

**ADAMS COUNTY TASK ORDER
FOR THE DESIGN OF THE VETERANS MEMORIAL**

Date: 10/29/2020
Master Agreement # 2018.447

Task Order #2
Project #2020.014

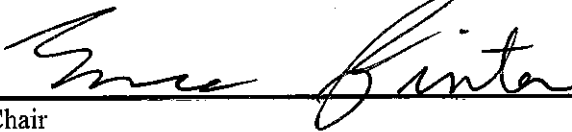
In accordance with the above referenced Master Agreement between Adams County Colorado, and DHM Design, dated March 19, 2019, the provisions of the Agreement and any Amendments thereto affected by this Task Order are modified as follows:

1. **Task Order Description.** Contractor shall perform the task(s) listed in Contractor's Task Order Proposal dated September 11, 2020, which is incorporated by reference herein in accordance with the provisions of the Master Agreement (#2018.447).
2. **Price/Cost.** The maximum amount payable by the County for performance of this Task Order is \$395,176.00 for proposed work and \$24,824.00 for Contingency.
3. **Performance Period.** Contractor shall complete its obligations under this Task Order on or before December 31, 2021.
4. **Effective Date.** The effective date hereof is upon approval of the County or the Board of County Commissioners, whichever is later.

IN WITNESS WHEREOF, the County and the Contractor have caused their names to be affixed.

*Person's signing for Contractor hereby affirm that they are authorized to act on Contractor's behalf and acknowledge that the County is relying on their representations to the effect.

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


Chair

11/05/2020
Date

DHM DESIGN



Signature*

10.29.2020
Date

MARK WILCOX
Printed Name

PRINCIPAL
Title

Attest:
Josh Zygielbaum; Clerk and Recorder


Deputy Clerk

APPROVED AS TO FORM:
Adams County Attorney's Office

10/29/2020 Doug Edelstein email approval
Attorney's Signature

DHM DESIGN

LANDSCAPE ARCHITECTURE | LAND PLANNING | ECOLOGICAL PLANNING | URBAN DESIGN

September 11, 2020

Adams County, Colorado

Cyndi Stringham, Project Manager, Facilities and Fleet Management

4430 South Adams County Parkway, 1st Floor, Suite C1700

Brighton, Colorado 80601-8214

720.523.6305 | cstringham@adcogov.org

Project Name: Adams County Veterans Memorial Final Design Project

Dear Ms. Stringham,

On behalf of the DHM Design Team, we express our sincerest excitement for the opportunity to continue working with Adams County for the Adams County Veterans Memorial Final Design.

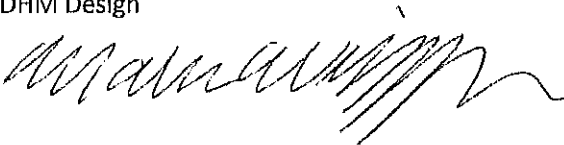
We will work hand in hand with the County and Veterans Advisory Committee to develop final designs based on the County approved final concept. Our team will bring creative site design solutions that will ensure the Veterans Memorial Concept Vision is carried out through the technical design decisions We will draw from our expertise on projects of a similar size and scope as we continue with final designs. We are familiar with the need to balance history, emotion and the future in one simple and bold movement within memorial designs.

Mark Wilcox will continue to lead our design team as the Principal-in-Charge and Primary Point-of-Contact. Eric Giberson will act as project manager and support on deliverables and production.

DHM Design is available to begin the Adams County Veterans Memorial Final Design project immediately. We have provided a project approach and detailed scope of work with a fee schedule to better understand our approach and level of commitment for each task. We have OTAK on our team to assist with civil engineering and structural engineering, Flat Irons survey for related survey needs, Martinez for geotechnical investigations. Irrigation design services will be completed as a performance specification only.

Thank you for the opportunity to assist you with this important project. If you have any questions during your review of this proposal, please do not hesitate to call Mark Wilcox at 720.763.3966 or email at mwilcox@dhmdesign.com with any questions or concerns. We look forward to continuing our relationship with Adams County.

Sincerely,
DHM Design



Mark Wilcox, Principal

DENVER CARBONDALE DURANGO BOZEMAN
WWW.DHMDESIGN.COM

900 South Broadway, Suite 300 Denver, Colorado 80209 P: 303.892.5566 f: 303.892.4984

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PROJECT APPROACH

DHM Design is providing the following Scope of Services and Fees for Adams County Veterans Memorial Final Designs. We have broken our Scope of Services into five tasks to better understand the work effort required. The entire project will be designed to a 100% level to provide a full design that can be supported and approved by the County. Once final designs are complete, we will work with the County to develop a logical phasing sequence that can be used to either bid the entire design as approved or develop a phased bid package that bids phase one that may contain only part of the design. Multiple bid packages and construction services for multiple seasons and contracts are not currently shown in the following scope and fee.

