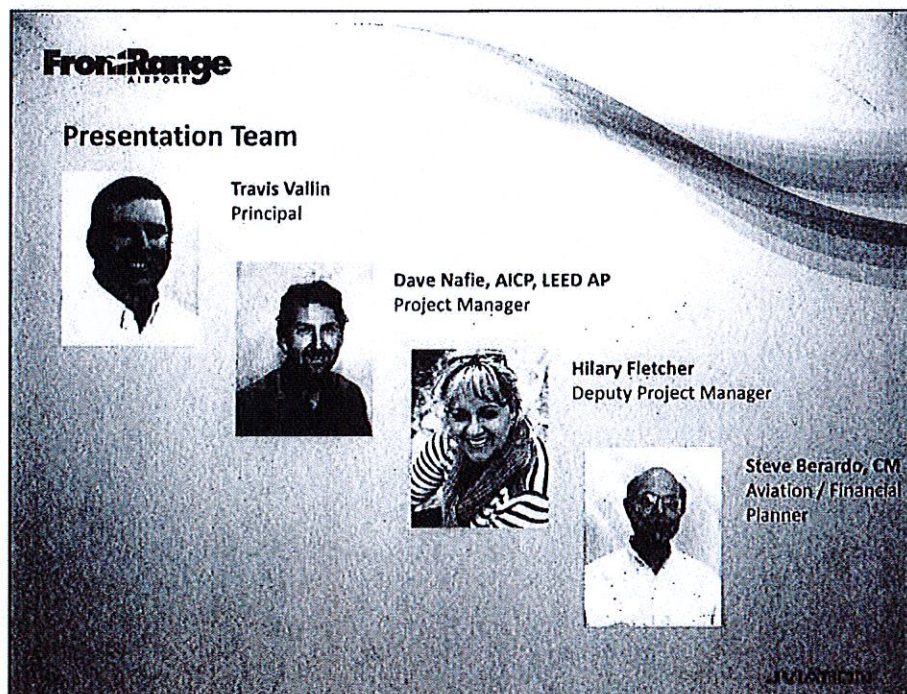
## SCHEDULE MANAGEMENT TECHNIQUES

- ✖ A Project schedule is an essential underpinning to a successful project
- ✖ A realistic schedule considers the final "polishing" of the plan and the review and production of final reports
- ✖ Task-by-task review and approval reduces time needed to complete the final documentation and helps to meet project schedule
- ✖ The schedule is used to sequence tasks, establish task duration, and estimate needed work-hours




\* This schedule is preliminary and subject to adjustment following the project scoping process.










**Front Range**  
AIRPORT

**Presentation Agenda**

- Team Overview**  
(Questions: 2 and 3)
- Schedule and Budget Considerations**  
(Questions: 7, 9, and 10)
- Public Outreach and Engagement**  
(Questions: 4 and 8)
- Spaceport Colorado**  
(Questions: 1, 5, and 6)

