

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 29 day of September 2016, 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 Design Workshop, located at 1390 Lawrence Street, Suite 100, Denver, Colorado 80204, 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 2016.230 and the Contractor's response to the RFP 2016.230 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

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

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

3. TERM:

3.1. Term of Agreement: The Term of this Agreement shall be through August 1, 2017.

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: One hundred fifty-five thousand dollars (\$155,000.00).

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

5. INDEPENDENT CONTRACTOR: In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her

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

6. NONDISCRIMINATION:

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

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

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

8. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. 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 Regional Park and Open Space
Contact: Kurt Carlson
Address: 9755 Henderson Road
City, State, Zip: Brighton, Colorado 80601
Phone: 303-637-8013
E-mail: kcarlson@adcogov.org

Department: Adams County Purchasing
Contact: Jennifer Tierney
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720-523-6049
E-mail: jtierney@adcogov.org

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

Contractor: Design Workshop
Contact: Robb Berg
Address: 1390 Lawrence Street, Suite 100
City, State, Zip: Denver, Colorado 80204
Phone: 303-623-5186
E-mail: rberg@designworkshop.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.
- 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.

The 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

Steven J. Dorisio Chair 10/4/16 Date

Design Workshop

R.D.B. Signature 9/20/2016 Date

ROBERT D. BERG Printed Name PRINCIPAL Title

Attest:

Stan Martin, Clerk and Recorder Channah Deputy Clerk

Approved as to Form: [Signature]
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

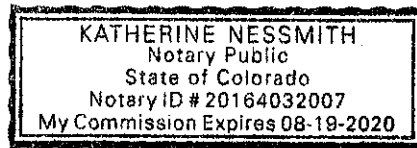
COUNTY OF Denver)

STATE OF Colorado)SS.

Signed and sworn to before me this 20th day of September, 2016,

by Robert D. Berg

Kate Nessmith
Notary Public



My commission expires on: 8/19/2020

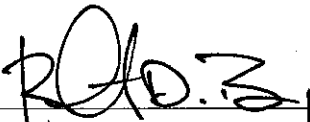
CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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

CONTRACTOR:

DESIGN WORKSHOP INC.
Company Name

9/20/2014
Date


Signature

ROBERT D. BERL
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

Exhibit A

GENERAL INSTRUCTIONS

1. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Master Plan Update for the Adams County Regional Park and Fairgrounds.
2. **All documents related to this RFP will be posted on the Rocky Mountain Bid System at:**
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>
 - 2.1. Interested parties must register with this service to receive these documents.
 - 2.2. This service is offered free or with an annual fee for automatic notification services.
3. Written questions may be submitted through June 13, 2016. All questions are to be submitted to Jennifer Tierney, Contract Administrator by email at jtierney@adcogov.org.
4. An Addendum to answer all questions will be issued no later than June 15, 2016.
5. There will be a **Mandatory Pre-Proposal conference** on Wednesday June 8, 2016 at 2:30p.m. at the Adams County Regional Park 9755 Henderson Road Brighton, Colorado.
6. Proposals
 - 6.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of the Finance Department at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, C4000A Brighton Colorado 80601, up to 3:00 p.m. on June 22, 2016.
 - 6.2. The proposal opening time shall be according to our clock.
 - 6.3. Proposals will be publicly opened and the names of the companies submitting proposals will be read aloud.
 - 6.4. Proposals may be mailed or delivered in person and **must be** in a sealed envelope clearly labeled with Company Name, Proposal Number and Project Title.
 - 6.5. No proposals will be accepted after the time and date established above except by written addenda.
 - 6.6. The two proposal signature pages "**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**" pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, and the "**PROPOSAL FORM**" acknowledging the receipt

of addendum(s) must be signed and included as hard copy with the CD. These are the **last two pages of the RFP.**

- 6.7. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve (12) months from the date of this opening.
- 6.8. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.
- 6.9. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 6.10. 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: Master Plan Update for the Adams County Regional Park and Fairgrounds and 2016.230.
- 6.11. 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 Commissioners to close the County offices.
- 6.12. 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.
- 6.13. No award will be made to any person, firm, or corporation, which is in arrears upon any obligation to the County.
- 6.14. 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 proposal.
- 6.15. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:
 - 6.15.1. Any Proposal which does not meet bonding requirements, or,
 - 6.15.2. Proposals which do not furnish the quality, or,
 - 6.15.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,
 - 6.15.4. Proposals from offerors who lack experience or financial responsibility, or,

- 6.15.5. Proposals which are not made to form.
- 6.16. 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.
- 6.17. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.18. 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.
- 6.19. 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.
- 6.20. 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. The County does not guarantee the confidentiality of any records.
7. Adams County is an equal opportunity employer.
8. The County ensures that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender, or disability in consideration for an award.
9. 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.

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. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:

10.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

10.1.1. Each Occurrence \$1,000,000

10.1.2. General Aggregate \$2,000,000

10.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

10.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)

10.2.2. Personal Injury Protection Per Colorado Statutes

10.3. Workers' Compensation Insurance: Per Colorado Statutes

10.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.

10.4.1. Each Occurrence \$1,000,000

10.4.2. 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.

10.5. 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:

10.5.1. 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.

10.5.2. 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.

10.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

10.5.4. 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.

- 10.6. 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.
 - 10.7. 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.
 - 10.8. 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.
 - 10.9. 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.
 - 10.10. 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.
 - 10.11. The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to The County.
 - 10.12. 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.
11. Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
 12. 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:

- 12.1. 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.
- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. 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.
- 12.4. 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.
- 12.5. 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.
- 12.6. 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.
- 12.7. 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).
- 12.8. 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.

End General Information

Scope of Work

Introduction

Adams County is seeking the services of a qualified consultant or consultant team to complete an update to the Master Plan for the Adams County Regional Park and Fairgrounds. The Regional Park and Fairgrounds Master Plan update will be a stand-alone plan that ties together and consolidates applicable components from three previous master planning exercises and addresses the changing needs of the Parks and Open Space Department and the community as a whole.

The planning process shall be completed in an open and transparent public process.

The County wishes to conduct this planning effort and engage stakeholders in order to explore the full range of opportunities that exist within the area of interest by:

1. Evaluating the existing conditions of the site as well as all associated amenities and facilities and infrastructure.
2. Engaging area residents, historical clients, park users, staff members and other stakeholders in the planning process. The process should be inclusive and include bi-lingual (Spanish) translation/communication capabilities.
3. Establishing a clear vision, supporting policies, prioritization of projects and an implementation strategy including action steps and phasing options for the Master Plan recommendations.

History

History of the Adams County Regional Park and Fairgrounds Area

The Adams County Regional Park and Fairgrounds has been operating since the late 1960s and has strong agricultural and cultural roots. Prior to this site serving as the Adams County Regional Park and Fairgrounds, the City of Denver operated the “Denver Poor Farm” on this land. The farm operated until the late 1950’s. Denver leased the area until 1959, when the capital improvement budget committee recommended the property be sold to Adams County who’s Commissioners wanted to use the area for a golf course, fairgrounds, and park area. Adams County purchased 356 acres of land in 1960.

Today, the Regional Park and Fairgrounds encompasses over 1,210 acres and runs along the South Platte River corridor from 120th Ave to E-470. The South Platte River Trail, which in this area doubles as the Colorado Front Range Trail, runs through the east side of the Regional Park and Fairgrounds. The location of the park to the metro area and Colorado’s northern front-range makes it a valuable resource. The park serves as a respite for people, contains an abundance of wildlife, provides a variety of recreational opportunities, and houses the Adams County Fairgrounds, Adams County Museum, and two 18-hole golf courses (Riverdale Knolls and Riverdale Dunes).

Regional Park and Fairgrounds in the 21st Century

Today, Adams County is trying to meet and balance the needs of the Regional Park and Fairgrounds clientele and visitors. The County is working to maintain various aging facilities while looking to the future to plan for the development of the Regional Park and Fairgrounds. The County has also recently finalized an Intergovernmental Agreement (IGA) for water storage

at the Mann Lakes area on the south end of the project area. Because of the recent agreement and pressures caused by a burgeoning population in the region, an updated Master Plan is necessary. This plan should be a consolidation of applicable information from previous master planning efforts and ultimately outline appropriate facility and overall park improvements to ensure stewardship of natural resources, as well as the continued marketability and financial viability of the improvements. Consequently, the Master Plan should address land use, transportation, natural resource conservation, sustainability (including, but not limited to, economic, environment, and social elements), future land preservation possibilities, area specific planning, natural and man-made hazards, public health, recreation, and the historic and cultural preservation of the area. Some significant challenges at the Regional Park include limited access to the park facilities due to restricted ingress and egress and restrictions created by floodplain issues from both the South Platte River and the Brantner Gulch Drainage area(s).

Applicable Previous Master Planning Documents

Adams County has already laid a foundation for the Regional Park and Fairgrounds redevelopment and expansion. The proposed master plan will build upon this foundation by correlating and consolidating the existing master plans and comparing previous recommendations with current public priorities to feed into a seamless new master plan document. Existing plans that will be useful in defining the future of the Regional Park and Fairgrounds include:

Adams County Open Space, Parks and Trails Master Plan (2012)

<http://co-adamscounty.civicplus.com/index.aspx?NID=421>

The Plan identifies areas for agricultural and environmental resource conservation and trail development. The plan identifies efforts that the county and others can make to support agricultural viability, encourage environmental resource preservation, help establish community buffers and develop a unified trail system.

Adams County Fairgrounds Master Plan Update (2009)

<http://co-adamscounty.civicplus.com/index.aspx?NID=420>

The Adams County Fairgrounds Master Plan is an addition to the Adams County Regional Park Master Plan that was adopted in 1999. The Adams County Fairgrounds is a focal area of particular importance within the Regional Park. This addition to the Adams County Regional Park Master Plan serves as a guide for future development.

Adams County Regional Park Master Plan Update – South and Northeast Areas (2008)

<http://co-adamscounty.civicplus.com/index.aspx?NID=422>

The 2008 Adams County Regional Park Master Plan Update serves as a guide for the future development of the park. It defines the program for long-term park growth, including: Character of new and existing facilities; lakes; natural resources; pattern; quantity; roads and trails. This particular update focused on areas to the South of 124th avenue and along the northeastern edge of Regional Park.

Adams County Regional Park Master Plan (1999)

The Adams County Regional Park Master Plan serves as a guide for the future development of the park. It defined the program for long term park growth including the quantity, pattern, and character of new and existing facilities, lakes, natural resources, trails and roads. The plan developed a basis for existing site conditions analysis and, ultimately the master plan.

<http://co-adamscounty.civicplus.com/index.aspx?NID=422>

Colorado Front Range Trail (CFRT) Plan (2007) – Colorado State Parks

<http://cpw.state.co.us/aboutus/Pages/TrailsCFRT.aspx>

The Colorado Front Range Trail (CFRT) plan includes a detailed assessment of existing trail segments along Colorado's Front Range, as well as marketing and financial strategies to facilitate completion of the CFRT.

South Platte River Heritage Plan (1998)

<http://co-adamscounty.civicplus.com/index.aspx?NID=425>

The South Platte River Heritage Corridor Plan provides a strategic framework for preserving and enhancing the natural, cultural and recreational qualities of the river corridor through Adams County. The project focuses on a 17-mile stretch of the South Platte from Commerce City to Brighton (the Denver City limits to the Weld County line) and seeks to protect and restore its special qualities. The heritage plan outlines a sense of community stewardship for the resource; a strategic action plan that protects and enhances natural areas; an environmental education program focusing on the river system; key agricultural lands; new public-private partnerships to foster enhanced restoration and reclamation of gravel mining areas as well as new recreational opportunities to the public.

Existing Conditions

Adams County - Regional Context

Based on 2010 Census information, the County's population is 441,603, and is spread out over 1,182 square miles. It contains a diverse mix of land uses varying from older cities to new green-field suburbs to expanses of open rangeland. All or portions of ten (10) municipalities (Arvada, Aurora, Brighton, Bennett, Commerce City, Federal Heights, Lochbuie, Northglenn, Thornton, and Westminster) are found in the County. Counties contiguous with Adams include the City and County of Denver and Arapahoe County to the south, Jefferson County and the City and County of Broomfield to the west, Weld and Washington County to the north, and Morgan County to the east.

The Regional Park and Fairgrounds is located in an area of extremely high growth in Northern Denver Metro Region and is bordered by the City of Brighton, the historic area of Henderson, the City of Commerce City and the City of Thornton. Major transportation networks that are in close proximity to the Regional Park and Fairgrounds area include I-76, E-470, US 85, SH 7, the Union Pacific Railroad, and the Burlington Northern Santa Fe Railroad. Denver International Airport (DIA) is located approximately nine miles to the southeast as the crow flies or 18 miles by car (approximately a 20-minute drive).