Due to the nature of not knowing what phasing and implementation strategies will look like until designs are complete and the County is ready to bid, we have assumed a fee for task four of 10% of overall design costs to support this effort. This will be billed hourly to a topset as needed.

Task One: Schematic Design/ Design Development (30% Designs)

Task Two: Design Development (50% Designs)

Task Three: Construction Documents/ Final Designs

Task Four: Phase One Bid Package

Task Five: Construction Management Services

Task One: Schematic Design/ Design Development (30% Designs)

Develop Work Plan/ Project Management Plan with milestones and deliverables/ Final Project Schedule— We will submit a preliminary project schedule and work plan with milestones and deliverable dates at the project kick-off and a final project schedule with milestones and deliverable dates at start of the design development phase.

Bi-weekly Project Management Team Meetings — weekly correspondence will continue throughout the project to update Adams County of progress and to seek input at various stages of project development. Communication will take the form of various means including phone calls, emails, and bi-weekly meetings in person. It is our understanding that the design team will meet with a small team from Adams County who will present any of the design teams work to any committees, public and Board for approvals. The design team will assist with any board, graphics, presentation material as required for the County's use in these meetings. We've included limited time for coordination and preparation.

Update to Veterans Advisory Committee — the design team will prepare for and present updates to the Veterans Advisory Committee at key points in the design process

Topographic Survey with utilities, trees and information needed to develop technical drawings — Flat Irons will provide detailed topographic survey for the project limits (approximately 3 acres) to include site control, site improvements, visible utilities, trees and tree canopies, and underground utilities. No time or fee has been provided for SUE investigations. We have included time for private utility locates as needed.

Geotechnical Investigations: Three borings are planned for the project site based on the approved concept, one deep boring for the pier/deck, one shallower foundation boring for the shade structures and one pavement boring in the parking lot. An R-value for the parking lot pavement design is not included as it will be a lightly loaded parking load with a very minimal ESAL. The design program will default to the county standard as environmental stresses are far stricter than any traffic loading. A truck mounted drill rig will be used to access the site for the borings.

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Prepare 30% Plan Documents – Resolution of all substantive design issues completed during the previous concept design phase will begin to be further detailed to understand the technical aspects of the design. We will begin preparation of a Schematic Design/ Design Development package that will be used to vet out technical design of the memorial site improvements based upon the master plan evaluation and completion. Construction details for the memorial site improvements are in progress with a first draft of technical specifications completed.

Our team will leverage its deep experience in site development and construction to thoroughly evaluate the approved Master Plan and develop detailed plans to a 30% progress level. We anticipate the following plans to be developed.

- Material image boards and cut sheets
- Incorporate comments from the master planning process and from review with the County and stakeholders into a Design Development Plan set for use in permitting, coordination, prior to beginning Final Designs and Construction Documents.
- Cover Sheet
- Preliminary Existing Conditions/ Demolition Plans
- Preliminary grading plans
- Preliminary layout and materials plan
- Preliminary landscaping and ecological restoration plans
- Preliminary site details for the memorial site improvements
- Conceptual Interpretive Plan to better understand interpretive elements

These plans will be prepared in AutoCAD format and will be the basis for accurate cost estimating. A PDF of the 30% Plan set will be provided to the County for review and comment.

Drainage Design and Report

- a) Otak will review the parking lot and site layout and design to see if low impact development techniques can be implemented to reduce drainage impacts.
- b) Otak will prepare a Level 3 Storm Drainage Study (SDS) in accordance with the Adams County Development Standards and Regulations (Chapter 9).

COST ESTIMATES: Preparation of a Preliminary Construction Cost Estimate on the SD set will be completed and necessary adjustments will be made to the documents to bring the project within budget. Possible alternatives will be reviewed for budget considerations.

We will provide a detailed estimate of probable costs of the 30% plan set with costs by specific area within the memorial. DHM understands the importance of accurate cost estimating. We believe that very detailed estimates, all inclusive of permits, fees, utility services, construction, testing, design, administration and inflation lead to more accurate site development costs. DHM will work closely with OTAK to prepare a detailed estimate for construction.