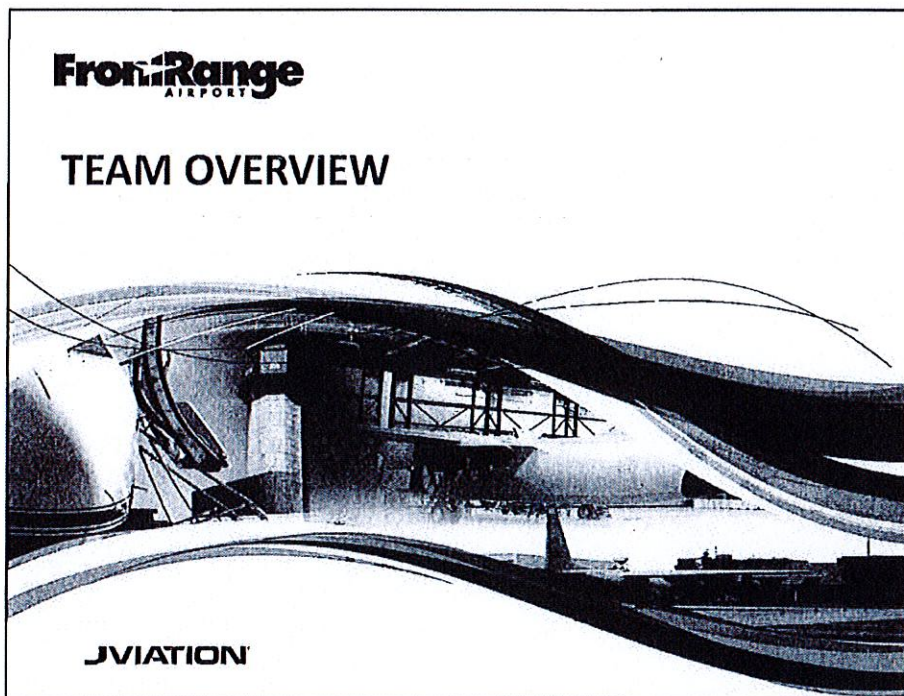


**Front Range**  
AIRPORT

**Front Range Airport Mission Statement**

- Become an economic engine for Adams County and surrounding areas, providing jobs, revenue, and viable aviation services for a growing market.
- Serve as a model airport for aircraft operations, efficiency, and safety.
- Provides its tenants, users, business community and travelers a professional experience.





**Front Range**  
AIRPORT

**3** Why do you consider your team the best choice to complete the master plan update for FTG? What makes you stand out above the other applicants?

- Thorough understanding of the project's complexities
- Holistic approach to your business needs
- Integrated and responsive delivery philosophy
- Collaborative solutions
- Extension of FTG's staff

A diagram consisting of four interlocking puzzle pieces arranged in a square. The central piece is dark and contains the text 'FTG'. The top-left piece is light and contains 'Community'. The top-right piece is light and contains 'Agencies'. The bottom-left piece is dark and contains 'Engineering'. The bottom-right piece is dark and contains 'Planning'.

**JVIATION**



**Front Range**  
AIRPORT

**3** Why do you consider your team the best choice to complete the master plan update for FTG? What makes you stand out above the other applicants?

- A collaborative perspective and approach
- Unparalleled working relationships with CDOT and FAA staff
- Proven ability to build advocacy for the airport
- Perspective from varying viewpoints:
  - Former FAA-ADO and regional managers
  - Former aeronautics officials
  - Former county manager, responsible for an airport
  - Former airport director and staff
  - Private pilots

Ability to seamlessly deliver your projects

COMMUNITY INVOLVEMENT  
PROBLEM SOLVING  
Identification of Needed Improvements  
Idea Generation