Regional Park and Fairgrounds

The Regional Park currently provides walking and bicycling trails, fishing lakes, picnic facilities, a playground, horseshoe pits, and an 18-hole disc golf course. A stage area is available for concerts with the audience in a grassy area.

Throughout the year, the buildings at the Regional Park and Fairgrounds serve as an events complex where rooms and facilities can be rented for use. The facility has a well-established event calendar, hosting approximately 1,250 events a year and utilizing the existing facilities on a very consistent basis. The event mix ranges from local and national livestock and equestrian events, large flat-floor or exhibition events, outdoor music festivals, concerts, benefit events, weddings, private parties, as well as the Adams County Fair. Clients come from as far away as 500 miles or more to attend some of the larger national events. The Regional Park and Fairgrounds provides nearly 75,000 square feet of event space and over 130,000 square feet of livestock/ equestrian space including:

Event and Administration Buildings

- Parks Administration Building (15,185 sq ft) meeting rooms are approximately 1,200 sq ft.
- Exhibit Hall (23,200 sq ft)
- Waymire Dome Event Center (22,478 sq ft),
- Al Lesser Building (small 8,000 sq ft Exhibition Hall)
- Old Red Cross Community Building (2,627 sq ft community building) houses ADCO Facility Operations and has limited meeting space (<500 sq ft), a kitchen, restrooms and a shower.
- 4-H Building (approximately 4,000 sq ft) in-holding operated by Good Luck 4-H club

Equestrian and Livestock Facilities

- Grandstand Arena (Outdoor Rodeo / Event Arena) –seats approximately 3,600
- Indoor Riding Arena (33,600 sq ft) – Note: this facility is currently slated for demolition. *An integral part of the plan will include recommendations for replacement of this asset.*
- Three outdoor warm up arenas (aka 4-H Arenas);
- Four livestock barns (approximately 106,000 square feet),
- A Sale Barn (7,500 sq ft) located on the southern part of Barn 1 (includes livestock wash racks)

The Regional Park and Fairgrounds is owned and operated by Adams County. Historically, the venue has contracted out its liquor concessions for the event buildings and for the Annual Fair. However, a recent change in operations means liquor concessions will be managed internally by Adams County staff members and part time bartenders.

Mann Lakes Area

The Mann Lakes area encompasses 308.7 Acres between 120th Ave Parkway and 124th Ave (aka Henderson Road) and is bordered on the east by the South Platte River and the South Platte River Trail (SPRT).

In 2015, an intergovernmental agreement was executed with Todd Creek Metro District and South Adams County Water and Sanitation District to operate three new water storage reservoirs and keep the lakes filled. There is a conservation pool that allows the southernmost lake to remain fairly constant in order to maintain the viability of recreation and enhance fish habitat. Additional recreation amenities are envisioned for the non lake portions of this section of the Regional Park.

Scope of Service

The consultant will, at a minimum, be responsible for performing the following:

The Regional Park and Fairgrounds Master Plan Update

The Regional Park and Fairgrounds Master Plan should provide a vision; identify priority project areas, specific strategies, and financing mechanisms to accomplish the plan.

In terms of facility usage, the Regional Park and Fairgrounds Master Plan should include a market study to investigate possible improvements to meet area needs for event space and suggest the types of facilities that are feasible and desired by the citizens and clients of Adams

County. Maintaining spaces needed by long-term clients and providing new facilities that will attract a more diverse client base are desired outcomes. Key issues such as ingress/egress, floodplain and floodway limitations, infrastructure, continuous use, parking, and staffing levels need to be addressed.

In terms of recreation, Adams County Parks and Open Space will use this Master Plan to help guide them in meeting the recreation demands of park visitors and county residents at the Regional Park and Fairgrounds.

An undeveloped area of the Regional Park and Fairgrounds, Mann Lakes, was included in the 2008 Adams County Regional Park Master Plan Update, but should be re-evaluated to meet current needs. Additionally, established park areas should be evaluated to ensure improvements are meeting user expectations and identify upgrades or new components that are desired by the public. While the two 18-hole golf courses, driving range, and clubhouse are part of the Regional Park and Fairgrounds, this plan should not make specific recommendations on these areas except as they relate to ingress/egress, access, facility planning, or meeting another need from the facility or park areas of the Regional Park and Fairgrounds.

Specific objectives of the Parks Master Plan are to:

Objectives:

1. Research how the land within the project area has historically been used.
2. Research how the area(s) surrounding the Regional Park and Fairgrounds is expected to develop based on existing zoning, drainage and future development plans.
3. Assess current facility conditions; inventory developed and undeveloped land as well as current infrastructure and site ingress / egress.
4. Identify facility and operational components of the Regional Park and Fairgrounds and surrounding area(s) that function well, and those that require modification, enhancement, removal and/or expansion.
5. Assess current facility use, existing capacity, accessibility issues, and current market conditions.
 - a. Complete a market study to investigate whether existing buildings fill a need of the community and whether there are service provider gaps that could be served by existing or new buildings. The market study should assess the demand for agricultural facilities, general meeting facilities, exhibition facilities, and event facilities and determine 1) how well we serve the existing need and 2) how we could better serve these needs in the future.
6. Evaluate the carrying capacity of this facility in terms of the number of vehicles that can be accommodated on site, ingress/egress during large events, staffing levels, and building capacities.
7. Identify future development potential for the Regional Park and Fairgrounds that considers surrounding area, floodplain, drainage, utilities, development, transportation, access, as well as maintenance and replacement of existing aging buildings and facilities. Include cost estimates for recommended capital improvements.
8. Identify several potential future funding sources for capital improvements and future development.

- a. Examples: ADCO facility tax extension, capturing sales tax generated at the facility and using it to reinvest in capital improvements, event generated revenues, enhanced concessions / services, grants, foundations, partnerships, agreements, naming rights, etc.
9. Identify important outdoor recreation and natural resource conservation / stewardship values building upon information in the existing Master Plan(s) and public input.
10. Provide a balanced approach to resource conservation protection values (i.e., wildlife habitat, scenic, environmental, etc.), recreation opportunities (both passive and active), long-term management, and public opinion to produce a focused and workable Regional Park and Fairgrounds Master Plan.
11. Identify and refine the “niche” and effective role of the Regional Park and Fairgrounds within the larger facility recreation framework of the County Parks and Open Space System as well as the municipal, state, federal, and private facilities in the Northern Denver Metro area and Central / Northern Colorado Front Range.
12. Develop a public relations plan to identify public needs and preferences through a public involvement program.
13. Identify public needs and preferences through a public engagement program that ensures broad community / stakeholder participation
14. Make programming and site improvement recommendations that meet changing demographics and trends in similar / competing facilities and suggest alternatives based on level of service, consideration of the spectrum of opportunities with the full parks and open space system(s), and long-term management costs.
15. Evaluate regional trail connectivity within the Park as well as adjacent communities looking specifically at trail systems that have a direct correlation to the Regional Park and Fairgrounds and South Platte River Trail.
16. Determine funding needs through a funding analysis that meets the public's demand for additional programming, infrastructure development, event staffing, on-going maintenance and management in the future.
 - a. The Master Plan must also include a benchmark study to compare selected regional parks and fairgrounds of similar size in the region.
 - b. Evaluation of different fee structures and timing recommendations/triggers for fee increases
 - c. The funding analysis should include a summary of viable funding sources including fees, potential partnerships, grants, etc. and comparison/evaluation of funding mechanisms used by other similar agencies.
17. Address access and parking issues at the Regional Park and Fairgrounds and complete a traffic study that provides options for greatly enhancing parking as well as ingress and egress to the core facilities within the park.
18. Identify improvements that will meet the recreation demands of park visitors and county residents.

19. Make recommendations for outdoor recreation development and management, and natural resource stewardship, using the existing master planning processes and new information gleaned from this planning process.
20. Be inclusive of any environmental sensitive or natural resources that may need special attention or require certain permitting.
21. Include a range of conceptual plans with a minimum of three alternatives to be used in the public process to generate a final plan for adoption.
22. Evaluate existing emergency management plans and incorporate recommendations to meet this need as the Regional Park and Fairgrounds develops and evolves.

Mapping

Adams County can provide the following data for ArcMap:

- Roadways
- Trails
- Parcels
- Lakes
- Rivers
- Irrigation ditches
- Existing and proposed stormwater improvements
- Regional Park boundaries
- Wetlands
- Floodplain/Floodway data (FEMA data)
- Zoning
- 2014 Contours
- 2014 Aerials
- Park facilities (icons identifying features at a park)
- Park facilities boundary (boundary of features at a park)

Any layers needed beyond those listed above will need to be obtained by the consultant, unless the County has required data readily available. Any data not provided by the County that is used in analysis and/or displayed on a map shall be delivered to the County in GIS shapefile or geodatabase (Arc 10) format using our specifications. The consultant shall provide layer files for all layers that are displayed on any maps included in the Plan (data that was either provided by the County/City and data that was created by the consultant).

GIS data will not be provided until *after* a contract is awarded. The consultant shall work with the project manager to obtain the data. GIS data will be used for this project only and will not be disseminated or used for other purposes by the consultant.

Public / Staff Involvement

Community, visitor, and historic facility user input will be critical to the success of the master plan. The consultant shall outline a specific, targeted, public engagement process which should emphasize specific visitor outreach techniques that reach a broad audience. The public engagement programs shall include a summary table of tasks, timelines, and responsibilities for implementation (consultant, staff, etc.). The public engagement programs shall identify key

timeframes for consultant/staff core team meetings, stakeholder group meetings, citizen board meetings including the Fair Advisory Board, and review and approval with the Board of County Commissioners. Periodic updates to the Adams County Board of County Commissioners are expected including public hearings for adoption.

The consultant shall propose a public participation process that encourages participation, engages all pertinent groups and leads to consensus on Plan recommendations. The consultant shall develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the Plan. The consultant shall facilitate public outreach to collect data, present information to the community regarding findings to date, and recommend strategies. All public meetings shall be held at the Fairgrounds and/or the Adams County Government Center (located in Brighton – approximately four miles east of the Fairgrounds).

In order to engage a wide variety of user groups with varying needs, the consultant shall be responsible for facilitating all public input sessions. A minimum of four (4) public input sessions from general park users / stakeholders as well as meetings with the Fair Advisory Board / Fair Superintendents/ 4-H will be required. The four (4) public input sessions should occur in the data gathering and draft plan stages of the process. The consultant shall also conduct other feedback sessions as necessary throughout the planning process. A minimum of three (3) additional sessions with County Staff / Advisory Board Members and/or the Board of County Commissioners (one to present a draft plan to the Board of County Commissioners and one for final adoption at public hearing) will also be required for a grand total of seven (7) seven public input and/or board presentation sessions.

County staff will work closely with the consultant for all public input sessions. The consultant shall be responsible for providing information and materials (including printing and PowerPoint presentations) for all meetings. Presentation materials developed by the consultant shall be made available to County staff for review at least three business days prior to meetings. All presentation materials shall be submitted to the County electronically. The consultant shall also host, design, update, and monitor a website, which shall include information on the Plan, updates on the status of the Plan, meeting times and dates, an area for public comment, and shall include the capability for hosting public opinion polls. To the extent that polls are utilized in public meetings, an on-line component shall also be implemented for those that are unable to attend meetings, thus allowing public input and feedback from those individuals as well. Information shall be provided in both English and Spanish.

The consultant shall record and track all public comments (verbal and written in hard copy or electronic format) and document how each comment was received and ultimately addressed.

Staff Advisory Board Role(s)

A staff advisory panel shall be organized by the department with the assistance of the consultant for the duration of the planning effort. The Regional Park and Fairgrounds Staff Advisory Panel shall meet regularly with the consultant, and staff to participate in the development of the Regional Park and Fairgrounds Master Plan.

The Adams County Regional Park and Fairgrounds Advisory Panel will be consulted at key points in the planning process. The public engagement program shall include a half-day facilitated visioning meeting with select Parks and Open Space staff and stakeholders.