DELIVERABLES -

- 30% Plan Set
- Cost Estimate
- Survey
- Geotechnical Report
- Project Schedule

Task Two: Design Development (50% Designs)

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Prepare 50% Plan Documents – We will prepare a Design Development (50% CD) package that aligns with County standards and guidelines, for review and approval by the County. Plans will include the following:

- Cover Sheet
- Existing Conditions/ Demolition Sheet
- Tree Protection Plan
- Grading and Drainage Plan
- Layout and Materials Plan
- Landscape Plan
- Site Details
- Lighting Design
- Irrigation Performance Specification
- Structural Design
- Interpretive Plan
- Drainage Report – Preliminary and Final
- Preliminary Estimate of Possible Construction Costs

Parking lot layout & design

a) DHM will provide a parking lot layout design. Otak will provide engineered design and drawings based on the DHM plan.

Structural design elements

a) Pier (and Bulkhead) Design and Details: These are assumed to be constructed out of reinforced concrete. Otak will develop the structural system to be used and provide construction level cross sections. Concept and construction layout plan and elevations will be developed by DHM.

b) Turret: Otak will provide a structural redline of the turrets to include information depicted on DHM drawings. The turrets will likely be stone or architectural concrete. Both options will require a spread footing foundation design and red-line by Otak. Precast concrete turrets will require reinforcing steel red-line by Otak. DHM to develop concept and architectural designs of turret seating.

c) Shade Structure Towers: These are assumed to be structural steel. Otak will use CAD design drawings developed by DHM to develop our own structural foundation and frame design and drawings. DHM to develop concept and architectural detailing of structures for use by Otak for structural designs.

d) Inspiration Wall and Grotto Wall: These retaining walls will be designed and detailed based on the DHM layout (plan and elevation). Architectural finishes and applications will be developed by DHM. Otak's cross sections will be made to accept these finishes and materials identified.

e) Site Retaining Walls: DHM will provide layout for various retaining and seat walls on the site. For walls lower than 3 feet in height; Otak will provide a structural red-line of DHM drawings. Otak will provide typical details for up to three other retaining walls.

Review meeting with County – We will attend a comment review session with the County to review comments and seek approvals prior to moving forward into more detailed design.

Written Response to Comments – We will submit plans to the County and provide written responses to comments received.

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Submit 50% Complete Drawings for Review – We will submit 50% level drawings to Adams County for review comments.

Definitive Cost Estimates with Possible Alternatives:

Preparation of a Preliminary Construction Cost Estimate on the DD set will be completed and necessary adjustments will be made to the documents to bring the project within budget. Possible alternatives will be reviewed for construction sequencing and budget considerations.

Floodplain analysis & permitting (Exclude CLOMR/LOMR)

Otak will acquire the effective floodplain model for the South Platte River in the vicinity of the project and update the model with proposed grading provided by DHM. Otak will prepare a Hydraulic Report to submit to Adams County to document no rise of the proposed design. The task assumes that 1.) the existing topography and proposed grading will be provided in Colorado State Plane Central coordinate system (rather than a custom coordinate system) by DHM; and 2) the proposed design will not cause a rise in the 100-yr water surface elevation.

Quality Control/ Quality Assurance: A Senior staff member at DHM, not directly involved in the project, will review plans for technical detailing and design prior to submitting to Adams County for review.

DD Submittal/ DD Review Comments and respond/ DD Meeting–Design Development level drawings and preliminary reports in PDF format will be submitted to ADCO for review to obtain comments on the design. We will also submit any specific drawings to other review agencies as required. All comments will be reviewed and a response prepared that addresses all comments in a comment/ response matrix. Comments will be incorporated in the 90% CD progress set where applicable. Plans can be printed and will be available as a pdf document on cd or flash drive as required.

Interpretive Design

GRAPHIC DESIGN DEVELOPMENT PHASE -

Kickoff meeting/ Design Charette - DHM will prepare for and attend a kickoff/ scoping meeting with Adams County to discuss interpretive concepts and direction. DHM will prepare a PPT that describes the different types of interpretive elements and design content arrangements to better understand the style, finish and content identified in the concept plan. Any updates to a conceptual interpretive program will be noted and final decisions will be made on direction of interpretive design before moving forward into developing content in the DD phase.

Design Development and Review Meeting – Interpretive designs will begin to move forward into final concept designs for review with Adams County at a follow up meeting to make final decisions on style, content and images prior to finalizing designs for high resolution output ready for printing. DHM will coordinate with Adams County on acquiring all necessary images, graphics, content and text for the displays as determined during our meetings.