**Ability to Take a Concept to Ribbon Cutting**

**Front Range**  
AIRPORT

**2** How many of your staff members will have a major role in the development of the Master Plan?

**Depth of Local Resources**

**Proven Technical Capability and Experience**

**Outreach Strategy and Expertise**

**Front Range**  
AIRPORT  
AIRPORT MANAGER  
Dove Ruppel

**PROJECT MANAGER**  
Dave Nolte, ACP, LEED® AP

**DEPUTY PROJECT MANAGER**  
Hilary Fletcher

**PRINCIPALS**  
Travis Vollin  
Jim Fikse, PE  
JD Ingram, PE  
Jim Troll, PE

**FAA LIAISONS**  
Craig Sparks  
Alan Wiechmann  
Donna Taylor

**STATE LIAISON/ NEXTOEN**  
Travis Vollin

**COMMUNITY & GOVERNMENT AFFAIRS**  
Hilary Fletcher

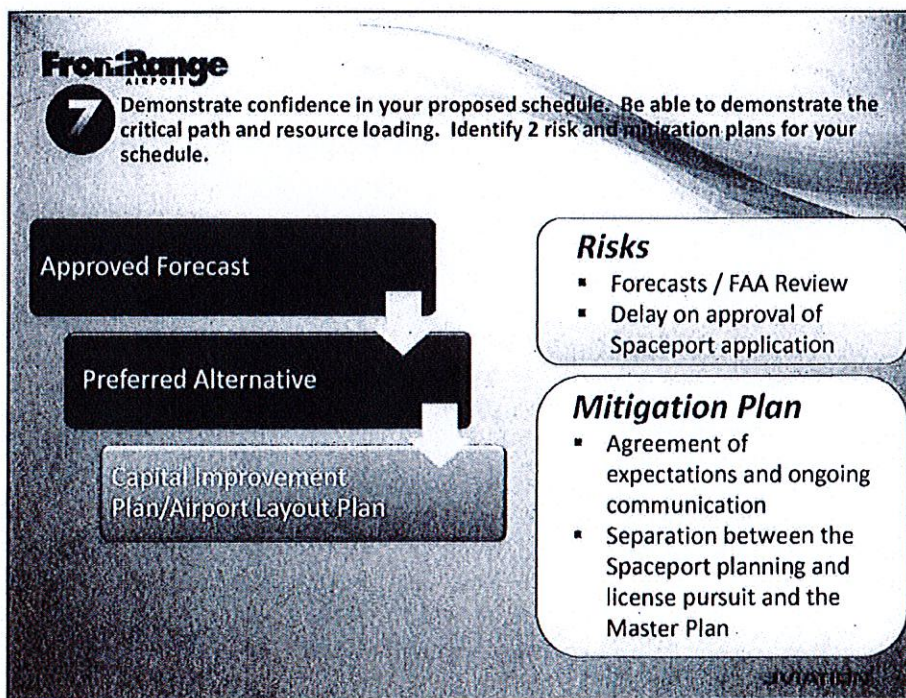
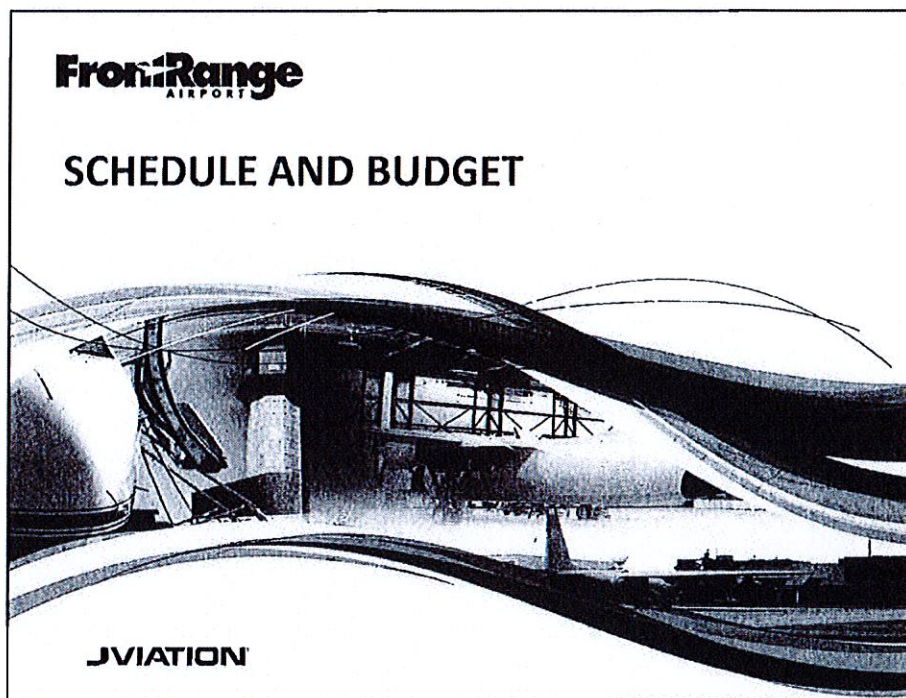
**AIRPORT PLANNING**  
Steve Berardo, CM  
Colleen Cummins, ACP  
Danyelle Fuhrmann  
Lauren Rasmussen

