

## DESIGN SERVICES AGREEMENT

**THIS AGREEMENT** is entered into between the **CITY AND COUNTY OF DENVER** (the "City"), a municipal corporation of the State of Colorado, and **SHORT ELLIOTT HENDRICKSON, INC.** (the "Design Consultant"), a Minnesota Corporation, whose address is 2000 S. Colorado Boulevard, Suite 6000, Denver, Colorado 80222.

### **SECTION 1 – ENGAGEMENT**

**1.01 Engagement.** The City engages the Design Consultant to furnish professional design services for the Project as set forth in this Agreement. The Design Consultant accepts such engagement upon, subject to and in accordance with the terms, conditions and provisions of this Agreement.

**1.02 Line of Authority for Contract Administration.** The City's Executive Director of Mayor's Office of the National Western Center ("Director") is the City's representative responsible for authorizing and approving the work performed under this Agreement. The Director in her sole discretion may designate one or more representatives to act as Project Manager, to issue written Notice to Proceed and to administer, coordinate and approve the work performed by the Design Consultant under this Agreement. The Project Manager shall be responsible for the day-to-day administration, coordination and approval of work performed by the Design Consultant, except for approvals which are specifically identified in this Agreement as requiring the Director's approval. The Director expressly reserves the right to designate another authorized representative to perform on the Director's behalf by written notice to the Design Consultant.

**1.03 Independent Contractor.** The Design Consultant is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Design Consultant nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

**1.04 Scope of Design Consultant's Authority.** The Design Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Design Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Design Consultant lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the D.R.M.C.

### **SECTION 2 – DESIGN CONSULTANT'S SERVICES**

**2.01 General.** The Design Consultant shall provide professional design services for the Project in accordance with the terms and conditions of this Agreement. The Design Consultant's basic services shall consist of all of those services described in this Agreement and in **Exhibit A**.

#### **2.02 Professional Responsibility.**

- (a) All of the work performed by the Design Consultant under this Agreement shall be performed in accordance with the standards of care, skill and diligence provided by competent professionals who perform work of a nature similar to the Work described in this Agreement.
- (b) The Design Consultant agrees to strictly conform to and be bound by written standards, criteria, budgetary considerations and memoranda of policy furnished to it by the City and further agrees to design each project in compliance with applicable laws, statues, codes, ordinances, rules and regulations, and industry standards.

- (c) All professional services, plans and specifications and other work, or deliverables provided under this Agreement for the Project shall be adequate and sufficient for the proper construction of the Project and its intended purpose.
- (d) All drawings, specifications and other products shall be prepared so the Project, when constructed in accordance with such drawings and specifications, is in compliance with all applicable laws, statutes, codes, ordinances, and rules and regulations of the City, the State and the Federal government.
- (e) Any design changes required by changes in such applicable laws, statutes, codes, ordinances or rules and regulations of the City, the state or the federal government, which are enacted after the City's acceptance of Construction Documents, defined herein, will be outside the scope of the Design Consultant's basic services and basic fee, and will be compensated for approval as an additional service, subject to the additional services budget for that project.
- (f) The Design Consultant shall prepare the plans, specifications and other materials for the Project in a format that complies with all City requirements as well as all state and federal requirements for the Project. No funds will be paid to the Design Consultant for the preparation of contract documents in a form other than that considered usual and customary by the Department of Public Works. It shall be the responsibility of the Design Consultant to contact the reviewing agencies and determine the acceptable format for the final documents. No documents will be considered final until approved by the City, even though any responsible federal and state agencies have approved such documents.
- (g) The City reserves the right to proceed with the construction of the Project using either the City's standard general contractor bidding approach, on call contractors or using construction management techniques. The Design Consultant agrees to organize its Contract Documents for either construction technique and to coordinate the construction documents into selected bid packages, as appropriate. The City will notify the Design Consultant prior to the completion of the Design Development Design Phase which method will be used and the amount of work or the limits of construction to be included in the proposed bid package(s).
- (h) The reports, studies, drawings and specifications and other products prepared by the Design Consultant under this Agreement, when submitted by the Design Consultant to the Director and the user agency for any identified phase of the Project, must represent a thorough study and competent solution for the project as per usual and customary professional standards and shall reflect all architectural and engineering skills applicable to that phase of the project.
- (i) The responsibilities and obligations of the Design Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant or subconsultant, or an employee of the City.
- (j) The Design Consultant shall provide all professional services required by the City in defending all claims against the City, which relate in any way to alleged default hereunder, errors or omissions of the Design Consultant or its subconsultants, without additional compensation.