Final Design/ Graphic Output – Following a final review meeting with Adams County, DHM will finalize all concept art and interpretive graphic elements into an emailable low resolution graphic file for final review and comment prior to exporting high resolution graphics for printing and production for the project.

DELIVERABLES -

- 50% Plan Set
- Cost Estimate
- Interpretive Design Plan
- Drainage Report – Draft and Final
- Floodplain Analysis

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Task Three: Construction Documents/ Final Designs

Based upon final Design Development comments from Adams County and the findings from the Draft Construction Cost Estimate, the design team will complete the remaining technical work effort for Construction Documents and Technical Specifications for the 90% and 100% Final Construction Set submittals.

After a final meeting with the County, we will revise the complete package per any outstanding comments and deliver stamped drawings. We will at this point have a final plan set ready for bidding and construction

PREPARE 90% AND 100% FINAL REVIEW DRAWINGS – 90% complete construction drawings will be prepared for the project including major elements such as cover sheet, general notes, Site Preparation and Tree Protection Plans, overall site layout and materials plans, grading sheets coordinated with OTAK, miscellaneous site details, planting/ revegetation plans. Detailed designs will be provided for all programming as noted in the master plan. 90% drawings will be prepared for submittal through Adams County. DHM will continue developing plans to meet deadlines and schedule requirements for 100% Final Construction drawings during this review.

EROSION CONTROL AND SWMP PLANS

Otak will prepare a Storm Water Management Plan for this site with disturbances greater than one acre. Otak will prepare an Erosion and Sediment Control Plan in compliance with the SWMP requirements.

LIGHTING DESIGN

No lighting or electrical design is included in the technical design phase. Plans will include light types and locations only. Final designs will include preapproved light luminaires by Adams County. Location and placement within the veteran's memorial will be identified. If it is determined that electrical design is required, we can reach out to our on-call team member BCER to secure a proposal for services.

IRRIGATION DESIGN

No irrigation design is included within the scope and fee. DHM to provide a performance specification for contractors to bid the irrigation system as a design-build approach.

QUANTITIES/ ESTIMATE OF PROBABLE CONSTRUCTION COSTS – DHM will prepare 90% and 100% design level quantities and estimated construction costs for the proposed improvements.

90%/ 100% SUBMITTAL/ 90%/ 100% REVIEW COMMENTS AND RESPOND 90%/100% REVIEW MEETING – DHM will submit 90% and 100% level drawings and reports in PDF format for review to obtain comments on the design. Also, we will submit any specific drawings to other review agencies as required. All comments will be reviewed and a response prepared that addresses all comments. Comments will be incorporated in the next phase of submittal documents. Plans will be prepared in AutoCAD format and will be the basis for accurate cost estimating. Plans will be printed and available as a pdf document on cd or flash drive as required.

Draft and Final Technical Construction Specifications with description of Bid Items – Draft and Final Technical bid specifications will be prepared based on CSI Master Format Standards in electronic format. Technical specifications, measurement & payment, bid schedule and special contract conditions will be prepared. It is assumed that general provisions and Division 1 sections will be provided by the County for incorporation into the contract documents.

Weekly progress check ins (meetings, emails, or phone calls) – weekly correspondence will continue throughout the project to update Adams County of progress and to seek input at various stages of project development. Communication will take the form of various means including phone calls, emails, and bi-weekly meetings in person. The design team will meet with a small team from Adams County who will present any of the design teams work to any committees,

DHM DESIGN

public and Board for approvals. The design team will assist with any board, graphics, presentation material as required for the County's use in these meetings.

FINAL ACCEPTANCE– DHM will make final corrections to plans, specifications and other submittals until final acceptance of plans ready for bidding.

DELIVERABLES -

- Comment response matrix at 90% and 100% submittal
- 90% and 100% Final Construction Drawings
- 90% and 100% Draft and Final Technical Specifications.
- 90% and 100% Estimate of Probable Construction Costs and Pricing Schedule.

Task Four: Phase One Bid Package

BID PACKAGE PHASING REVIEW MEETING– DHM will meet with the County to review phasing options, construction delivery methods and strategies for development and construction of the final plans. Phasing sequencing and impacts will be reviewed to determine best course of action for bidding and construction of either the full design or phase one improvements that may contain only part of the final design. Phase one limits have not been identified at this time and will be developed from careful review with the County.