**ENVIRONMENTAL**  
Morgan Einspahr, LEED® GA

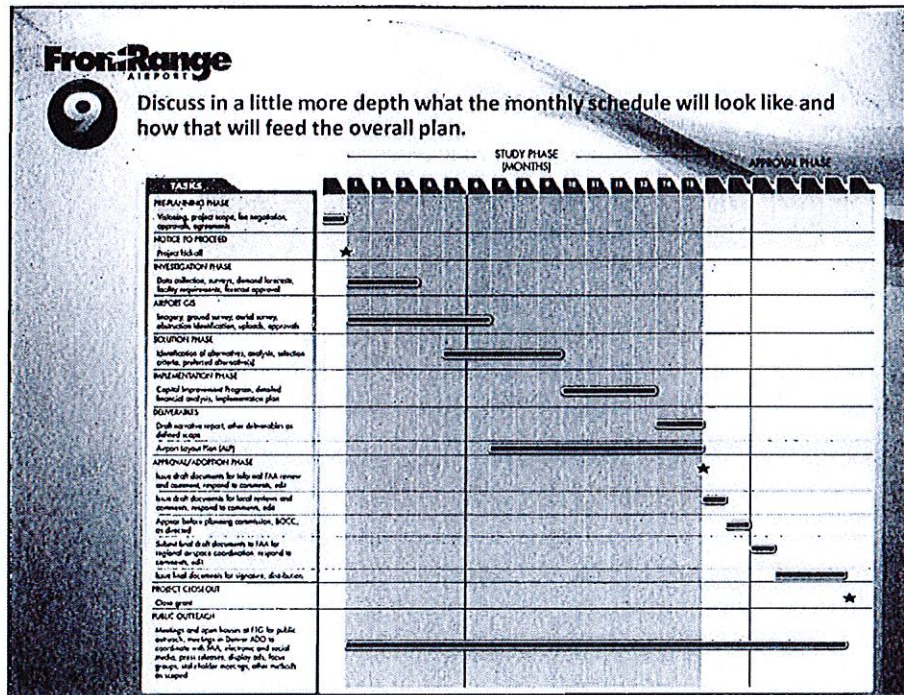
**TECHNICAL RESOURCES**  
**AIRSPACE LIAISON**  
Travis Vollin  
**FINANCIAL PLANNING**  
Steve Berardo, CM  
**LAND USE**  
Alan Wiechmann  
**ENGINEERING SUPPORT**  
Jon Weeks, PE

**FACILITY PLANNING**  
Andy Remsted, RA, AIA  
**AIRPORT LAYOUT PLAN**  
Brian Reitz  
**AGIS**  
Martinez Geospatial  
Ryan Fickett  
Steve Martinez, CP