**2.03 Program and Budget.**

- (a) The Design Consultant agrees to review the City's program and budget for the Project and further agrees, unless it has timely notified the City that the Project cannot be accomplished within such budget, to accomplish the Project within the intent of the program and established budget. Should the Design Consultant determine that The Project cannot be accomplished within the established budget, the Design Consultant shall immediately notify the City, in writing, so that the project scope or project budget can be reviewed and modified if necessary.
- (b) The term "Project Construction Cost" shall mean the estimated cost to the City of actually constructing the Project, but such cost shall not include any Design Consultant's or special consultant's fees or reimbursements or the cost of equipment installed by the City under separate contract, unless the Design Consultant is required by the City to prepare drawings and specifications for such equipment. The initial Project Construction Cost has been provided to the Design Consultant.
- (c) The Design Consultant agrees to design the Project within the estimated Project Construction Cost for the Project. Should all responsive bids or proposal received for the Project work provided for in the design exceed such cost, the Design Consultant agrees to redesign the Project at no additional cost to City and, in a manner acceptable to the City.

**2.04 Coordination and Cooperation.**

- (a) The Design Consultant agrees to perform under this Agreement in such a manner and at such times that the City or any Contractor who has work to perform, or contracts to execute, can do so without unreasonable delay.
- (b) Coordination with the City and other involved agencies shall be a continuing work item through all phases of each assigned project. Such coordination shall consist of regular progress and review meetings with the City, work sessions with the City's Mayor's Office of the National Western Center, and other user agencies or as otherwise directed by the City. Such coordination may also include field and office reviews of plans and documents as required during the development of the design for any specific project. The Design Consultant shall document all such conferences and distribute notes to the City.

**2.05 Personnel Assignments.**

- (a) The key professional personnel identified in **Exhibit B** will be assigned by the Design Consultant or its subconsultants to perform the services required under this Agreement, as appropriate.
- (b) The Design Consultant's services shall be diligently performed by the regular professional and technical staff of the Design Consultant. In the event the Design Consultant does not have as part of its regular staff certain professional consultants, then such consulting services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Design Consultant.
- (c) The Design Consultant agrees, at all times during the term of this Agreement, to maintain on its payroll or to have access to through outside subconsultants,

professional design personnel and technicians in sufficient strength to meet the requirements of the City. Such personnel and technicians shall be of the classifications referenced in **Exhibit B**. The hourly rates specified therein include all costs except those specifically referenced as reimbursables in the appropriate hourly rate schedule.

- (d) Prior to designating an outside professional to perform subconsultant work, the Design Consultant shall submit the name of such subconsultant, together with a resume of training and experience in work of like character and magnitude of the project being contemplated, to the City and receive prior approval in writing.
- (e) It is the intent of the Parties hereto that all key professional personnel be engaged to perform their specialty for all such services required by this Agreement and that the Design Consultant's and the subconsultant's key professional personnel be retained for the life of this Agreement to the extent practicable and to the extent that such services maximize the quality of work performed hereunder.
- (f) If the Design Consultant or a subconsultant decides to replace any of its key professional personnel, the Design Consultant shall notify the Director in writing of the desired change. No such changes shall be made until replacement personnel are recommended by the Design Consultant and approved in writing by the Director, which approval shall not be unreasonably withheld.
- (g) If, during the term of this Agreement, the Director determines that the performance of approved key personnel or a subconsultant is not acceptable, she shall notify the Design Consultant and give the Design Consultant the time which the Director considers reasonable to correct such performance. Thereafter, she may require the Design Consultant to reassign or replace such key personnel. If the Director notifies the Design Consultant that certain of its key personnel or a subconsultant should be replaced, Design Consultant will use its best efforts to replace such key personnel or a subconsultant within ten (10) days from the date of the Director's notice.
- (h) Neither the Design Consultant nor any subconsultant shall have other interests which conflict with the interests of the City, including being connected with the sale or promotion of equipment or material which may be used on a project to which they may be assigned, and the Design Consultant shall make written inquiry of all of its subconsultants concerning the existence of a potential for such conflict. In unusual circumstances, and with full disclosure to the City of such conflict of interest, the City, in its sole discretion, may grant a written waiver for the particular consultant or subconsultant.
- (i) Actions taken by the City under this Article shall not relieve the Design Consultant of its responsibility for contractual or professional deficiencies, errors or omissions.
- (j) The Design Consultant shall submit to the Director a list of any additional key professional personnel who will perform work under this Agreement within thirty (30) days after this Agreement has been executed, together with complete resumes and other information describing their ability to perform the tasks which may be assigned. Such additional personnel must be recommended by the Design Consultant and approved by the Director before they are assigned to a specific project.

- (k) The Director shall respond to the Design Consultant's written notice regarding replacement of key professional personnel within fifteen (15) days after the Director receives the list of changes. If the Director or his designated representative does not respond within that time, the changes shall be deemed to be approved.