Plan Creation

Draft Plan

The Regional Park and Fairgrounds Master Plan: A draft plan shall be prepared that includes, but is not limited to, the following elements:

1. Project organization, vision, goals, and objectives.
2. Existing resource and evaluation of facility conditions, including an inventory of current facilities.
3. Existing resource and evaluation of park amenities and conditions, including an inventory of current facilities.
4. Analysis of gaps, needs, preferences, and opportunities through the development of a market study of similar facilities and amenities in the region.
5. Recommendations, which would include:
 - a. An overall site plan (with a minimum of three (3) alternative concepts) for the long-term build out of the entire Regional Park and Fairgrounds complex (~1,150 acre property) including phasing and allowance for building replacements so as to avoid any time gap in service/programming. Site plans should show compatibility with adjacent land uses and incorporate a FEMA zoning model to inform what uses by type are most appropriate within each zone.
 - b. Plans should also work with the local transportation authorities to plan for future road and transportation expansions, consideration of traffic in and around the facility as well as alternative methods for ingress and egress.
 - c. An outline of facility design standards/compatibility with other on-site features.
 - d. Priorities for additional programming opportunities and associated facility/infrastructure needs.
6. Recommendations for capital improvements and long-term sustainable ('green') facilities and operations based on a financial analysis and potential return on investment (ROI).
7. Summary of public outreach and input with clear documentation of why and how decisions were reached.
8. Maps, site design plans, and relevant tables will be utilized to clearly communicate the vision and goals of the Master Plan throughout the process.
9. References, appendices, and additional sources of information.

Submittals

All submittals, written materials, graphics, and data should be provided to the County in a format consistent with the following:

- a. **Software** - All materials submitted should be submitted in both Microsoft Word and Adobe PDF format.
- b. **GIS Data Deliverables**- All GIS data deliverables should be in ESRI shapefile or geodatabase format using NAD_1983_StatePlane_Colorado_Central_FIPS_0502_Feet coordinate system. The County currently uses ArcMap 10.
- c. **Printing Deliverables** - The Consultant shall submit one (1) electronic copy of each draft and final Plan in Adobe PDF format and shall submit one (1) electronic copy of the final Plan in Microsoft Word format (County is currently using MS Word 2007)

Review of Draft Plans

In addition to the public review of the draft Plan, the County will distribute the draft Plan internally for review and comment. The consultant will work with the staff to present the draft report for public comment with at least one (1) public meeting at the Regional Park and Fairgrounds. Refinement of the Plan and communication with the community are critical to the success of the Plan.

Revised Plans

Based upon the feedback from the review process, the plans will be revised and/or refined, following consultation with and approval by Adams County staff. The proposed Master Plans will then be recommended for adoption by the Board of County Commissioners.

Prepare Final Plan

The final Plan will be prepared based upon the above elements. An executive summary will also be prepared for each plan. All work products, including these plans and executive summaries, will become the property of Adams County. The reports will be delivered to the County as separate master copies in a format as directed by the County. The master copies will be suitable for printing any number of copies as desired by the County.

Budget and Timeline

Budget

The Regional Park and Fairgrounds Master Plan should not exceed \$95,000.00. **This is an all inclusive proposal.** A breakdown of all costs should be included with each proposal. All indirect/direct costs (i.e. travel, printing, staff, subconsultants, etc.) must be included in your proposal. Any additional costs above and beyond those included in the proposal will be at the cost of the consultant. If selected for this project, invoices shall document tasks completed and percent of overall work completed, as well as demonstrate that this corresponds to the amount of payment requested. **Please seal pricing in a separate marked envelope from the proposal.**

Timeline

Adams County anticipates completion of the Draft Plan within 8 months of contract initiation, and final plans one month following the required review process.

Qualifications

Consultant qualifications, at a minimum, shall include the following:

- Key members of the consultant team and contracted consultants (sub consultants) shall have a minimum of five (5) years experience, including projects of similar size and scope.
- Five (5) references from the past five (5) years for whom you provided similar services to those stated in the Scope of Services (government references preferred, but not required).
- Trained and experienced staff available to perform the scope of services in an efficient, cost-effective innovative manner.
- Extensive knowledge and familiarity with park planning, landscape architecture, community development/planning, transportation planning, drainage and floodplains, architecture, marketing, economics, and site design.
- Demonstrated experienced working with / designing fairgrounds, livestock, and/or special event-based regional park facilities.

Submittal Format

The Consultant shall submit One (1) electronic copy, one paper original, and ten (10) paper copies of the Proposal not to exceed (30) sheets, submitted only on single sided, single column typed 8.5" x 11" size. The sheet count limitation applies to the actual Technical Proposal contained in the submittal. The only exceptions to the page count are the front and back cover. There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, table of organizations, etc., must be of readable size. Appendices of relevant information may supplement the proposal; however, information supplied in the Appendices is at the discretion of each Consultant Selection Team Member to utilize.

All proposals *must* include the following information:

- 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.
- Methods and Means Response. Provide a response that defines the methods and means by which the proposing firm will perform the services outlined in the RFP.
- Portion of Project to be subcontracted. Submit a list of the portion of the project to be subcontracted, a percentage and the names of the proposed sub-consultants and work experience with proposer.
- Key Personnel. Provide a complete list of key personnel on the project and all sub consultants working on the project, along with their education and professional experience (project and dates) and their role/responsibility in the project. Indicate the number of hours each person, including the Project Manager, will be dedicated to this project and each person's role/responsibility with this project. Also, clearly identify County/City staff responsibilities for each task.
- Detailed scope of services including product for each project element with an estimated timeline.
- Outline of proposed tasks, milestones, deliverables, critical path items and methodologies for each item listed in the scope of work.
- Describe any proposed use of County personnel.
- Cost proposal which shows costs for each item in the scope of work and staff assignments.

Evaluation Requirements

Adams County will assemble an interdisciplinary team to select a consultant for this project. Each proposal will be evaluated by the team and scored on the following characteristics:

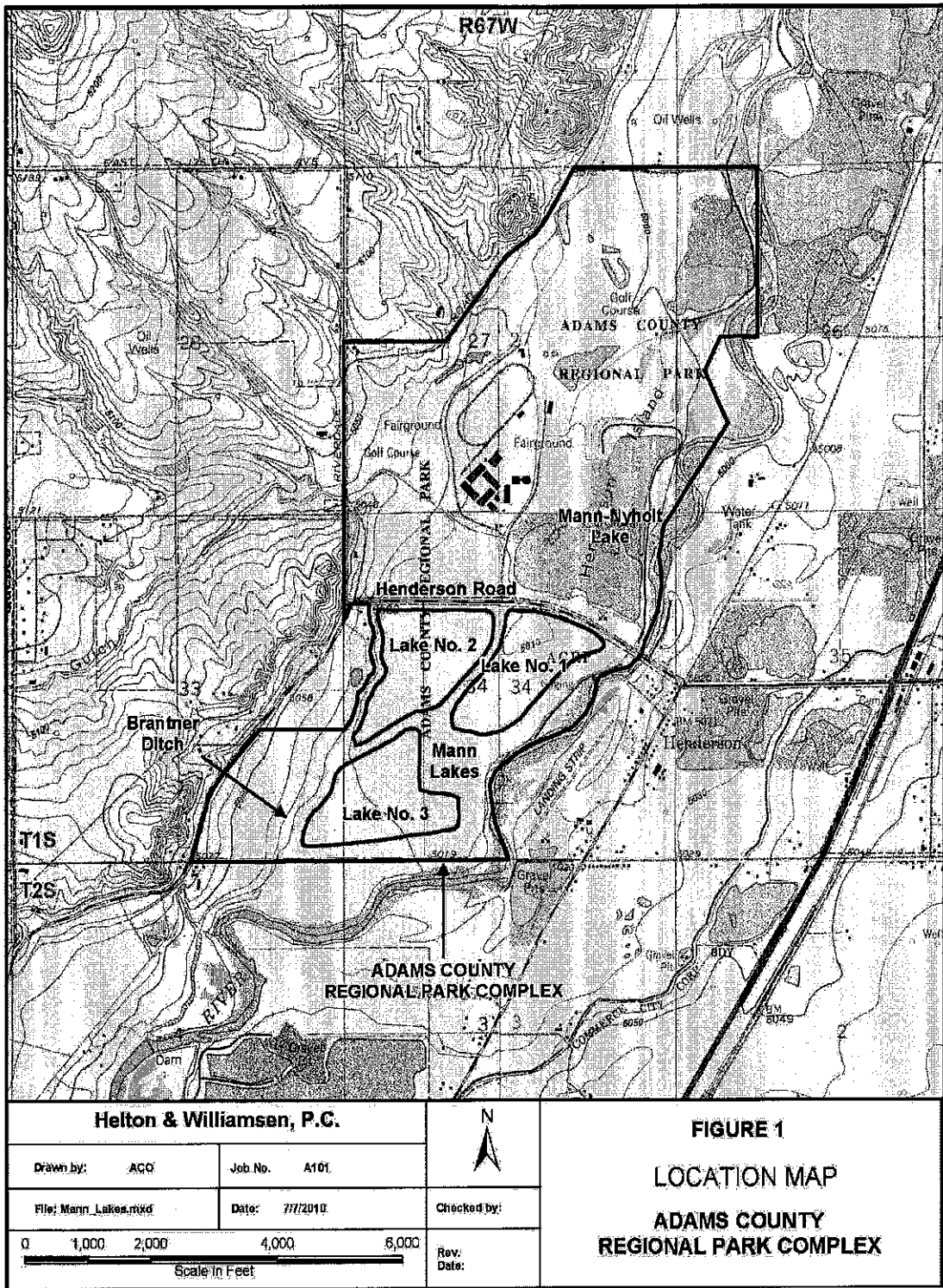
- Qualifications of the project team and past project experience relating to similar projects they have completed.
- Project approach (methods and means) including the public participation process

- Understanding of the project requirements and current plans
- Demonstrated experienced working with / designing fairgrounds, livestock, and/or large special event-based regional park facilities.
- Value of Proposed fee for services.

If the team desires, consultant teams may be invited for an in-person interview prior to making a final consultant selection for this project.

Note: To the extent plausible, it is highly desirable to have the consultant attend two high-volume days at the 2016 Adams County Fair (Friday-Sunday are the highest volume days). Dates for the Fair are August 3-7. Go to www.adamscountyfair.com for additional fair information.

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Helton & Williamsen, P.C.

Drawn by: AGC Job No. A101

File: Mann_Lakes.mxd Date: 7/7/2010



Checked by:

Rev: Date:

FIGURE 1
LOCATION MAP
ADAMS COUNTY
REGIONAL PARK COMPLEX

- Response to RFP
- W-9
- Contractor's Certification of Compliance
- Proposal Signature Form
- Pricing (on your own form according the Budget and Timeline section in a separate sealed envelope.
- References
- One original and 10 paper copies
- One CD of submitted proposal in a single PDF document

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

Name (Print or Type)

Signature

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
COLORADO

PROPOSAL FORM
Regional Park Master Plan

CONTRACTOR'S STATEMENT

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

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # _____ Addenda # _____

If None, Please write NONE.

| | |
|-----------------------|--------------|
| | |
| Company Name | Date |
| | |
| Address | Signature |
| | |
| City, State, Zip Code | Printed Name |
| | |
| County | Title |
| | |
| Telephone | Fax |
| | |
| Email Address | |

SAMPLE OF PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this ____ day of _____ 2016, 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 Winner123, 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 the date of this Agreement.
- 3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions 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.

8. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, 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 or policies required under this Agreement.

9. TERMINATION:

9.1. 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.

9.2. 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.

10. MUTUAL UNDERSTANDINGS:

- 10.1. 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.
- 10.2. 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. 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).
- 10.3. 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.
- 10.4. 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.
- 10.5. 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.
- 10.6. 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.
- 10.7. 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.
- 10.8. 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 email 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:
Email:

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

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

Contractor: Winner123
Contact:
Address:
City, State, Zip:
Phone:
Email:

10.9. 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.

10.10. 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.

10.11. 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. CHANGE ORDERS OR EXTENSIONS:

11.1. 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 Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

11.2. Extensions: The County may, upon mutual written agreement by the parties, extend

the time of completion of services to be performed by the Contractor.

12. 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:

- 12.1. 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.
- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. 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.
- 12.4. 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.
- 12.5. 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.
- 12.6. 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.
- 12.7. 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).
- 12.8. 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.

The 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

Chairperson Date

Winner123

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 _____, 2016,

by _____,

Notary Public

My commission expires on: _____

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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

CONTRACTOR:

Company Name

Date

Signature

Name (Print or Type)

Title

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

**2016.230 Master Plan Update (Regional Park and Fairgrounds)
ADDENDUM #2**

The purpose of this addendum is to answer all submitted questions and provide additional information from the County for RFP 2016.230:

Questions:

No questions submitted – therefore none answered

General Information:

Scope of Work, supplemental information and deliverables:

Scope of Services:

Intent of the Master Plan is to:

- Utilize existing Plan information. Validate/confirm existing intent and/or feasibility and compare with current program desires.
- Knit together all plans into a cohesive whole, aiding in defining an overall and holistic regional park approach, as well as prioritize opportunities.
- Add or innovate new ideas and opportunities for missing areas of the plan(s)
- Be an implementable plan, which must focus on program, phased approach and/or schedule, budget and financing, and understand available resources (staffing, utilities, etc.)