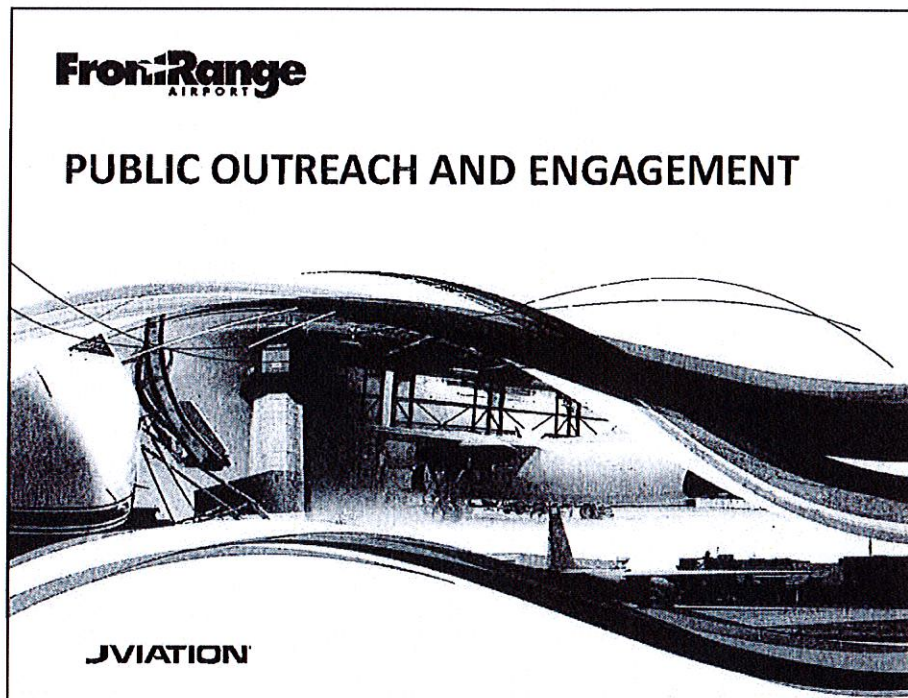


**FrontRange**  
AIRPORT

**10** If the proposed plan of work exceeds the Master Plan budget, what areas would you recommend adjusting or eliminating to reduce costs?

- Collaborative approach
- County resources
- Adjust public outreach plan





**FrontRange**  
AIRPORT

**8** Demonstrate the approach that will be used for the public engagement and outreach

### Outreach Philosophy/Approach – The 3Cs

Collaboration

**FTG**

Credibility

Communication

#### Public Outreach Goals

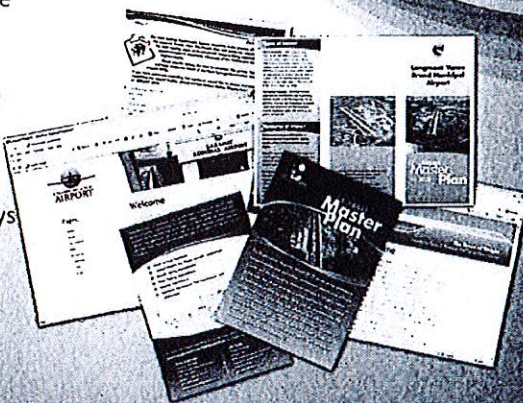
- Become *engaged*
- Stay *informed*
- Create *advocacy*

**AVIATION**

**FrontRange**  
AIRPORT

**4** How critical is input from the public and airport staff to the master planning process. Will all interested stakeholders, tenants, and adjacent neighbors be invited to the public meetings?

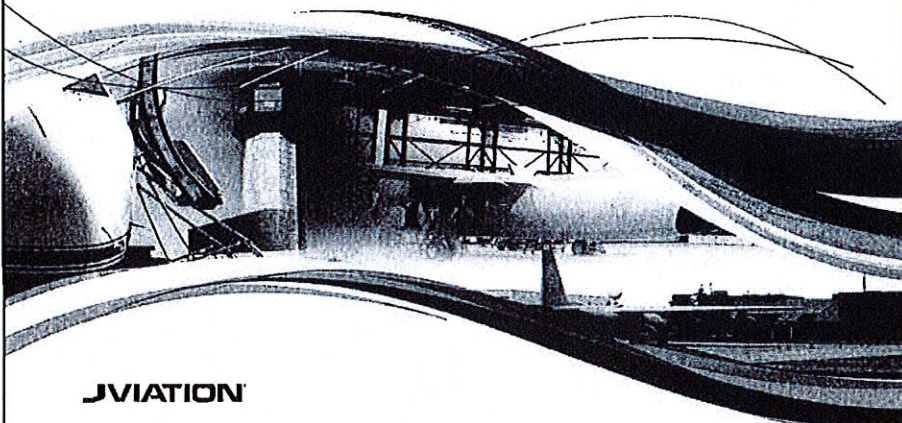
- Planning Advisory Committee
- Strategic Workshop
- Stakeholder Meetings/Focus Groups
- Community Meetings
  - User and business surveys
  - Project brochure
  - Website project updates
  - Media releases
- Civic and Local Government Outreach
- FAA/CDOT collaboration