**2.06 Basic Services – General.**

- (a) These services shall be diligently performed by the regular professional and technical staff of the Design Consultant. In the event the Design Consultant does not have as part of its regular staff certain professional consultants, then such consulting services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Design Consultant.
- (b) Prior to designating an outside professional to perform work or services under this Agreement, the Design Consultant shall submit the name of such professional, together with a resume of training and experience in work of like character and magnitude as the project being contemplated, to the City and receive prior approval in writing.
- (c) All professional consultants and subconsultants must be retained for the life of the Project to the extent practicable, except that acceptable replacements may be substituted with prior written approval from the City as set out in Section 2.05.
- (d) The Design Consultant's basic services for the Project shall consist of the phases described below and shall include, but not be limited to, architectural, structural, mechanical, civil and electrical engineering services appropriate to each Project for each phase.
- (e) The Design Consultant shall obtain written authorization from the City before proceeding with each phase.
- (f) Nothing in this Agreement shall be construed as placing any obligation on the City to proceed with any phase beyond the latest phase authorized in writing by City.
- (g) The responsibilities and obligations of the Design Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant, subconsultant, or employee of the City.

**2.07 Basic Services - Phase Specific.** In the interest of tracking progress towards completion of all work items necessary to complete the Project specified herein, the required Basic Services tasks which must be performed on each Project have been separated into phases. As applicable for the Project, the Design Consultant shall satisfactorily complete all work necessary to complete each phase as specifically set out in **Exhibit A**.

**2.08 Additional Services.**

- (a) If the Design Consultant performs services in addition to its Basic Services, as a result of material changes in the Project or due to other circumstances beyond the Design Consultant's control, and if such services (1) are pre-approved in writing; (2) will not cause the total compensation payable to the Design Consultant to exceed the Maximum Contract Amount; and (3) are not occasioned by any neglect, breach or default of the Design Consultant, then the

Design Consultant will be reimbursed its pre-approved cost for performance of such service(s).

- (b) Before providing any such services, the Design Consultant first shall file with the City, and secure the City's written approval of, a complete description of the proposed services including an estimate of the maximum cost of any and all such services, on the basis set out in **Exhibits A and B**, of rates per hour, per day, or other basis of cost. Such description shall also include a statement from the Design Consultant that the maximum cost of such services will not cause the total amount payable to the Design Consultant under this Agreement to exceed the maximum contract amount. In no event shall any form of authorization or pre-approval of additional services be deemed valid or binding upon either the City or the Design Consultant if the maximum cost of such services would cause the aggregate amount payable under this Agreement to exceed the maximum contract amount. Payment for additional services shall not, in any event, exceed the cost estimated by the Design Consultant and approved in writing by the City.
- (c) The cost of such additional service shall be deemed to be the lesser of the estimated maximum cost or:
  - 1. The actual time card cost of all design personnel including principal designer's time at the rates as set out in **Exhibit B**;
  - 2. The actual cost to the Design Consultant for other necessary outside services, such as structural, mechanical or electrical engineering performed by independent consultants; and
  - 3. The Design Consultant's actual reproduction cost for drawings.
- (d) The Design Consultant shall maintain an accurate and acceptable cost accounting as to all such additional expenses and shall make available to the City all records, canceled checks and other disbursement media to substantiate any and all requests for payment for additional services.
- (e) Payment to the Design Consultant for such additional services shall not, in any event, exceed the maximum additional services amount set forth in Section 3.

## **2.09 Surveying and Testing.**

- (a) The Design Consultant shall obtain all necessary surveying, tests and reports to properly design and administer the construction of each project, including, but not limited to, soils and hazardous materials testing. The Design Consultant shall be responsible for the accuracy, adequacy and content of such tests, surveying and reports.
- (b) The Design Consultant and its appropriate subconsultant shall review all survey and test results reports and shall follow the recommendation of the soils engineer or other subconsultant unless, in the exercise of appropriate professional judgment, the Design Consultant or appropriate subconsultant discovers, or should in the exercise of professional judgment discover, factors indicating the report or results are not reliable.
- (c) If any such inadequacy or any inconsistency, based upon such exercise of professional judgment, is noted the Design Consultant and/or its appropriate

subconsultant shall report such inconsistency or inadequacy promptly to the City and require such inadequacy or inconsistency to be addressed by the soils engineer, testing laboratory or land surveyor before any further use is put to the data.

- (d) The Design Consultant shall require all surveying, engineering and testing entities it selects to carry and maintain Comprehensive Auto Liability and Property Damage Insurance, General Commercial Liability and Property Damage Insurance and Professional Errors and Omissions coverage as required by the City's Office of Risk Management which will adequately protect the interests of the City and third parties from the acts and omissions of the testing entity.
- (e) The amount of surveying or testing, the cost, and the types of reports required must be approved by the Director prior to the Design Consultant actually ordering any such work to be accomplished. Such approvals by the City shall be for purposes of compensation only and shall not relieve the Design Consultant of any responsibility for determining the scope and amount of surveying and testing necessary for the design of the project.
- (f) It is understood and agreed that this Agreement does not include the investigation, sampling, testing, planning, abatement design, and remediation management of asbestos or other hazardous waste material. Should the presence of asbestos or other hazardous waste material be known to exist on a specific project or if the Design Consultant shall observe the presence of asbestos or hazardous waste material on any project site during its performance of services under this Agreement, the Design Consultant shall notify the City in writing immediately.
- (g) Payment to the Design Consultant for such surveying, testing, and abatement shall not exceed the surveying and testing budget set forth in the project specific proposal for each project.