In addition, and for purposes of managing and understanding level of efforts, cost, and scope management, we are considering the efforts to consist of the following major tasks:

- **Programming & Investigation:**
This shall include reviews, documentation of existing conditions, gap analyses, data gathering, desired outcomes, functions and purposes of various stakeholders and all data gathering required.
- **Concept Planning Stage:**
This shall include recognition of conflicts, creation of options, concepts for improvement, inclusion of existing plans, and ideas for development.
- **Draft Master Plan Update:**
This shall include final refinement of one to three options for the overall Master Plan Update
- **Final Master Plan:**
This shall include the coordination of all approved concepts and options into a single updated Master Plan.

Public/Staff Involvement:

With the quantity of existing plans and prior work completed, it is anticipated that design meetings with Adams County Staff will be the higher quantity of meetings versus those to gather public comment. Dedicated review meetings should be planned for each task/work phase with a minim of the following departments:

- Leadership/Administration
- Parks & Open Space
- Facilities

**2016.230 Master Plan Update (Regional Park and Fairgrounds)
ADDENDUM #2**

Plan Creation:

In addition to electronic copies, the Vendor should be prepared to provide hardcopies of drawings and/or reports for each major milestone as a deliverable for Owner review and comment. At least 4 hardcopies shall be provided at each stage.

In addition to electronic copies, eight (8) hardcopies for final documents shall be provided.

Budget and Timeline:

Budget:

Refer to the updated Form of Proposal attached to this Addendum. Vendors shall provide pricing in two stages:

- Provide pricing for each major activity, as necessary to complete the Master Plan Update requested in the RFP and Addenda, on the Form of Proposal.
- Should the total proposal exceed the \$95,000 available budget, provide a two page maximum narrative of the design approach proposed to accomplish an update within the available budget, or what tasks/efforts can be postponed to a second phase of updating. In effect, we want recommendations on what can we accomplish for the budget available.

Timeline:

Adams County desires to have the Master Plan Update completed within approximately nine (9) months of project award, however final duration and schedule will be negotiated with the awarded vendor. A Draft schedule (subject to change and final negotiation) is estimated as follows:

| | |
|--------------------------------------|---|
| Addenda #2 Issued | June 20, 2016 |
| Proposals Due | June 29, 2016 |
| Adams County Fair (visit by Vendors) | August 3-7, 2016 (visit on 6 th /7 th) |
| Potential Interviews | Week of August 8, 2016 |
| Potential Award | August 30, 2016 |
| Kick-Off Meeting | Week of September 12, 2016 |
| Programming & Investigation Complete | October 28, 2016 |
| Owner Review(s) | by November 11, 2016 |
| Concept Planning Stage Complete | January 27, 2017 |
| Owner Review(s) | by February 17, 2017 |
| Draft Master Plan Update Complete | April 28, 2017 |
| Owner Review(s) | by May 19, 2017 |
| Final Master Plan Complete | by June 16, 2017 |

Supplemental Reference Information:

1. Adams County Facility Planning & Operations utilizes design standards and best industry practices in designing, constructing, maintaining, and operating facilities. A Design and Construction Handbook is included for reference in developing both the Master Plan Design, and the various facilities/amenities proposed for construction in the Master Plan.

**2016.230 Master Plan Update (Regional Park and Fairgrounds)
ADDENDUM #2**

Regional Park Master Plan Update - Summary of Qualifications:

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

Business / Corporate Information:

Current Name of Firm: _____ Place of Incorporation: _____

Other Names / Previous Names: _____

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

Number of Employees: _____ Number of Local Employees: _____

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

Architects: _____ Engineers: _____ Support Staff: _____

Project Information (through the past 10 years):

Provide information indicating projects that the Firm was the prime design professional or a major contributor. All quantities shall be through *the past 10 years*.

Total number of Projects: _____

Total number of Regional Park Master Plans: _____

Total number of Master Plan Updates: _____

Number of Projects Valued \$50,000 to \$200,000 in Design Cost: _____

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

Value of Work Currently Under Contract: \$ _____

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

PROPOSAL FOR
ADAMS COUNTY REGIONAL PARK + FAIRGROUNDS
MASTER PLAN UPDATE: 2016.230

PREPARED FOR ADAMS COUNTY
JUNE 29, 2016



PREPARED BY
DESIGNWORKSHOP

Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design

1390 Lawrence Street,
Suite 100
Denver, CO 80204
303.623.5186 (t)
303.623.2260 (f)

Ashville

Aspen

Austin

Chicago

Denver

Dubai

Houston

Lake Tahoe

Los Angeles

Shanghai

designworkshop.com

June 22, 2015

Jennifer Tierney, Contract Administrator
Adams County
4430 S. Adams County Parkway
Brighton, CO 80601

Dear Jennifer + Selection Committee:

Design Workshop appreciates the opportunity to submit a proposal tailored to address the needs of the Adams County Regional Park and Fairgrounds. The site greatly contributes to the rural character of the County, the educational opportunities and skill development of its users, and the health and wellbeing of its residents. The update to the site's master plan is significant, and we would be honored to undertake the process to create an implementable and realistic guide for future decision-making of this important civic resource.

For 46 years, Design Workshop has studied the attributes of successful and distinctive Colorado communities. We have found that all communities have different ideas for how recreation, open space, services, growth and matters of fiscal importance are managed. We custom-craft our public engagement process for each community we work with, utilizing tried and true methods to ensure that representation of all interests is involved in creating a collective vision. For your project, we understand that much of the engagement will likely be at the department level within the County. If additional information and engagement is needed from the community, we will be thoughtful to encourage representation from all user groups through appropriate meeting advertisement, meeting formats and alternative options for providing input online.

If selected to work with the County, we will deliver:

- A public process that engages a broad-spectrum of the stakeholder and user community in a meaningful and balanced way while promoting regional collaboration and lasting partnerships;
- A candid assessment of long-term costs and economic sustainability;
- An up-to-date understanding of local recreation trends and a national perspective of cutting-edge facilities;
- Methodology for rationally identifying and evaluating expansion opportunities;
- A vision supported by engaging graphic materials and clear communication of big ideas;
- Recommendations that are useful for leveraging local and partnership dollars for implementation; and
- A plan that celebrates natural resource conservation and sustainability.

Our recent work with Island Grove Regional Park in Greeley has provided valuable input from site users on the amenities and qualities they are looking for in regional fairground and event rental facilities. We met with a diverse range of stakeholders and conducted an extensive benchmark study to inform the supported plan, including speaking with Adams County Regional Park Manager, Kurt Carlson. Island Grove Regional Park holds a

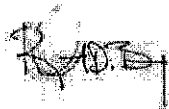
Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design

next decade of park development includes defining an organized system for development that anticipates park needs and event growth. The plan focuses on place-making by creating a cohesive identity and park image, rather than continuing to react to immediate event needs only. Like with your project, the park has the benefit of being along a trail hub and encouraging multiple user types to use the site. It also has many long-established and successful yearly events in place, yet faces challenges as the existing facilities age and the demands for newer events and venues increase. This is just one of our successful past projects that provides transferable experience and knowledge for an efficient master planning process.

Our team includes Martin/Martin, Inc. They are engineers that will provide valuable input into infrastructure and traffic and circulation analysis and recommendations. Sink Combs Dethlefs are architects and leaders in facility and fairgrounds projects. Aqua Engineering provides a high level of expertise in water analysis and conservation studies.

We appreciate your consideration of our team to assist with this important opportunity to align new investments with community values and vision. We look forward to hearing from you, and please do not hesitate to contact me at 720.907.9360 or by email at rberg@designworkshop.com if you have any questions. Design Workshop enjoyed a partnership with Adams County in the creation of your Open Space, Parks and Trails Master Plan process a few years ago and would enjoy the opportunity to work with you again.

Respectfully,

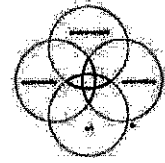


Robb Berg, Principal
Design Workshop
720.907.9360
rberg@designworkshop.com

EXPERIENCE | DESIGN WORKSHOP

DESIGN WORKSHOP IS A FIRM BORN IN THE PURSUIT OF IDEAS.

When environment, economics, art and community are combined in harmony with the dictates of the land and needs of society, magical places result. Places that lift the spirit. Sustainable places of timeless beauty, enduring quality and untold value – for our clients, for society and for the well-being of our planet. We call these extraordinary landscapes Legacy Projects.



DW LEGACY DESIGN®

HISTORY

While college classmates, founders Don Ensign and Joe Porter resolved to someday start their own landscape architecture firm. The opportunity came in 1969 when both assumed teaching positions in North Carolina. Early on they were invited to assist private-sector clients, often engaging colleagues and students in a collaborative process they labeled "design workshops." These early assignments were the chance to marry the idealism of academia with development realities and to begin a small professional practice. A few years later Don and Joe relocated the fledgling firm to Aspen and quickly earned a reputation for solving the complex problems found in fragile ecosystems and development challenges of the Western landscape.

Over the last 45 years we've had the opportunity to expand the breadth and sophistication of our firm and the greater profession. Today, we are an internationally-recognized landscape architecture, land planning and urban design firm practicing not only within the Intermountain West, but across both domestic and international markets. Providing services to communities, developers, non-profits and individuals, our experience ranges from master plans for counties, communities, campuses, urban centers and resorts to detailed design for parks, plazas, streetscapes and gardens. We have continuously honed the collaborative dynamics of the workshops and the pursuit of the ideas that result in the best solutions for every assignment. This approach remains the hallmark of our firm.

A CULTURE OF COLLABORATION

At Design Workshop, everyone participates. We work together to solve problems. We pin up our ideas and step back to assess them. We discover solutions together and ask colleagues of varying expertise and experience to critique them. We define problems, set goals, test concepts, seek feedback, iterate and measure outcomes. We include clients and consultant teams in this process.

As our name implies, our design approach is process oriented and collaborative. While the number of employees and locations of the firm have grown over the decades, we remain a workshop. A workshop is a state of the working environment where discovery and communication are an open process. It is a territory of trust, innovation, discernment, refinement and resolution, not once, but again and again, to make projects responsible to the highest measures. It is based on belief, trust and confidence that multiple minds coming together end up with something better.

LEGACY DEFINED

The firm is committed to creating special places that meet today's needs, and are sustainable environments for all time. To do so we practice a methodology called DW Legacy Design®. This proprietary process seeks to imbue every project with the perfect balance between – environmental sensitivity, community connections, artistic beauty and economic viability. Projects that achieve this – harmony are enduring places that make a difference for clients, society and the well-being of the planet and leave a legacy for future generations.

EXPERIENCE | DESIGN WORKSHOP
ISLAND GROVE REGIONAL PARK MASTER PLAN
 GREELEY, COLORADO



Island Grove Regional Park provides the City of Greeley, its residents and its visitors with a 168-acre multi-use recreation space. While Island Grove is a city park and neighborhood facility, it also serves as a regional draw and provides opportunities for tourism through unique, yet diverse programming of specialized facilities, such as the annual Greeley Stampede. There are on-site facilities to accommodate both large events, as well as day-to-day community amenities such as a ballpark, playground, splash pad and access to the Poudre River Trail.

Design Workshop facilitated a public engagement process to identify a clear set of values for Island Grove to continue to function as a local city park and regional event destination.

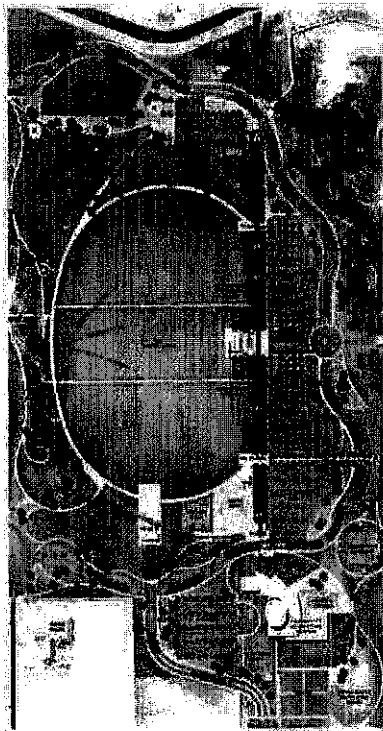
CLIENT
 City of Greeley Culture, Parks + Recreation Department
 Andy McRoberts
 651 10th Avenue
 Greeley, CO 80631
 970.350.9425
 andy.mcroberts@greeleygov.com

SERVICES
 Public Facilitation, GIS Analysis, Landscape Architecture, Park Planning, Master Planning

TIMELINE
 May 2015 - Mar 2016

BUDGET
 DW Fee: \$150,000
 On time, within budget

MATCHETT REGIONAL PARK MASTER PLAN
 GRAND JUNCTION, COLORADO



The 1992 Grand Junction Parks, Recreation, and Open Space Master Plan identified the need for a regional park in the north-central area of the City, resulting in the acquisition of the 205 acre Matchett Park property in 1996. Today a majority of the park is operated under a farm lease, with many neighbors using the farm roads for walking, running, disc golf, and biking. The City's other parks and recreation facilities are seeing intense use, and demand for facilities has continued to increase. Matchett Park provides the opportunity to meet the needs of the local and regional population in a state of the art park. The master planning process included a rigid public engagement process to help the community prioritize its needs, visions, and goals for the future of Matchett Park.