**AVIATION**

**FrontRange**  
AIRPORT

**SPACEPORT COLORADO**



**AVIATION**

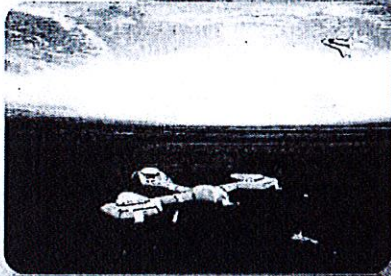


**Front Range**  
AIRPORT

**1** How does the potential of becoming a Spaceport effect your work on the Master Plan?

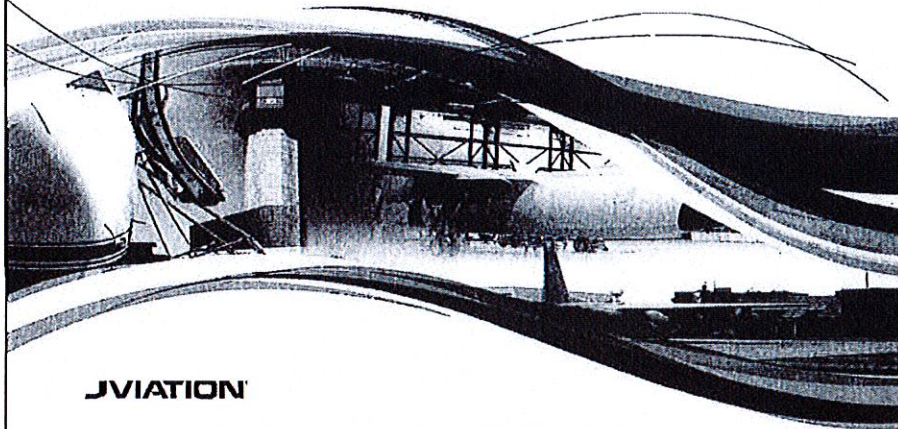
**5** In developing the Front Range Master Plan what long and short range design considerations will be made for future Spaceport Colorado?

**6** What Spaceport operational requirements may be needed from Adams County?




**Front Range**  
AIRPORT

**Questions and Answers**



**AVIATION**





**1** How does the potential of becoming a Spaceport effect your work on the Master Plan?


- Space reservation for the Spaceport have been determined in the previous study.
- Incorporate the space reservation for the Spaceport and make sure it meets the criteria required by the FAA and other governing agencies.



**5** In developing the Front Range Master Plan what long and short range design considerations will be made for future Spaceport Colorado?

- The master plan needs to focus on the facility
- Work with your Spaceport consultant to ensure Spaceport Colorado is considered





**6** What Spaceport operational requirements may be needed from Adams County?

- We will work with Adams County and your Spaceport consultant

**ADAMS COUNTY**  
**2015.264**  
**Airport Master Plan**

Addendum Two (2) is being issued to remove budget language from the scope of services for RFP 2015.264. The proposal submittal date and time is unchanged.

1. This Addendum is being issued to remove Section 12: Budget paragraph and any reference to cost and fees throughout the solicitation are being removed in its entirety from RFP 2015.264. All submitted proposals will be evaluated on qualifications without any cost.