**2.10 Compliance with M/WBE Requirements.**

- (a) This Agreement is subject to Article III, Divisions 1 and 3 of Chapter 28, Denver Revised Municipal Code (D.R.M.C.), designated as Sections 28-31 to 28-36 and 28-52 to 28-90 D.R.M.C. (the "M/WBE Ordinance") and any Rules or Regulations promulgated pursuant thereto. The Design Consultant identified in its Proposal MBE and/or WBE firms with which it intends to subcontract under this Agreement, with a total participation level by such firms of **37%**.
- (b) Under § 28-72 D.R.M.C., the Design Consultant has an ongoing, affirmative obligation to maintain for the duration of this Agreement, at a minimum, compliance with its originally achieved level of MBE and WBE participation upon which this Agreement was awarded, unless the City initiates a material alteration to the scope of work affecting MBEs or WBEs performing on this Agreement through change order, contract amendment, force account, or as otherwise described in § 28-73 D.R.M.C. The Design Consultant acknowledges that: (1) It must establish and maintain records and submit regular reports, as required, which will allow the City to assess progress in achieving the M/WBE participation goal.

- (c) If change orders or any other contract modifications are issued under the Agreement, the Design Consultant shall have a continuing obligation to immediately inform DSBO in writing of any agreed upon increase or decrease in the scope of work of such contract, upon any of the bases discussed in § 28-73, D.R.M.C., regardless of whether such increase or decrease in scope of work has been reduced to writing at the time of notification.
- (d) If change orders or other contract modifications are issued under the contract, that include an increase in scope of work of this Agreement, whether by amendment, change order, force account or otherwise which increases the dollar value of the contract, whether or not such change is within the scope of work designated for performance by an M/WBE at the time of contract award, such change orders or contract modification shall be immediately submitted to DSBO for notification purposes. Those amendments, change orders, force accounts or other contract modifications that involve a changed scope of work that cannot be performed by existing project subconsultants or by the Design Consultant shall be subject to a goal for M/WBEs equal to the original goal on the contract which was included in the proposal. The Design Consultant shall satisfy such goal with respect to such changed scope of work by soliciting new M/WBEs in accordance with § 28-73, D.R.M.C., as applicable, or the Design Consultant must show each element of modified good faith set out in § 28-75(c) D.R.M.C. The Design Consultant shall supply to the director the documentation described in § 28-75-(c) D.R.M.C. with respect to the increased dollar value of the contract.
- (e) Failure to comply with these provisions may subject the Design Consultant to sanctions set forth in the M/WBE Ordinance. Should any questions arise regarding specific circumstances, the Design Consultant must consult the M/WBE Ordinance or contact the Project's designated DSBO representative at (720) 913-1999.

**Section 3 – Compensation, Payment, And Funding.**

The City shall compensate the Design Consultant for its service performed and expenses incurred under this Agreement as follows:

**3.01 Fee for Basic Services.** The City agrees to pay the Design Consultant, as full compensation for its basic services rendered hereunder, a fee not to exceed **SEVEN HUNDRED TWENTY THOUSAND AND SEVENTY-EIGHT DOLLARS (\$720,078.00)**, in accordance with the billing rates and project budget stated in **Exhibits A and B**. The amounts budgeted for phases may be increased or decreased, and the amounts allocated for services and expenses adjusted, upon written approval of the Director or his designee, and subject to the Maximum Contract Amount stated in this Section 3.

**3.02 Reimbursable Expenses.** Except for those reimbursable expenses specifically identified in **Exhibit A** or approved in writing by the City as reasonably related to or necessary for the Design Consultant's services, all other expenses shall be included in the Design Consultant's fee and will not be reimbursed hereunder. The maximum amount to be paid for all reimbursable expenses under this Agreement **SIX THOUSAND SIX HUNDRED AND EIGHTY DOLLARS (\$6,680.00)** unless an additional amount is approved by the Director or his designee in writing, subject to the Maximum Contract Amount stated herein. Unless this Agreement is amended in writing according to its terms to increase the Maximum Contract Amount, any increase in the maximum amount of reimbursable expenses will reduce the Design Consultant's maximum fee amount accordingly.



**3.03 Additional Services.** If pre-approved additional services are performed by the Design Consultant, the City agrees to pay the Design Consultant for such additional services in accordance with Section 2.08. The maximum amount to be paid by the City for all additional services under this contract is **FIFTY THOUSAND DOLLARS (\$50,000.00)**.