CLIENT
 City of Grand Junction
 Traci Wieland, Recreation Superintendent
 250 North 5th Street
 Grand Junction, CO 81501-2668
 970.925.3846
 traciw@ci.grandjct.co.us

TIMELINE
 Jul 2014 - Nov 2014

SERVICES
 Public Facilitation, Landscape Architecture, Park Planning, Master Planning

BUDGET
 DW Fee: \$43,000
 On time, within budget

EXPERIENCE | DESIGN WORKSHOP
TAUTPHAUS PARK MASTER PLAN
 IDAHO FALLS, IDAHO



Tautphaus Park dates back to the early 1930's, and is known for its beauty, history, bountiful park space and amenities is one of the oldest and largest parks in Idaho Falls. In order to insure the park continues to be a gem that serves the community well, a long-term vision was developed to guide improvements.

This project will distinguish itself by recognizing the value the park brings to the Idaho Falls community and taking a thoughtful approach to community outreach, including city staff, the project steering committee, stakeholders and the public. By providing a visionary and implementable approach that is grounded in the City's ability to maintain and fund improvements this master plan will become a successful guide for Tautphaus Park.

CLIENT
 City of Idaho Falls
 Greg Weitzel, MS
 Parks + Recreation Dir.
 520 Memorial Drive
 Idaho Falls, ID
 208.612.8482
 gweitzel@idahofallsidaho.gov

SERVICES
 Public Facilitation, Landscape Architecture, Park Planning, Master Planning

TIMELINE
 Nov 2015 - Present

BUDGET
 DW Fee: \$60,000
 On time, within budget

THE PARK AT HORSE FARM MASTER PLAN + DESIGN
 LAFAYETTE, LOUISIANA



Design Workshop was chosen as the master planning team for a 100-acre tract of land known informally as the "Horse Farm." After widespread community outcry, the University withdrew its plans for commercial development of the property and began negotiations to sell the property to the Lafayette Consolidated Government. Design Workshop engaged the Lafayette community and gained valuable feedback regarding where they would like to see various park programs and facilities throughout this park. The community voted on a preferred programming plan that drove the master plan design.

CLIENT
 Lafayette Consolidated Government + Central Parks Board
 Elizabeth Brooks, Director of Planning and Design
 2901 Johnston Street Suite 304
 Lafayette, LA 70503
 337.769.4846
 ebrooks@lafayettecentralpark.org

SERVICES
 Landscape Architecture, Park Master Planning, Park Programming, Park Design, Public Facilitation, Cost Estimating

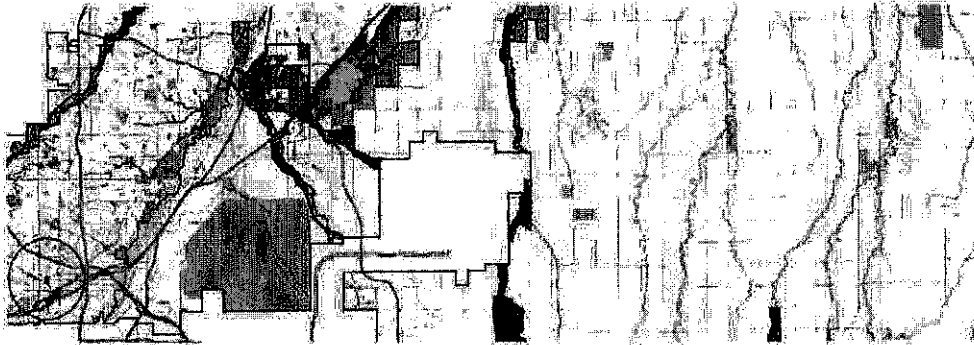
TIMELINE
 Oct 2013 - Present

BUDGET
 DW Fee: \$145,000
 On time, within budget

EXPERIENCE | DESIGN WORKSHOP

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 project's success was dependent on understanding the values and desires of residents to create a focus for the open space program and to direct decisions for utilizing the \$7.8 million dollars collected annually from the County's Open Space Sales Tax.

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.

CLIENT

Adams County Parks & Community Resources Department
Shannon McDowell,
Project Manager
4430 S Adams County Pkwy, 4th Floor
Brighton, CO 80601
303.637.8039
smcdowell@adco.gov.org

SERVICES

Open Space, Parks + Trails Planning, Public Engagement + Facilitation, GIS Analysis, Master Plan Document Creation

TIMELINE

Dec 2011 - Nov 2012

BUDGET

DW Fee: \$114,950
On time, within budget

EXPERIENCE | MARTIN/MARTIN

FIRM OVERVIEW

As a predominant civil and structural engineering and survey firm in the Rocky Mountain Region, Martin/Martin, Inc. helps clients achieve their goals by consistently providing proactive, thoughtful, and modern solutions that meet the goals and anticipate future needs for our clients. Martin/Martin, Inc. has completed 70+ master planning projects, assembling and quantifying data in a manner that informs the Client of existing system considerations while establishing a guide for future development.

Through decades of partnerships with municipal clients, Martin/Martin, Inc. is familiar with developing plans and designs that effectively combine the values of the County with the needs and expectations of varying stakeholder groups.

PROJECT EXPERIENCE

VALLEY VIEW PARK MASTER PLAN
ADAMS COUNTY, COLORADO

DELANEY FARMS EVENTS CENTER AND HOMESTEAD SITE MASTER PLAN
AURORA, COLORADO

ARAPAHOE COUNTY REGIONAL PARK AND FAIRGROUNDS MASTER PLAN
ARAPAHOE COUNTY, COLORADO

WALKER BRANCH PARK MASTER PLAN
EDGEWATER, COLORADO

BROOMFIELD COMMONS PARK
BROOMFIELD, COLORADO

BOYD LAKE AND ELEVEN-MILE RESERVOIR STATE PARKS
LOVELAND AND LAKE GEORGE, COLORADO

BARR LAKE STATE PARK
WELD COUNTY, COLORADO

SANDSTONE RANCH PARK MASTER PLAN
LONGMONT, COLORADO

WALKER BRANCH PARK MASTER PLAN
EDGEWATER, COLORADO

THOMAS RESERVOIR
ERIE, COLORADO

SUBCONTRACTOR INVOLVEMENT IN PROJECT

20%

MASTER PLAN CLIENTS

Adams County
Arapahoe County
Douglas County
City and County of Denver
City of Lakewood
City of Edgewater
City of Westminster
City of Centennial
City of Aurora
City of Broomfield
City of Northglenn
City of Louisville
Town of Buena Vista

EXPERIENCE | SINK COMBS DETHLEFS

FIRM OVERVIEW

Sink Combs Dethlefs is recognized nationally as a leader in sports, athletic and fairground complex planning and design. The 45 person firm was established in Denver in 1962. For 53 years the firm has contributed its expertise to more than 250 sports, recreation and fairgrounds projects. The firm works closely with municipalities, private organizations and universities to create designs that meet the specific needs of the owners and users. Sink Combs Dethlefs' senior principals have an in-depth understanding of working with municipalities on planning important civic projects. The firm's philosophy of a participatory approach to each project maximizes the input and involvement of the representatives from the client group. The Principals of the firm have a combined total of over 70 years of experience in the design and master planning of entertainment and event center complexes.

**SUBCONTRACTOR
INVOLVEMENT IN
PROJECT**
8%

EXPERIENCE | AQUA ENGINEERING

FIRM OVERVIEW

Aqua Engineering, Inc., a Colorado corporation founded in 1975, is an irrigation engineering firm specializing in water-conserving irrigation system design and management for aesthetic and functional landscapes and agricultural endeavors. The firm is staffed by agricultural and civil engineers and accredited design consultants with backgrounds in irrigation and water resources. Aqua Engineering has earned a reputation for applying a standard of high quality to all its work, and is at the forefront in irrigation design, engineering, and management.

**SUBCONTRACTOR
INVOLVEMENT IN
PROJECT**
5%

The staff at Aqua Engineering has over 150 combined years of experience within the following specialties:

- Landscape and agricultural irrigation system engineering
- Pump and control system mechanical engineering
- Irrigation master planning
- Use and identification of alternative water sources
- Water analysis and conservation studies
- Water feature mechanical engineering
- Canal modernization and analysis
- Water rights analysis
- Central control programming
- Cost estimating and project budgeting
- Construction observation and bidding assistance
- On-site lake amenities and water storage facility development

METHODS + MEANS RESPONSE

The Design Workshop (DW) team believes that beyond just design style, successful parks and civic spaces must be grounded in an approach that includes programming, operations and maintenance considerations if they are to maximize the community's investment and achieve long-term sustainability. Our team will integrate these three key elements from project conception through completion, as outlined in the forthcoming scope of services.

Continuous feedback is the cornerstone of our design process. The landscapes in which we work range from discrete sites, often with complex issues, to vast regions. We begin by studying their limitations and potential. We then match those qualities to our clients' objectives and to market reality. At every phase, we engage stakeholders and discuss alternatives with clients. These methods are proven to reconcile diverse and even conflicting priorities, leading to better solutions and timely processes. The same principles result in a grand vision ensuring long-term success of a project. Design Workshop has mastered the challenges of planning and design in diverse project settings, from fragile ecosystems to urban sites in rapidly changing cities. Our success at solving design problems with complex conditions provides us with the experience to address challenging environments around the world.

Design Workshop is known for our collaborative approach that results in plans, guidelines, designs, and implementation steps that are well supported by the communities we serve. We have carefully considered how to make the Adams County Regional Park and Fairgrounds Master Plan encourage stakeholder input, recognize unique County assets, and be useful in guiding long-term decision-making.

We Will Deliver:

- A transparent process with clear and defensible decision making
- Informed and creative thinking about the Adams County Region
- Candid assessment of long-term costs and economic sustainability
- Skillful facilitation that engages the Adams County internal departments and community in a meaningful and balanced way

We have studied the General Description of tasks in the RFP and are prepared to review, evaluate and submit recommendations. The following is our recommended approach to do so:

SCOPE OF SERVICES

TASK 1. PROJECT START-UP AND PROJECT MANAGEMENT

Design Workshop will conduct one kick-off meeting with Adams County staff project management to fully ensure we understand the Critical Success Factors (needs, goals, vision and objectives) for the Adams County Regional Park and Fairgrounds Master Plan and to set up the project management, coordination, and collaboration tools for effective communication and delivery of the plan. The Critical Success Factors are those outcomes that must be achieved in order for the planning effort to be considered successful. A communication plan will also be completed which will identify what means and methods and how often we will be communicating internally as well as with the client. We will also confirm the public outreach strategy and stakeholder identification at the kick-off meeting.

The kick-off meeting will provide the opportunity to identify data needs and begin the existing conditions site analysis. Adams County should provide or coordinate the collection of any base files that exists prior to the meeting, and the team will provide an assessment of required additional

SCOPE OF SERVICES

data to be discussed at the meeting. This meeting will also determine the file type and format of the deliverables.

The kick-off meeting will include a site tour to become familiar with the site conditions such as hydrology, soils, slopes, vegetation, views, circulation and context surrounding the site, as well as facilities. The design team will field-verify base information, including the limits of existing improvements.

An informal session and discussion with the Staff Advisory Panel should also be held during this day-long meeting to outline project goals, raise awareness of project issues and opportunities, and begin to identify gaps in service and park offerings to help to frame areas of focus in subsequent analysis and tasks. Design Workshop will facilitate this meeting over the course of half a day. The staff advisory panel will be organized by the department with the assistance of Design Workshop and will meet at key points throughout the entire master plan process.