**ACKNOWLEDGMENT:**

Travis Vallin 08/07/15  
(Signature/Date)

Travis Vallin, Principal  
(Name and Title)

Juication  
(Company Name)

900 S. Broadway St, Ste 350  
(Address) DENVER, CO 80209



**ADAMS COUNTY**  
**2015.264**  
**Airport Master Plan**

Addendum One (1) is being issued to add additional language to the scope of services and remove fees language from the proposal and evaluation criteria for RFP 2015.264. **Proposal submittal date and time is unchanged.**

1. This Addendum is being issued to add additional language to **Section 10. Statement and Scope of Services**-Scope of Services: Please replace page 8 with the attached page 8, and used to prepare your proposal.
2. This Addendum is being issued to add additional language to **Section 12. Budget**: Please replace page 9 with the attached page 9, and used to prepare your proposal.
3. This Addendum is being issued to remove language from to **Section 24. Proposal Evaluation Instructions**: Please replace page 12 with the attached page 12, and used to prepare your proposal.
4. This Addendum is being issued to renumber page 13 Evaluation Factors for Award from **Section 21 to Section 25**, Criteria from Section 22 to Section 26 and remove Criteria 3 from **Section 26 in its entirety**: Please replace page 13 with the attached page 13, and reference in preparing your proposal.

## 10. STATEMENT AND SCOPE OF SERVICES

### Statement:

Adams County Board of County Commissioners by and through its Purchasing Division of Finance Department is seeking proposals from qualified consultant firms for development of an Airport Master Plan for Adams County, (refer to hereafter as the "County") property located at 5200 Front Range Parkway, Watkins, Colorado 80137, including, but not limited to representation, information, professional advice and support services.

### Scope of Services:

Preparation of the Airport Master Plan shall be accomplished in accordance with current FAA requirements, regulations, rules, policies, grant assurances and Advisory Circulars (ACs), including, but not limited to:

- FAA Order 5100.38C *Airport Improvement Program (AIP) Handbook*, AC 150/5070-6B *Airport Master Plan*
- AC 150/5300-13 *Airport Design*
- AC 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS. Field Data Collection and Geographic Information System (GIS) Standard.*
- FAA Memo on Guidance on Airport Recycling, Reuse and Waste Reduction Plans, dated 9/30/2014
- AC 150/5300-13, *Airport Design*;
- AC 150/5060-5, *Airport Capacity and Delay*;
- AC 150/5325-4B, *Runway Length Requirements for Airport Design*;
- 14 CFR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*;
- FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*;
- FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*;
- 2007 FAA Environmental Desk Reference;
- FAA AC 150/5300-18, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*
- FAA's Airports Standard Operating Procedure (SOP), *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00)*, dated 10/1/13; and
- FAA's Airports Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps, Version 3.00, dated 10/1/13.

The Master Plan shall include a full list of key elements as found in AC-150/5070-6b/part II. The complexity of the individual elements will vary, depending on each particular element and the recent infrastructure improvements of the airfield. Each element shall be analyzed to the extent required to produce a meaningful Master Plan. Emphasis shall be placed on the following:

- Detailed analysis on all precision and non-precision approaches for future aviation demand.
- Analyze air service markets and prepare GA activity forecasts.
- Prepare assessments of facility requirements needed to meet demand forecasts.
- Analyze alternatives for major development areas.
- FAA-AC approved economic analysis and financial planning.
- Inventory existing facilities and update base mapping.
- Identification of future capital improvements based on the analysis of existing and future demand as well as a financial evaluation which will identify how those improvements may be funded and prepare a 20 year Capital Improvement Plan.
- Assess environmental impacts of proposed projects and the need for additional environmental documentation.



- A vision of future aviation trends and an airport development timeline needed to utilize them to the fullest extent possible.
- Effective outreach to the public and stakeholders
- Obtain aerial photogrammetry and topographical survey.
- Create an updated set of Airport Layout Plan drawings.
- Review/update of Exhibit A, Property Map.

#### 11. Statutory Requirements

All requirements listed within the Federal FFA Requirements for an Airport Master Plan as outlined in AC 150/5300-13 should be included as well as any additional permissible elements which make for a good Master Plan.

Offer must comply with all federal reporting requirements and submittal of financial and performance reports.