**3.04 Invoicing and Payment.** The City will make monthly progress payments for all services performed under this Agreement based upon the Design Consultant's monthly invoices. Such invoices shall be in a form acceptable to the City and shall include detail of the time worked by the Design Consultant's own personnel, billings from subcontractors, and all other information necessary to assess the Design Consultant's progress. Invoices shall be accompanied by documentation of expenses for which reimbursement is sought, and all other supporting documentation required by the City. The City's Prompt Payment Ordinance, §§ 20-107 to 20-118, D.R.M.C., applies to invoicing and payment under this Agreement. Final Payment to the Design Consultant shall not be made until after the Project is accepted, and all certificates of completion, record drawings and reproducible copies are delivered to the City, and the Agreement is otherwise fully performed by the Design Consultant. The City may, at the discretion of the Director, withhold reasonable amounts from billing and the entirety of the final payment until all such requirements are performed to the satisfaction of the Director. However, no deductions shall be made from the Design Consultant's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractor(s).

**3.05 Maximum Contract Amount.**

- (a) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **SEVEN HUNDRED SEVENTY-SIX THOUSAND, SEVEN HUNDRED AND FIFTY EIGHT DOLLARS (\$776,758.00)** (the "Maximum Contract Amount"). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Design Consultant beyond that specifically described in **Exhibit A**. Any services performed beyond those set forth therein are performed at Design Consultant's risk and without authorization under the Agreement.
- (b) The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and the Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.
- (c) The Design Consultant understands and agrees that the provision of any services by the Design Consultant, which would cause the total amount payable to the Design Consultant to exceed the amount of previously appropriated and encumbered funds, is strictly prohibited. In the event the continuation of services by the Design Consultant would cause the amount payable to the Design Consultant to exceed such amounts, the Design Consultant agrees to give to the Project Director at least two (2) weeks notice of the exhaustion of available funds. In the event additional funds are not made 10 available within such two (2) week period, the Design Consultant agrees to stop providing services until such time as additional funds are appropriated

and encumbered for the purposes of this Agreement and amounts which remain available for payment to the Design Consultant.

#### **SECTION 4 – TERM AND TERMINATION**

**4.01 Term.**

The Agreement will commence on **September 1, 2018** and expire on **September 1, 2021**, unless sooner terminated.

**4.02 Termination.**

- (a) Nothing herein shall be construed as giving the Design Consultant the right to perform the services contemplated under this Agreement beyond the time when its services become unsatisfactory to the Director.
- (b) The Director may terminate this Agreement for cause at any time if the Design Consultant's services become unsatisfactory, in the sole discretion of the Director. The City shall have the sole discretion to permit the Design Consultant to remedy the cause of a contemplated termination for cause without waiving the City's right to terminate the Agreement.
- (c) In the event of a termination for cause, or in the event the Design Consultant becomes unable to serve under this Agreement, the City may take over work to be done under this Agreement and prosecute the work to the completion by contract or otherwise, and the Design Consultant shall be liable to City for all reasonable cost in excess of what the City would have paid the Design Consultant had there been no termination for cause.
- (d) The City may, for convenience, cancel and terminate this Agreement by giving not less than thirty (30) days' prior written notice to the Design Consultant, which notice shall state the date of cancellation and termination.
- (e) If the Design Consultant's services are terminated, postponed or revised, or if the Design Consultant shall be discharged before all the work and services contemplated have been completed, or if the project is, for any reason, stopped or discontinued, the Design Consultant shall be paid only for the portion of work or services which has been satisfactorily completed at the time of such dismissal, termination, cancellation, postponement, revision or stoppage.
- (f) All drawings, specifications, and other documents relating to the design or administration of work completed or partially completed shall be delivered by the Design Consultant to the City in the event of any dismissal, termination, cancellation, postponement, revision or stoppage.
- (g) In the event of any dismissal, termination, cancellation, postponement, revision or stoppage, the Design Consultant shall cooperate in all respects with the City. Such cooperation shall include, but not be limited to, delivery of drawings, specifications, and other documents referred to herein, and assisting the City during a transition to another Design Consultant, if applicable.

## **SECTION 5 – GENERAL PROVISIONS**

### **5.01 City’s Responsibilities.**

- (a) The City shall provide available information regarding its requirements for each project, including related budgetary information, and shall cooperate fully with the Design Consultant at all times. However, the City does not guarantee the accuracy of any such information and assumes no liability therefore. The Design Consultant shall notify City in writing of any information or requirements provided by the City which the Design Consultant believes to be inaccurate or inappropriate to the design or construction of the project.
- (b) If the City observes or otherwise becomes aware of any fault or defect in the project or non-conformance with Contract Documents, it shall give prompt notice thereof to Design Consultant.