DELIVERABLES

- Project kick-off meeting agenda and minutes
- Project schedule/work plan
- Public outreach plan
- Base plan creation

MEETINGS/CONFERENCE CALLS

- One (1) day kick-off meeting at Adams County Regional Park and Fairgrounds
 - Two (2) hour meetings with Project Management
 - Two (2) hour meetings with Staff Advisory Panel
 - Two (2) hour site tours w/ Project Management and Staff Advisory Panel (as needed)
- One (1) conference call

CITY/COUNTY RESPONSIBILITIES

- Coordination of kick-off meeting location and invited staff to attend
- Coordination of existing County digital data, files and plans including GIS/mapping layers for the site and as-built drawings of facility buildings

TASK 2. PROGRAMMING AND INVESTIGATION

SITE ANALYSIS

The DW team will prepare a detailed site and spatial analysis with the base information that documents existing conditions and begins to identify the opportunities and constraints of site attributes such as site land use and surrounding land use, existing infrastructure and utility demands and availability, traffic and circulation patterns and accessibility, particularly related to site ingress and egress and parking, solar orientation and exposure, shade and human comfort, hydrology, slope, soils and geological and ecological systems. The analysis phase will assess park use patterns including demands, conflicts, limitations and desires. The analysis will study contextual changes to the park, including the evolution of surrounding land uses, potential for future development based upon existing zoning, and developed versus undeveloped land. The site analysis will consider the historical use and evolution of the site and its development footprint over time. We will also assess changes in recreation trends both regionally and at a state level of understanding, and changes in user and regional demographics.

SCOPE OF SERVICES

We will conduct an existing facility inventory considering age, condition, maintenance needs, operational components, accessibility and planned improvements of park structures and features. We will look at existing use patterns, capacity, accessibility issues and current market conditions.

TRAFFIC STUDY

The design team will evaluate the site's carrying capacity in terms of the number of vehicles that can be accommodated on site, ingress/egress during large events, staffing levels, and building capacities.

EXISTING PLAN REVIEW

The team will conduct a review of all relevant existing plans and summarize those findings for the master plan document, documenting the evolution of the site and facilities, and highlighting areas for coordination and support of existing planning documents.

MARKET STUDY

A market study will be conducted to investigate possible improvements and suggest the types and scales of facilities to meet user needs. The market study will assess the demand for agricultural facilities, general meeting facilities, exhibition facilities, and event facilities and determine 1) how well we serve the existing need and 2) how we could better serve these needs in the future.

The market study will make recommendations for programming and site improvements that forecast and meet changing demographics and trends seen in similar facilities. This will largely be influenced by the benchmark study.

BENCHMARK STUDY

A benchmark study will be included that provides a comparison of similar regional parks and county fairgrounds in the region. We will identify the points of comparison that will indicate success and assist in setting goals for the future. These indicators may include attendance numbers, economic contributions, number of events, number of parking spaces, number of full time equivalent staff, number of volunteers, fee structures, etc. We will conduct a work session with city project management staff to confirm the benchmark parks and fairgrounds and the desired measurement in the categories. For fee scoping purposes, we have estimated no more than four comparison regional parks and county fairgrounds will be selected and eight indicators will be consistently measured for all sites.

FUNDING ANALYSIS

We understand that capital improvements and sustainable long-term operations need to have a viable economic plan in place. The project team will determine funding needs through a funding analysis that meets the public's demand for additional programming, infrastructure development, event staffing, on-going maintenance and management in the future. The assessment will identify future funding sources, study current market conditions, and look at ways to support expansion of the site, both through facilities and also through additional programming opportunities. As such, a cost analysis will be conducted to provide scenarios for new and continued services and estimates for construction of new facilities. A decision-making matrix will be incorporated to help in the prioritization of proposed facilities.

Funding sources to fund future projects will be identified within the master plan. Sources may include ADCO facility tax extension, capturing sales tax generated at the facility and using it to reinvest in capital improvements, event generated revenues, enhanced concessions/services,

SCOPE OF SERVICES

grants, foundations, partnerships, agreements, naming rights, etc. The funding analysis will include a comparison of funding mechanisms used by the benchmark agencies. It will include an evaluation of fee structures and timing recommendations/triggers for fee increases.

DELIVERABLES

- Base Plan File
- Site Assessment Mapping and Diagrams
- Photographic Facility Assessment
- Summary of Site Assessment
- Summary of Existing Plan Review
- Traffic Study
- Market Study Summary
- Benchmark Study Summary of Results
- Funding Analysis Summary

MEETINGS/CONFERENCE CALLS

- Up to two (2) conference calls with project leadership

CITY/COUNTY RESPONSIBILITIES

- Supplemental existing County digital data, files and plans as needed
- Coordination of Benchmark Study locations and metrics; completion of Benchmark Study for Adams County comparative and base data

TASK 3. STAKEHOLDER ENGAGEMENT

Creating a shared vision for the future of the Adams County Regional Park and Fairgrounds requires first ensuring broad representation in the input collected – from the community, stakeholders, events, operations and maintenance, recreation groups, and more. The stakeholder engagement process will focus on hosting a series of Focus Group meetings and up to three (3) Community Open House/Workshop sessions. Regular Staff Advisory Meetings are included throughout the other scope tasks and are therefore not expressively listed within this task.

Stakeholder engagement activities will be geared towards collecting feedback and input on recreation demands, facility demands, user expectations, park/fairgrounds identity, gap analysis, future demands, and preferences. Meeting days will assume full days of coordination and meetings within Adams County Staff. For example, meetings with Leadership/Administration, Parks/Open Space and Facilities can be scheduled during the day, and community meetings can be held in the evenings to maximize the consultants' time on site.

FOCUS GROUPS/CITIZEN BOARD MEETINGS

Upon the data gathering stage of the project and concurrent to the site analysis review, known user group representatives will be organized into focus groups. A day-long series of focus group meetings will be held to encourage in-depth discussion of the park's and fairground's strengths, weaknesses, opportunities and challenges; operations and maintenance needs; historic and cultural resources; event use and opportunities; economic and tourism implications; neighboring property relations; circulation and parking management; and more. Focus group topics may include the following themes or others to be developed with the County/Staff Advisory Panel:

- Events: (representatives from long-standing events and select vendors, may be divided into equestrian/animal events; hispanic events; music/festival events; etc.)
- Adams County Fair; Fair Organizers/Fair Advisory Board/Fair Superintendents/ 4-H

SCOPE OF SERVICES

- Recreation: user groups/parent groups/disc golf groups/accessibility groups
- Trails and Natural Resources: South Platte River Trail
- Park Maintenance and Operations: park staff and volunteers
- Traffic Management
- Safety/Emergency Management

We will work with the city project management staff to finalize the list of focus groups, identify invitee contact information, develop lists of key questions and organize meetings. Depending on the number of groups required, meetings may be held concurrently (up to two at a time). This scope assumes four (4) meeting time slots over the duration of one day, allowing up to eight (8) total meetings. Meetings will be spaced in two hour increments, but assumed 1 ½ hour durations. Meetings will be facilitated in a roundtable format by the Design Workshop team.

COMMUNITY MEETINGS

Public meetings will be hosted to invite everyone from the community to attend and provide input. The first meeting will introduce the project and review the site analysis, requesting feedback on needs and priorities for the master plan. The second meeting will present draft alternatives, and the third meeting will introduce the preferred alternative master plan. The second and third meetings will utilize keypad polling technology to determine real and perceived needs and begin to prioritize recommendations and test the public's interest in changing funding and revenue strategies and facility expansion.

The keypad polling sessions will be posted to an online poll to solicit feedback from a larger population and individuals that are unable to attend the meetings. Maps and exhibits will be displayed to encourage input on site-specific concepts and recommended design elements. Meeting content will be translated into Spanish.

ADAMS COUNTY BOARD OF COUNTY COMMISSIONERS

The Design Workshop team will provide updates to the Adams County Board of County Commissioners. Two (2) presentations are anticipated: One (1) meeting to present the draft plan and one (1) meeting for final adoption at a public hearing.

WEBSITE CONTENT

The Design Workshop team will provide all digital content for a project website to be hosted, designed and updated by the County. We will provide files, text and links to online surveys for inclusion on the website. Comments from the public can be collected through the online survey platform, or via a project email address which Design Workshop can host. Design Workshop can host, design and monitor the website for an additional fee.

DELIVERABLES

- Meeting advertisement graphics
- Printed meeting materials and presentations
- Summary of all meeting activities
- Comment tracking from meetings
- Online polling survey and summary results
- Online website content

SCOPE OF SERVICES

MEETINGS/CONFERENCE CALLS

- One (1) Day of Focus Group Meetings
- Three (3) Community Meetings
- Two (2) Presentations to the Board of County Commissioners

CITY/COUNTY RESPONSIBILITIES

- Identification of key stakeholders
- Arrangement of meeting locations
- Any refreshments for meeting activities
- Advertisement and invitations to meeting attendees
- Review of meeting materials to be provided at a minimum three (3) days in advance of event
- Hosting, design and updating of project website

TASK 4. CONCEPT PLANNING

Concept Planning applies the analysis and stakeholder engagement activities to date to the physical planning and development of the master plan. This includes alternative resolution to conflicts, creation of opportunities, concepts for place-making and improvements and the inclusion of existing plans that will occur concurrently with the future of the master plan. Up to three (3) concept plans will be developed describing layout, new or changed development patterns, circulation and general site character. The concept alternatives will address ingress/egress/traffic control issues, parking, floodplain and floodway limitations, infrastructure/utilities, drainage, surrounding land uses and future development, maintenance and lifecycle analysis of existing facilities and human experience, facility relationships and compatibility, connections/trail connectivity, and spatial composition of the outdoor environment. The plan will also assume a balanced approach to resource conservation and protection values, from habitat, views, management, public access, and stewardship values. The master plan concept alternatives will be rendered and labeled for public review during the second community meeting. They will be provided for review by the County prior to the community meeting. A description of the alternative plans will be included in the written master plan document.

DELIVERABLES

- Three Concept Plans

MEETINGS/CONFERENCE CALLS

- Up to two (2) conference calls with project leadership

TASK 5. DRAFT MASTER PLAN

The Draft Master Plan task will develop two deliverables – 1) Draft Master Plan drawing (rendered and labeled site plan describing spatial relationships), and 2) Draft Master Plan document (a report describing and summarizing the project process, analysis, future development and recommendations). The Draft Master Plan drawing will refine the preferred plan alternative from the Conceptual Planning task. The Draft Master Plan document will include, but is not limited to, the following elements:

1. Project organization, executive summary, vision, goals, objectives, and key themes
2. Inventory, analysis and evaluation findings of park amenities and facilities
3. Opportunities and constraints analysis identifying gaps in service, user needs and preferences
4. Comprehensive review of the Regional Park and Fairgrounds within the overall County Parks and Open Space and regional system
5. Review of existing events, activities, partners and user groups

SCOPE OF SERVICES

6. Traffic Study
7. Funding and Market Study
8. Stakeholder Engagement Summary
9. Recommendations, which would include:
 - a. Site Plan for the long-term build out of the entire Regional Park and Fairgrounds complex
 - b. Land Use
 - c. Infrastructure
 - d. Phasing/Prioritization
 - e. Circulation/Traffic Management
 - f. Sustainability Standards
 - g. Facility Design Standards
 - h. Emergency Management
 - i. Finance and Funding Recommendations
10. Appendix
 - a. References
 - b. Stakeholder Engagement results

Maps, site design plans, and relevant tables will be utilized to clearly communicate the vision and goals of the Master Plan throughout the process.

A cost estimate for capital improvements will be developed at the draft master plan stage. This will help inform priorities and future phasing, as well as the overall master plan components. The cost estimate will also determine funding needs through a funding analysis that meets the public's demand for additional programming, infrastructure development, event staffing, on-going maintenance and management in the future.

DELIVERABLES

- One (1) Draft Master Plan Document
- One (1) Draft Site Master Plan

MEETINGS/CONFERENCE CALLS

- Up to two (2) conference calls with project leadership

CITY/COUNTY RESPONSIBILITIES

- One (1) Review of Draft Plan

TASK 6. FINAL MASTER PLAN

The final Adams County Regional Park and Fairgrounds Master Plan will be prepared based upon comments and the review of staff, Board of County Commissioners and stakeholder input. All work products, including the plan and executive summaries, will become the property of Adams County. The proposed Master Plans will then be recommended for adoption by the Board of County Commissioners.

DELIVERABLES

- Final Master Plan Document
- Final Site Master Plan

MEETINGS/CONFERENCE CALLS

- Up to two (2) conference calls with project leadership

SCOPE OF SERVICES

SUBMITTALS

All submittals, written materials, graphics, and data will be provided to the County in a format consistent with the following:

- a. Software - All materials submitted should be submitted in both Microsoft Word and Adobe PDF format.
- b. GIS Data Deliverables - All GIS data deliverables should be in ESRI shapefile or geodatabase format using NAD_1983_StatePlane_Colorado_Central_FIPS_0502_Feet coordinate system.
- c. Printing Deliverables - The Consultant shall submit one (1) electronic copy of each draft and final plan in Adobe PDF format and shall submit one (1) electronic copy of the final plan in Microsoft Word format.

In addition to electronic copies, the Consultant will provide hardcopies of drawings and/or reports for each major milestone as a deliverable for client review and comment. At least four (4) hardcopies shall be provided at each stage. The final master plan will be delivered with eight (8) hardcopies.