UPDATE COST ESTIMATE/ BID SCHEDULE BASED ON PHASING AND BID ALTERNATES– DHM will update the cost estimate and bid schedule based on discussions with the County on identifying phase one. Quantities will be reviewed and updated and a revised bid schedule will be completed that outlines phase one contract items to be bid and constructed.

PREPARE PHASE ONE BID PACKAGE– DHM will review the final designs in preparation of developing a phase one bid package that includes revisions and updates to demolition, grading, drainage, layout and landscape sheets, site details and specifications in order to bid and construct phase one improvements. The phase one bid package will remove items not in the contract, make modifications as needed and tie proposed features back into the existing site. Ideally phase one features will not need to be modified or removed when future phases are implemented.

Task Five: Construction Management Services

BID DOCUMENTS– DHM will submit one set of full size (24"x36") PDF's, and one set of prints. DHM will submit one set of reproducible special conditions, technical specifications and bid forms and a CD ROM containing electronic files. Detailed construction bid documents for the project, including construction contract documents, general conditions, construction specifications and drawings, a detailed cost estimate, and an estimated construction timeline, will be prepared. We will issue addendums to bid documents as required, and answer questions from the general contractor.

CONSTRUCTION ADMINISTRATIVE ASSISTANCE–DHM will provide clarification to the drawings as necessary through the entire bidding and construction process. Services include: assisting with bidding, answering contractor questions, addendum preparation, review shop drawings and product submittals, attend weekly OAC meetings and provide site inspections at critical points during construction with field reports to Adams County, review of plant material at nursery and on site, conduct final inspections, and prepare punch lists.

Progress Meetings: DHM will be available for weekly on site OAC meetings to be held throughout the duration of the project. DHM will participate in the weekly meetings on site. We have assumed a construction schedule of 10 months/ 40 weeks.

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Construction Administration: Tasks include site visits, availability to answer any RFI's, provide design clarifications and review submittals, visit the site to review critical site items and answer any other questions that may come up during construction that impact design. A detailed scope and estimate of hours is included within our fee schedule.

DELIVERABLES -

- 1 full size set printed bid documents
- Addendum, RFI's, punch list, supplemental information needed during construction.

Meetings:

- Pre-Bid Conference
- Pre-construction meeting
- Weekly OAC meetings (40 weeks)
- Initial and Final Punchlist
- Final acceptance review

Task/Item	Hourly Rate	Professional Services		Professional Services		Professional Services		Professional Services		Professional Services		Subtotal
		Professional	Professional	Professional	Professional	Professional	Professional	Professional	Professional			
Bl-weekly meetings with Acme County Project Manager and Project Team (B)	32.0	32.0										\$12,420.00
TASK 4: Phase One Bid Package (10% of design costs)												
Bid Package Planning, review meeting with County												\$0.00
Unrated Cost Estimate/ Bid Schedule based on planning/ bid alternatives												\$0.00
Prepare Phase One Bid Package												\$0.00
TASK 5: Construction Management Services (Phase One only) (6 weeks bid/ 10 months construction)												
Pre-bid conference	4.0											\$1,080.00
Attendance	4.0											\$1,080.00
Pre-construction meeting	16.0											\$4,320.00
Submit/ Shop Drawing Review	4.0											\$1,080.00
Engineer/ Site Visit for Grading, Foundations and Structures (5)	24.0											\$6,216.00
Answer RFI's	2.0											\$540.00
Weekly OAC meetings (LA 40) (Civil 10)	40.0											\$10,560.00
Change Order Assistance (limited assistance)	4.0											\$1,080.00
Initial and Final Punchlist	8.0											\$2,160.00
Final Acceptance Review	4.0											\$1,080.00
Subtotal	311	311	773	724	10560	77300	81540	5000	30180	37728	6100	\$593,888.00
Travel/ Printing Expenses and Reimbursables												\$7,500.00
TASK 1: Schematic Design/ Design Development - 30% design (2 months)	52785											\$385,888.00
TASK 2: Design Development - 50% design (2 months)	\$91,207											\$7,500.00
TASK 3: Construction Documents - Final Design (6 months)	\$115,660											\$8,580.00
TASK 4: Phase One Bid Package (19% of design costs)	\$29,307											\$2,160.00
TASK 5: Construction Management Services (Phase One only) (6 weeks bid/ 10 months construction)	\$65,298											\$4,920.00
TOTAL LABOR AND EXPENSES	\$387,576											\$395,176

Travel/ Printing Expenses and Reimbursables \$7,500.00
TOTAL LABOR AND EXPENSES \$395,176