### **5.02 Ownership of Documents.**

- (a) The City shall have title and all intellectual and other property rights, in and to all phased and final Design documents, and all data used in the development of the same, including the results of any tests, surveys or inspections at the Project site, and all photographs, drawings, drafts, studies, estimates, reports, models, notes and any other materials or work products, whether in electronic or hard copy format, created by the Design Consultant pursuant to this Agreement, in preliminary and final forms and on any media whatsoever (collectively, the "Documents"), whether the Project for which the Documents were created is executed or not. The Design Consultant shall identify and disclose, as requested, all such Documents to the City.
- (b) To the extent permitted by the U.S. Copyright Act, 17 USC § 101 *et seq.*, as the same may be amended from time to time, the Documents are a “work made for hire,” and all ownership of copyright in the Documents shall vest in the City at the time the Documents are created. To the extent that the Documents are not a “work made for hire,” the Design Consultant hereby assigns and transfers all right, title and interest in and to the Documents to the City, as of the time of the creation of the Documents, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such copyright, patent, trademark, and other intellectual property rights in perpetuity.
- (c) The Design Consultant shall provide (and cause its employees and subcontractors to provide) all assistance reasonably requested in securing for the City’s benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of such Documents, and shall provide full information regarding the Documents and execute all appropriate documentation in applying for or otherwise registering, in the City’s name, all rights to such Documents.
- (d) The Design Consultant agrees to allow the City to review any of the procedures used in performing the work and services hereunder, and to make available for inspection the field notes and other documents used in the preparation for and performance of any of the services performed hereunder.

- (e) The Design Consultant shall be permitted to retain reproducible copies of all of the Documents for the information and reference, and the originals of all of the Documents, including all CAD disks, shall be delivered to the City promptly upon completion thereof, or if authorized by the City's Project Manager, upon termination or expiration of this Agreement.

**5.03 Taxes and Licenses.** The Design Consultant shall promptly pay, when they are due, all taxes, excises, license fees and permit fees of whatever nature applicable to the work and services which it performs under this Agreement and shall take out and keep current all required municipal, county, state or federal licenses required to perform its services under this Agreement. The Design Consultant shall furnish the Director, upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and/or registrations and taxes. The Design Consultant shall promptly pay all owed bills, debts and obligations it incurs performing work under this Agreement and shall not allow any lien, verified claim, mortgage, judgment or execution to be filed against land, facilities or improvements owned or beneficially owned by the City as a result of such bills, debts or obligations.

**5.04 Design Consultant's Records.** Records of the Design Consultant's direct personnel, consultant and reimbursable expenses pertaining to this Project and records of accounts between the City and the Design Consultant shall be kept on a generally recognized accounting basis. The Design Consultant agrees that any duly authorized representative of the City, including the City Auditor, shall, until the expiration of three (3) years after the final payment under this Agreement, have access to and the right to examine any books, documents, papers and records of the Design Consultant, involving transactions related to this Agreement.

**5.05 Assignment and Subcontracting.** The City is not obligated or liable under this Agreement to any party other than the Design Consultant named herein. The Design Consultant understands and agrees that it shall not assign or subcontract with respect to any of its rights, benefits, obligations or duties under this Agreement except upon prior written consent and approval of the City to such assignment or subcontracting. Any attempt by the Design Consultant to assign or subcontract its rights hereunder without such prior written consent of the City shall, at the option of the City, automatically terminate this Agreement and all rights of the Design Consultant hereunder. Such consent may be granted or denied at the sole and absolute discretion of the City. In the event any such subcontracting shall occur, with the City's approval, such action shall not be construed to create any contractual relationship between the City and such subcontractor, and the Design Consultant named herein shall in any and all events be and remain responsible to the City according to the terms of this Agreement.

**5.06 No Discrimination in Employment.** In connection with the performance of work under this contract, the Contractor may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability. The Contractor shall insert the foregoing provision in all subcontracts.

**5.07 Insurance.**

- (a) **General Conditions:** Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for eight (8) years after termination of the Agreement. The required insurance shall be

underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as “A-”VIII or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City’s contract number. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Contractor. Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

- (b) **Proof of Insurance:** Contractor shall provide a copy of this Agreement to its insurance agent or broker. Contractor may not commence services or work relating to the Agreement prior to placement of coverages required under this Agreement. Contractor certifies that the certificate of insurance attached as **Exhibit C**, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City’s contract number be referenced on the Certificate. The City’s acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor’s breach of this Agreement or of any of the City’s rights or remedies under this Agreement. The City’s Risk Management Office may
- (c) **Additional Insureds:** For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), Contractor and subcontractor’s insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.
- (d) **Waiver of Subrogation:** For all coverages required under this Agreement, Contractor’s insurer shall waive subrogation rights against the City.
- (e) **Subcontractors and Subconsultants:** All subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Consultant. Consultant shall include all such subconsultants as additional insured under its policies (with the exception of Workers’ Compensation) or shall ensure that all such subcontractors and subconsultants maintain the required coverages. Consultant agrees to provide proof of insurance for all such subcontractors and subconsultants upon request by the City.