EXPECTATIONS FOR COUNTY INVOLVEMENT

- Schedule and provide updates periodically to city leadership and coordinating with review commissions. This includes the plan adoption stage presentations.
- Distribute documents to all draft document reviewers as determined necessary.
- Facilitate draft document review, providing consolidated comments for document incorporation to the consultant.

ESTIMATED TIMELINE

| | 2016 | | 2017 | | | | | | | |
|--|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| | September | October | November | December | January | February | March | April | May | June |
| Task 1. Project Start-Up and Project Management Project Kick-Off (1 Day) | █ | | | | | | | | | |
| Task 2. Programming + Investigation | █ | | | | | | | | | |
| Task 3. Stakeholder Engagement Focus Group Meetings (1 day) | | ● | | | | | | | | |
| Community Meetings (3 days) | | | ● | | | | | | | |
| Board of County Commissioners (2 presentations) | | | | | | | | ● | | ● |
| Task 4. Concept Planning Three concepts | | | █ | | | | | | | |
| Task 5. Draft Master Plan Refinement of Site Plan Draft of Master Plan Document Cost Estimate | | | | █ | █ | █ | █ | █ | █ | █ |
| Task 6. Final Master Plan Revisions to Master Plan | | | | | | | | | █ | █ |

● Meeting or in-person presentation



KEY PERSONNEL

ROBB BERG, ASLA, PLA

PRINCIPAL IN CHARGE | LANDSCAPE ARCHITECT

DESIGNWORKSHOP



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 celebrated for their attention to detail combined with an intrinsic passion for quality public spaces. This list includes; civic plazas and public spaces, mixed-use developments, and historic and natural landscape restorations. Most recently Robb has served as the lead designer for the reconstruction of Post Oak Boulevard as well as a number of associated park and commercial spaces in Denver and Houston.

His design work is influenced by place, an appreciation for function, and guided by a narrative centered on the stewardship to create lasting places of quality that evoke emotion and inspire. The strength of Robb's work is partly his keen attention to detail and the result of long-standing client relationships founded on trust and mutual respect. It is this unique personal connection with Clients that has led to long-standing professional and personal relationships.

EDUCATION

Bachelor of Landscape Architecture, Iowa State University, College of Design

Certificate Program in Design Entrepreneurship (CDE)

Immersion! Workshop Masters Class

LICENSURE

Registered Landscape Architect: Colorado, Texas

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA) Chapter Trustee

Urban Land Institute (ULI)

ACCREDITATIONS & CERTIFICATIONS

Construction Specifications Institute Construction Document Technologist Certification

HONORS & AWARDS

2015: NOAA Inouye Regional Center, AIA San Francisco

2014: HK Tamar Complex, ASLA St. Louis, General Design

2008: Sunnen Station, ASLA Colorado, General Design

2001: Prairie Gateway Chapter of ASLA

SELECTED PROJECTS

Dick's Sporting Goods Park: Commerce City, CO*

Berkeley Park Master Plan: Denver, CO*

Ruby Hill Park Master Plan: Denver, CO*

Vanderbilt Park Site Development: Denver, CO*

Glendale Riverwalk: Glendale, Colorado*

Denver Art Museum Expansion: Denver, CO*

San Felipe Pocket Park: Houston, TX

I-70 Urban Corridor Design Guidelines: Denver, CO

UCHSC Fitzsimons Campus Denison Library: Aurora, CO*

University of Denver, Barton Lacrosse Stadium: Denver, CO*

University of Colorado / City of Boulder Mobility Study: Boulder, CO*

University of Utah Intermountain Healthcare: Salt Lake City, UT*

King Abdullah Petroleum Studies & Research Center: Riyadh, Saudi Arabia*

Fondazione Ri.MED, Biomedical Research Center: Carini, Sicily, Italy*

Post Oak Boulevard Reconstruction: Houston, TX

*Completed prior to returning to DW

KEY PERSONNEL

ASHLEY ALLIS, PLA, AICP, LEED GA
ASSOCIATE | PROJECT MANAGER

DESIGNWORKSHOP



Ashley Allis is an associate and landscape architect in the Aspen office of Design Workshop. She is a graduate of Pennsylvania State University with a Bachelor's degree in Landscape Architecture and minors in Architectural History and Cultural Geography and received a Masters of Urban and Environmental Planning with a Preservation Planning Concentration from the University of Virginia.

Through her work with Design Workshop, Ashley has gained valuable experience in the disciplines of park master planning, streetscape design, resort development, community design, urban design, site planning, and residential design. Her professional interests include the interactions between culture and the land and creating lasting impressions that benefit the good of the public and environment.

EDUCATION

University of Virginia
Masters of Urban and
Environmental Planning

Preservation Planning
Concentration - Historic
Preservation Certificate

Pennsylvania State University,
Bachelor of Landscape
Architecture

LICENSURE & CERTIFICATIONS

Registered Landscape
Architect, Colorado 0847

Certified Planner, American
Institute of Certified Planners

LEED Green Associate

CSI Certified - Construction
Documents Technologist

PROFESSIONAL AFFILIATIONS

American Planning Association

SELECTED HONORS

2011 Garden Club of Virginia
Fellowship

2009 Colorado APA Excellence
Award: Avon West Town
Center Plan

2009 Colorado ASLA
Merit Award: Avon Capital
Improvements

SELECTED PROJECTS

Island Grove Regional Park Master Plan: Greeley, CO

Greeley Parks, Trails and Open Lands Master Plan: Greeley, CO

Youth Sports Complex Master Plan: Greeley, CO

Story Mill Community Park: Bozeman, MT

Matchett Regional Park: Grand Junction, CO

Las Colonias Park Amphitheater: Grand Junction, CO

Carbondale Parks, Recreation, and Trails Master Plan Update: Carbondale, CO

RFTA Trails Comprehensive Plan Update: Roaring Fork Valley, CO

Aspen Nordic Plan: Aspen, CO

SELECTED PRESENTATIONS

2015 Midwest Regional NRPA Conference: "Parks and Place: Designing Context-Sensitive Parks"

2013 ASLA Conference: "The Continuity of Change: Adapting and Interpreting Modernist Era Landscapes"

KEY PERSONNEL

BRITT PALMBERG, AICP

PLANNER | ECONOMIC ANALYST

DESIGNWORKSHOP



EDUCATION

Master of Business Administration - Real Estate and Finance; Master of City and Regional Planning; University of North Carolina; Chapel Hill, North Carolina

Bachelor of Arts, Economics; Northwestern University; Evanston, Illinois

PROFESSIONAL AFFILIATIONS

Urban Land Institute; Center for Real Estate Development; Kenan Institute, University of North Carolina at Chapel Hill; American Planning Association.

American Institute of Certified Planners (AICP)

National Association of Industrial and Office Properties (NAIOP)

Britt has served as a Project Manager, Land Planner, and Market and Economic Analyst on dozens of projects in his eight years with Design Workshop, as part of the firm's Development Services group. He has managed, in particular, a range of various transportation and redevelopment related planning teams and projects, including a variety of downtown and streetscape plans and plans for various transit oriented developments. Over the last two years he has led a variety of downtown and redevelopment planning projects, including a new downtown plan for a historic Chicago suburb and planning for a key redevelopment area near Downtown Minneapolis. His work as project manager has involved coordinating multi-disciplinary teams, leading public outreach processes, engaging and working with a range of stakeholders, and leading the completion of planning documents and implementation tools.

Prior to joining Design Workshop, Britt worked as an economic consultant at KPMG LLP, where he conducted economic valuation and related engagements for multinational clients. Britt received his MBA and Masters of City and Regional Planning degrees from the University of North Carolina at Chapel Hill. Both degrees allowed him the opportunity to focus on real estate finance and entrepreneurship as well as entitlement issues affecting real estate development in order to enhance his skills in strategic development and financial analysis.

SELECTED PROJECT EXPERIENCE

St Louis TOD Study: St Louis, MO | Worked with the region's MPO to complete station area plans for five station areas along light rail in the St Louis area as well as the completion of a Framework Master Plan to guide TOD on a regional level over the next two decades.

Douglas Avenue TOD Study: Wichita, KS | Led the completion of a streetscape and TOD plan for the Douglas Avenue corridor, the main arterial in Downtown Wichita. Involved coordination with Wichita Transit and bicycle and pedestrian planning efforts.

Downtown Wheaton Strategic Plan: Wheaton, IL | Led the completion of a new downtown plan for this suburb west of Chicago and completed a comprehensive market study associated with the plan.

Academy Boulevard Great Streets Plan: Colorado Springs, Colorado | Economic analysis and streetscape planning for six mile stretch of South Academy in Colorado Springs.

Park City Retail Analysis: Park City, UT | Completed retail market study covering the historic Main Street area of Park City as well as other districts in the city, to support ongoing redevelopment efforts.

Buckley Annex Plan: Denver, CO | Planning for mixed-use conversion of Air Force owned property on the former Lowry base into a mixed use development and neighborhood in the City of Denver.

KEY PERSONNEL

PATRICIA (PATSY) J. SULLIVAN, PE, LEED AP
CIVIL ENGINEERING | ASSOCIATE



EDUCATION

BS, Civil Engineering,
University of Illinois at
Champaign-Urbana, 1991

REGISTRATIONS

Professional Engineer – CO No.
33931

LEED AP

AFFILIATIONS

Society of Women Engineers

Patsy has specific expertise in master planning, water, wastewater, and stormwater facilities and studies. She has completed master planning for 12 regional and community parks and has extensive experience managing civil site projects for the National Park Service. She is adept at combining stakeholder needs with City and County plans and design standards.

SELECT PROJECT EXPERIENCE

Valley View Park Master Plan: Adams County, CO

Patsy managed civil engineering services for the master planning process for an open space/active park site. Unique elements of the site include floodplain channelization based on CLOMR hydraulic study, coordination with Urban Drainage, planning around existing mining pits including reclamation activities, raw water irrigation storage, drainage, water quality, on-site and off-site trails, roadways, parking, multi-use fields, and utilities.

Sandstone Ranch Regional Park Master Plan and Design: Longmont, CO

Patsy led the regional park master planning work for site civil layout, trails, grading, roadway realignment and widening, water system capacity analysis, sewer system, and drainage for the Sandstone Ranch development and park site. Special attention was given to traffic circulation, overall budget and cost estimating, and construction scheduling. Park amenities include a skate park, adventure playground, picnic areas, and additional parking.

Delaney Farms Master Plan: Aurora, CO

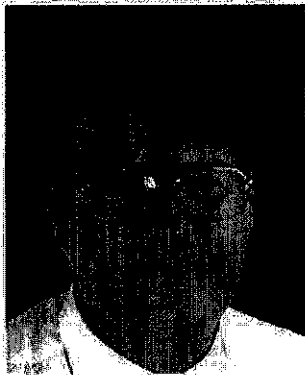
Patsy is leading the master plan this Delaney Farms Event Center and Homestead site. The plan will address the necessary infrastructure to host a variety of events at the park and encourage new activity that referents the needs and wants of the community. Key components of the project include water service, electrical service, vehicular (truck, tractor, etc.) vendor access, trail and ADA access for visitors, floodplain acknowledgment, a re-envisioned entryway, relocation of a pedestrian bridge, stormwater management, utility coordination, and preservation of the farmland/historic environment.

Ray Ross Park Master Plan and Construction Documents: Lakewood, CO

Patsy managed master planning, due diligence, and site redesign for an existing park facility, used jointly for school activities and City recreation programs. Park features include lighted ball fields, concessions, splash play, a skate park, a playground, trails, picnic shelters, and a parking lot. Patsy provided storm drainage, water and sanitary utilities, a detention pond, road widening, a bike lane addition, cost estimating, and construction observation.

KEY PERSONNEL

RICHARD (RICK) A. NOBBE, PLS SURVEY MANAGER | ASSOCIATE



Rick, as survey manager, is directly responsible for all aspects of surveying including boundary, topographic, street layout, lot layout, design and drainage surveys, as well as construction staking including earthwork, water, curb and gutter, and structure layout. Rick manages Martin/Martin's four in-house survey crews as well as our outside survey subconsultants, who participate as a part of the firm's project teams. He has completed extensive utility surveying and has prior experience working with Park and Recreation Districts for local and regional parks, as well as the National Parks Service.