#### 12. Budget:

The offeror must provide a scope of work and practical budget for undertaking this project. The offeror should keep in mind current economic conditions and be as efficient as possible in this process. The offeror should identify ways that the community might use local resources to help minimize the expenses associated with project tasks. A detailed breakdown of costs should be included within the proposal. The Budget will not be used for evaluation of proposals but is included to expedite the RFP process in accordance with FAA AC 150/5100-14E, Section 2.8.

#### 13. TimeFrame:

The offeror will be required to work closely with the County Airport Project Manager. The County would like to start the Master Plan process at the beginning of September 1, 2015. The Master Plan should be completed no later than January 2017 and ratified by the County BOCC no later than December 31, 2017.

The offeror will be responsible for all presentations, work related items, and all deliverables recommended changes until all deliverables are adopted, at no additional cost to the County. Deviation from this timeline should be elaborated upon by the offeror.

#### 14. Schedule:

The offeror must provide a work schedule for review by the Project Manager once the Agreement is executed and a notice to proceed (NTP) is issued. The County or the Project Manager will not be responsible for approving the offeror's project schedule for any acceleration or delays in the offeror's work schedule.

#### 15. Intellectual Property:

If, offeror infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under the Agreement, Offeror shall, at the County's option (a) obtain for the County or Offeror the right to use such products and services; (b) replace any Goods, Services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, (c) if neither of the foregoing alternatives are reasonably available, remove any infringing Goods, Services, or products and refund the price paid therefore to the County.

#### 24. PROPOSAL EVALUATION INSTRUCTIONS:

This section is intended to indicate the minimum items required with each proposal in order to be properly evaluated. At a minimum each proposal should include the following information. Please prepare your proposal utilizing the following format. Provide a complete response to each item and include at the front of your proposal.

- Experience. Clearly indicate the specific experience of the individual/firm of projects of the same scale and type as this project. List the projects and indicate the length of each project and budget, and whether or not the project was completed on time and within the budget. Please provide references to these projects within the Appendix.
- Approach. Provide a response that demonstrates clear understanding of the purpose and objectives of the project, by which the offeror will perform the services outlined in the scope of work.
- Key Personnel. Provide a complete list of key personnel on the project and all subcontractor working on the project, along with their education, professional experience (project and dates) and their role/responsibility in the project. Indicate the number of hours each person, including the offeror's Project Manager, will be dedicated to this project and each person's role/responsibility with this project.
- Subcontracted. Explain what portion of the project will be subcontracted out. Submit a list of the portion of the project to be subcontracted, the percentage, the names of the proposed sub-contractors and work experience with offeror.
- Provide a detailed scope of services including product for each project element with a timeline.
- Provide an outline of all proposed tasks, milestones, deliverables and methodologies for each item listed in the scope of work
- Describe any additional resources required by the County.
- At least three (3) references shall be provided for similar projects.
- A W-9 form shall be completed and returned with proposal and for each subcontractor, if applicable.



**21. EVALUATION FACTORS FOR AWARD:**

Award will be made to the single responsive, responsible offeror who submits the most technically acceptable proposal.

A review committee consisting of members, appointed by the County, will make recommendation to the County Board of Commissioners. The evaluation is based on the individual/firm's qualifications. The committee may request additional information from offeror or request personal interview with offeror.

The evaluation criteria are listed below in descending order of importance.

**22. CRITERIA:**

1. Firm's timeframe, schedule of milestones and proposed completion of deliverables for the project.
2. Firm's experience, key personnel and experience and qualifications of the subcontractors.
3. Firm's demonstrated understanding of the project and proposed methodology.
4. Firm's ability to complete project tasks without the need for substantial County resources.
5. Consultation firms shall have extensive, recent and direct experience in all phases of a Master Plan development including:
  - (1) Plan of study
  - (2) Scope of services
  - (3) Negotiation of fees
  - (4) Aviation planning
  - (5) Land use
  - (6) Environmental planning
  - (7) Aviation engineering
  - (8) Financial planning for general aviation airports

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