- (f) **Workers' Compensation/Employer's Liability Insurance:** Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Consultant expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Consultant's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Consultant executes this Agreement.
- (g) **Commercial General Liability:** Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- (h) **Business Automobile Liability:** Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.
- (i) **Professional Liability (Errors & Omissions):** Contractor shall maintain limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- (j) **Additional Provisions:**
  - (a) For Commercial General Liability, the policy must provide the following:
    - (i) That this Agreement is an Insured Contract under the policy;
    - (ii) Defense costs are outside the limits of liability;
    - (iii) A severability of interests or separation of insureds provision (no insured vs. insured exclusion); and
    - (iv) A provision that coverage is primary and non-contributory with other coverage or self-insurance maintained by the City.
  - (b) For claims-made coverage:
    - (i) The retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, whichever is earlier
  - (c) Contractor shall advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

**5.08 Defense & Indemnification.**

- (a) To the fullest extent permitted by law, the Consultant agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and

employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the work performed under this Agreement that are attributable to the negligence or fault of the Consultant or the Consultant's agents, representatives, subcontractors, or suppliers ("Claims"). This indemnity shall be interpreted in the broadest possible manner consistent with the applicable law to indemnify the City.

- (b) Consultant's obligation to defend and indemnify may be determined after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the parties. Consultant's duty to defend and indemnify City shall relate back to the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Consultant is not named as a Defendant.
- (c) Consultant will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.
- (d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Consultant under the terms of this indemnification obligation. The Consultant shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.
- (e) This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

**5.09 Colorado Governmental Immunity Act.** The parties hereto understand and agree that the City is relying upon, and has not waived, the monetary limitations (presently \$150,000 per person, \$600,000 per occurrence) and all other rights, immunities and protection provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

**5.10 Contract Documents; Order of Precedence.** This Agreement consists of Sections 1 through 5, which precede the signature page, and the following attachment, which is incorporated herein and made a part hereof by reference:

|           |                                |
|-----------|--------------------------------|
| Exhibit A | Scope of Work                  |
| Exhibit B | Key Personnel/Rates            |
| Exhibit C | ACORD Certificate of Insurance |

In the event of an irreconcilable conflict between a provision of Sections 1 through 5 and the listed attachments, or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which provision shall control to resolve such conflict, is as follows:

- Sections 1 through 5
- Exhibit A
- Exhibit B
- Exhibit C

**5.11 When Rights and Remedies Not Waived.** In no event shall any payment by the City constitute a waiver of any breach of covenant or default which may then exist on the part of

the Design Consultant. No assent, expressed or implied, to any breach of the Agreement shall be held to be a waiver of any later or other breach.

**5.12 Governing Law; Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Colorado, the Charter and Revised Municipal Code of the City and County of Denver, and the ordinances, regulations and Executive Orders enacted or promulgated pursuant to the Charter and Code, including any amendments. The Charter and Revised Municipal Code of the City and County of Denver, as the same may be amended from time to time, are hereby expressly incorporated into this Agreement. Venue for any action arising hereunder shall be in the City and County of Denver, Colorado.

**5.13 Conflict of Interest.**

- (a) The parties agree that no employee of the City shall have any personal or beneficial interest in the services or property described herein, and the Design Consultant further agrees not to hire or contract for services with any employee or officer of the City which would be in violation of the Revised Municipal Code Chapter 2, Article IV, Code of Ethics or Denver City Charter provisions 1.2.9 and 1.2.12.
- (b) The Design Consultant agrees that it will not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Design Consultant represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Design Consultant by placing the Design Consultant's own interests, or the interests of any party with whom the Design Consultant has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Design Consultant written notice which describes the conflict. The Design Consultant shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner that is acceptable to the City.

**5.14 No Third Party Beneficiaries.** Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Design Consultant, and nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person under this Agreement. It is the express intention of the parties that any person other than the City or the Design Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

**5.15 Time is of the Essence.** The parties agree that in the performance of the terms, conditions and requirements of this Agreement by the Design Consultant, time is of the essence.

**5.16 Taxes, Charges and Penalties.** The City and County of Denver shall not be liable for the payment of taxes, late charges, or penalties of any nature except as provided in the City's Prompt Payment Ordinance.

**5.17 Proprietary or Confidential Information.**

- (a) **City Information:** The Design Consultant acknowledges and accepts that, in performance of its work under the terms of this Agreement, the Design Consultant may have access to Proprietary Data or confidential information which may be owned or controlled by the City and that the disclosure of such data or information may be damaging to the City or third parties. As such, the



Design Consultant agrees that all information provided or otherwise disclosed by the City to the Design Consultant be held in confidence and used only in the performance of its obligations under this Agreement. The Design Consultant shall exercise the same standard of care to protect such information as a reasonably prudent Design Consultant would to protect its own proprietary or confidential data. "Proprietary Data" shall mean geographic materials or Geographic Information Systems ("GIS") data owned by the City and County of Denver including but not limited to maps, computer programs, aerial photography, methodologies, software, diagnostics and documents; or any other materials or information which may be designated or marked "Proprietary" or "Confidential" and provided to or made available to the Design Consultant by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.