SELECT PROJECT EXPERIENCE

- Sandstone Ranch Park: Longmont, CO
- Hidden Lake Park Baseball Complex: Adams County, CO
- Panorama Park Sanitary Master Plan Southgate: Centennial, CO
- Willow Creek Trail, South Suburban Parks and Recreation: Lone Tree, CO
- Thomas Reservoir: Erie, CO
- Walker Branch Park: Lakewood, CO
- Community Park: Buena Vista, CO
- Denver Botanical Gardens: Denver, CO
- Cobblestone Park: Westminster, CO
- Bear Lake Bike Trail Design Survey: Rocky Mountain National Park, CO

EDUCATION

College Coursework, University of Colorado at Denver, 1976-1978

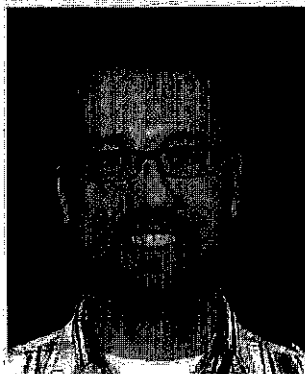
REGISTRATIONS

Professional Land Surveyor - CO No. 23899

AFFILIATIONS

Central Chapter of Professional Land Surveyors, Professional Land Surveyors of Colorado, National Society of Professional Land Surveyors

CRAIG A. MACPHEE, PE SENIOR TRANSPORTATION AND TRAFFIC ENGINEER



Craig is a full-time contract employee at Martin/Martin and founder of CivTrans Engineering. He has 16 years of experience in traffic and transportation operations analysis and land development design. He offers expertise in traffic impact studies, parking studies, site circulation, and traffic control. Craig has completed the analysis, and written and managed studies for numerous local and national parks, recreation centers and event facilities. He also has expertise in roadway design and intersections including traffic signals, channelization, signing, striping, and roundabouts.

SELECT PROJECT EXPERIENCE

- Adams County Justice Center Traffic Impact Study: Brighton, CO
- Englewood Master Bicycle Plan: Englewood, CO
- National Renewable Energy Lab (NREL) Site Circulation: Lakewood, CO
- Adams 12 Veterans Memorial Aquatic Center: Thornton, CO
- Gonzaga Parking Master Plan & Event Management Plan: Spokane, WA

EDUCATION

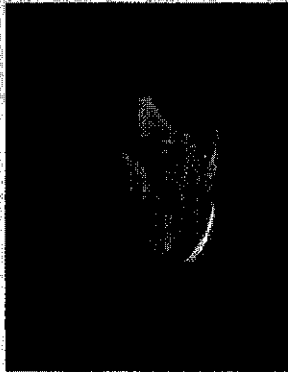
BS, Civil Engineering, University of Idaho, 2000

REGISTRATIONS

Professional Engineer - CO No. 40642

KEY PERSONNEL

ANDREW BARNARD, AIA, LEED AP PRESIDENT, PRINCIPAL-IN-CHARGE



EDUCATION

Master of Architecture, 1988,
University of Texas, Austin

B.A. in Architecture, 1984,
Montana State University

Andy's organizational skills and planning experience will be an important asset to the team. He has over twenty years of sports and entertainment complex planning and design experience. He understands the Colorado market place and will provide valuable local expertise and client coordination.

SELECTED PROJECTS

National Western Stock Show Study: Denver, Colorado

Colorado State Fair Master Plan and Arena: Pueblo, Colorado

Adams County Fairgrounds Master Plan: Brighton, Colorado

Navajo Nations Fairgrounds Master Plan: Window Rock, Arizona

Estes Park Fairgrounds Master Plan: Estes Park, Colorado

Lincoln Park Sports Complex Master Plan: Grand Junction, Colorado

Steamboat Springs Community Recreation Master Plan: Steamboat Springs, Colorado

Greeley Family Fun Plex and Twin Rivers Park: Greeley, Colorado

Greeley Ice Haus: Greeley, Colorado

Victory Crossing Sports Master Plan: Commerce City, Colorado

Denver Broncos Athletic Complex Renovation and Indoor Practice Facility: Centennial, Colorado

Stenger Lutz Ballfield/Soccer Stadium Complex: Arvada, Colorado

North Jeffco Area Sports Complex and Trailblazer Stadium: Lakewood, Colorado

Ken Caryl Ranch Recreation Master Plan: Littleton, Colorado

Multi-Purpose Athletic Wellness Complex, Sheridan High School: Sheridan, Wyoming

Rockford Sports Athletic Complex & Master Plan: Rockford, Illinois

Pepperdine University Athletic Complex: Malibu, California

University of Notre Dame Athletic Master Plan: Notre Dame, Indiana

United States Olympic Training Center Master Plan and Improvements: Colorado Springs, Colorado

Parker Fieldhouse and Sports Complex: Parker, Colorado

KEY PERSONNEL

ROBERT W. BECCARD, PE
PROFESSIONAL ENGINEER | PRESIDENT



Robert Beccard has over 35 years of experience in irrigation and hydraulic engineering for landscapes and agriculture. He joined Aqua Engineering in 1981 as an irrigation engineer, and became a Senior Associate in 1987 and in 2000 became President.

In addition to his responsibilities in firm operations and business development, Bob manages irrigation engineering and water management projects and is experienced in all phases of project development, from conceptual through final design, and construction observation services. He has project experience in over 40 states within the United States, and has also worked abroad in France and the Middle East. Bob has authored numerous academic papers, including publications in the American Society of Agricultural and Biological Engineers and the Irrigation Association technical conference proceedings.

EDUCATION

M.S. Irrigation and Drainage Engineering, Colorado State University

B.S. Agricultural Engineering, University of Nebraska-Lincoln

Bob currently manages the firm's cemetery irrigation design market, and has managed projects at over 60 state and national Veterans Administration cemeteries across the country.

REGISTRATIONS

Professional Engineer – Colorado, Wyoming, Arizona, Nevada, South Dakota, Nebraska, Kansas, Missouri, Oklahoma, Texas, Louisiana, Washington, Virginia, Florida

SELECT PROJECT EXPERIENCE

ConocoPhillips Colorado Campus Irrigation Concepts and Water Rights Analysis: Louisville, CO

DOVA Fort Logan National Cemetery Irrigation System Expansion and Water Rights Analysis: Denver, CO

Fairgrounds Park Water Source Analysis, Irrigation and Pump System Engineering: Loveland, CO

Denver Parks Irrigation System Inventory and Evaluation: Denver, CO

University of Nevada at Las Vegas Irrigation Master Plan: Las Vegas, NV

Denver Botanic Gardens Irrigation System Renovation: Denver, CO

US Air Force Campus Irrigation Master Plan and System Engineering: Colorado Springs, CO

Denver Country Club Irrigation System Renovation Engineering: Denver, CO

Pelican Lakes Golf Course Irrigation System Engineering: Windsor, CO

AFFILIATIONS

American Council of Engineering Companies

American Society of Agricultural and Biological Engineers

American Society of Irrigation Consultants

Irrigation Association

National Council of Examiners for Engineers and Surveyors

KEY PERSONNEL

CULLEN B. KINOSHITA, CLIA

CERTIFIED LANDSCAPE IRRIGATION AUDITOR | PROJECT MANAGER



Cullen Kinoshita has over 14 years experience as an irrigation and hydraulic engineer. Prior to joining Aqua Engineering, Cullen worked for the US Department of Agriculture where he conducted research on variable rate chemical application for center pivots. Cullen is currently responsible for managing irrigation and water feature projects throughout the U.S.

In addition to his irrigation engineering expertise, Cullen has extensive experience evaluating both landscape and agricultural irrigation systems for efficiency and water conservation. He has project experience in public parks, sports fields, university campuses, golf courses, cemeteries, K-12 facilities, residential and commercial developments, and various agricultural projects.

Cullen's practical approach to design combined with his technical savvy contribute to the success of his projects and the long-term relationships he builds with clients.

EDUCATION

B.S. Bioresource and
Agricultural Engineering,
Colorado State University

REGISTRATIONS

Engineer-in-Training - Colorado

Irrigation Association Certified
Landscape Irrigation Auditor
(CLIA)

AFFILIATIONS

Irrigation Association, EPA
WaterSense Partner

SELECT PROJECT EXPERIENCE

ConocoPhillips Colorado Campus Irrigation Concepts and Water Rights
Analysis: Louisville, CO

Colorado State University Irrigation and Pumping System Engineering:
Fort Collins, CO

University of Colorado Williams Village Irrigation Master Plan/Raw Water
Irrigation and Pumping System Engineering: Boulder, CO

DOVA Fort Logan National Cemetery Irrigation System Expansion and
Water Rights Analysis: Denver, CO

DOVA Washington Crossing National Cemetery Water Management
Plan: Newtown, PA

Chimney Park Re-Create Irrigation and Pumping Station Engineering:
Windsor, CO

Chandler Heights Basin Park Irrigation, Lake and Pump Station Master
Planning: Gilbert, AZ

Blessings Golf Club Irrigation/Pumping System Engineering: Fayetteville,
AR

Jim Hamm Pond Outlet Engineering: Longmont, CO

Water Conservation Analysis for Denver Water: Denver, CO

Irrigation System Design Reviews: Spokane, WA



APPENDIX + ATTACHMENTS

APPENDIX | REFERENCES

ADAMS COUNTY OPEN SPACE, PARKS + TRAILS MASTER PLAN

Shannon McDowell, Project Manager
Adams County
4430 S Adams County Pkwy, 4th Floor
Brighton, CO 80601
303.637.8039
smcdowell@adcogov.org

GREELEY PARKS, TRAILS + OPEN LANDS MASTER PLAN, ISLAND GROVE REGIONAL PARK, AND YOUTH SPORTS COMPLEX

Andy McRoberts
City of Greeley Culture, Parks + Rec Dept
651 10th Avenue
Greeley, CO 80631
970.350.9425
andy.mcroberts@greeleygov.com

MATCHETT PARK MASTER PLAN + LAS COLONIAS PARK MASTER PLAN

Traci Wieland, Recreation Superintendent
City of Grand Junction
250 North 5th Street
Grand Junction, CO 81501-2668
970.925.3846
traciw@ci.grandjct.co.us

THE PARK AT HORSE FARM

Elizabeth Brooks
Director of Planning and Design
Lafayette Central Park, inc.
2901 Johnston Street, Suite 304
Lafayette, LA 70503
337.769.4846
ebrooks@lafayettcentralpark.org

TAUTPHAUS PARK MASTER PLAN

City of Idaho Falls
Greg Weitzel, MS
Parks + Recreation Dir.
520 Memorial Drive
Idaho Falls, ID
208.612.8482
gweitzel@idahofallsidaho.gov

Form W-9
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
DESIGN WORKSHOP, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1390 LAWRENCE STREET, SUITE 100

6 City, state, and ZIP code
DENVER, CO 80204

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

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or

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 8 | 4 | - | 0 | 8 | 1 | 9 | 9 | 6 | 9 |
|---|---|---|---|---|---|---|---|---|---|

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Markus Bergquist Date ▶ 8/11/15

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

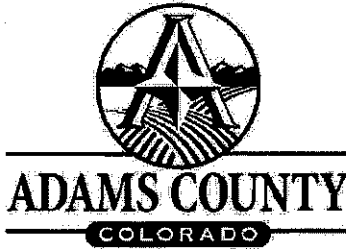
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

ATTACHMENTS | PROPOSAL FORM - CONTRACTOR'S STATEMENT




PROPOSAL FORM
Regional Park Master Plan

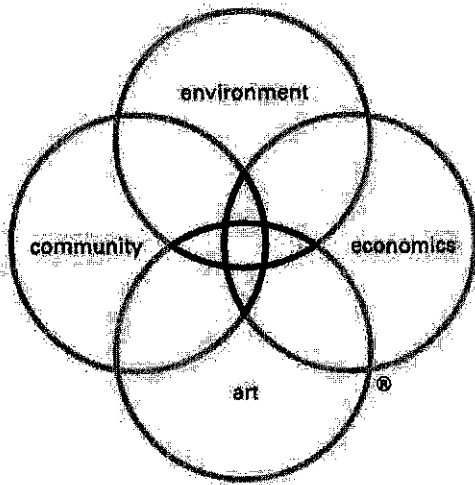
CONTRACTOR'S STATEMENT

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

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 Addenda # 2
If None, Please write NONE.

| | |
|-----------------------------|--|
| Design Workshop | June 29, 2016 |
| Company Name | Date |
| 1390 Lawrence St, Suite 100 |  |
| Address | Signature |
| Denver, CO 80204 | Robb Berg |
| City, State, Zip Code | Printed Name |
| Denver | Principal |
| County | Title |
| 303.623.5186 | 303.623.2260 |
| Telephone | Fax |
| rberg@designworkshop.com | |
| Email Address | |



DW LEGACY DESIGN®

We believe that when environment, economics, art and community are combined in harmony with the dictates of the land and needs of society, magical places result — sustainable places of timeless beauty, significant value and enduring quality, places that lift the spirit.

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

DESIGNWORKSHOP

ASHEVILLE | ASPEN | AUSTIN | CHICAGO | DUBAI | DENVER | HOUSTON | LAKE TAHOE | LOS ANGELES | SHANGHAI