- (b) **Design Consultant's Information:** The parties understand that all the material provided or produced under this Agreement may be subject to the Colorado Open Records Act, C.R.S. 24-72-201, et seq., and that in the event of a request to the City for disclosure of such information, the City shall advise the Design Consultant of such request in order to give the Design Consultant the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Design Consultant agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Design Consultant further agrees to defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs arising out of the Design Consultant's intervention to protect and assert its claim of privilege against disclosure under this Article including, but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.

**5.18 Use, Possession or Sale of Alcohol or Drugs.** The Design Consultant, its officers, agents, and employees shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring the Design Consultant from City facilities or participating in City operations.

**5.19 No Employment of Illegal Aliens to Perform Work Under the Agreement.**

- (a) This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").
- (b) The Consultant certifies that:
- (1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
  - (2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all

employees who are newly hired for employment to perform work under this Agreement.

- (c) The Consultant also agrees and represents that:
  - (1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
  - (2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Consultant that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
  - (3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.
  - (4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Consultant to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
  - (5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Consultant will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.
  - (6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.

(d) The Consultant is liable for any violations as provided in the Certification Ordinance. If Consultant violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Consultant shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Consultant from submitting bids or proposals for future contracts with the City.

**5.20 Disputes.** All disputes between the City and Design Consultant regarding this Agreement shall be resolved by administrative hearing pursuant to the procedure established by D.R.M.C. § 56-106(b), *et seq.* For the purposes of that procedure, the City official rendering a final determination shall be the Director.

**5.21 Waiver of C.R.S. 13-20-802, et seq.** The Design Consultant specifically waives all the provisions of Chapter 8 of Article 20 of Title 13, Colorado Revised Statutes (also designated C.R.S. 13-20-802 *et seq.*) relating to design defects in the Project under this Agreement.

**5.22 Survival of Certain Contract Provisions.** The parties understand and agree that all terms and conditions of this Agreement, together with the exhibits and attachments hereto, which, by reasonable implication, contemplate continued performance or compliance beyond the termination of this Agreement, (by expiration of the term or otherwise), shall survive such termination and shall continue to be enforceable as provided herein. Without limiting the generality of the foregoing, the Design Consultant's obligations for the provision of insurance and to indemnify the City shall survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period."

**5.23 Advertising and Public Disclosure.** The Design Consultant shall not include any reference to this Agreement or to services performed pursuant to this Agreement in any of its advertising or public relations materials without first obtaining the written approval of the Director, which will not be unreasonably withheld. Any oral presentation or written materials related to services performed under this Agreement shall include only services that have been accepted by the City. The Director shall be notified in advance of the date and time of any such presentation. Nothing in this provision shall preclude the transmittal of any information to officials of the City, including without limitation the Mayor, the Director, City Council or the Auditor.

**5.24 Legal Authority.** Design Consultant represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement. Each person signing and executing this Agreement on behalf of Design Consultant represents and warrants that he has been fully authorized by Consultant to execute this Agreement on behalf of Design Consultant and to validly and legally bind Design Consultant to all the terms, performances and provisions of this Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate this Agreement if there is a dispute as to the legal authority of either Design Consultant or the person signing the Agreement to enter into this Agreement.

**5.25 Notices.** Notices, bills, invoices or reports required by this Agreement shall be sufficiently delivered if sent in the United States mail, postage prepaid, to the Parties at the following addresses:

to the City: Executive Director of Mayor's Office of the  
National Western Center  
201 West Colfax Avenue, Dept. 205  
Denver, Colorado 80202

to the Design Consultant: Short Elliott Hendrickson, Inc.  
2000 S. Colorado Boulevard, Suite 6000,  
Denver, Colorado 80222

The addresses may be changed by the Parties by written notice.

**5.26 Severability.** It is understood and agreed by the parties hereto that, if any part, term, or provision of this Agreement, except for the provisions of this Agreement requiring prior appropriation and limiting the total amount to be paid by the City, is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

**5.27 Agreement as Complete Integration-Amendments.** This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion or other amendment shall have any force or effect, unless embodied herein in

writing. No subsequent novation, renewal, addition, deletion or other amendment hereto shall have any force or effect unless embodied in a written amendatory or other agreement executed by the parties and signed by the signatories to the original Agreement. This Agreement and any amendments shall be binding upon the parties, their successors and assigns.

**5.28 Electronic Signatures and Electronic Records.** Design Consultant consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

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**Contract Control Number:**

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

**CITY AND COUNTY OF DENVER**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By \_\_\_\_\_

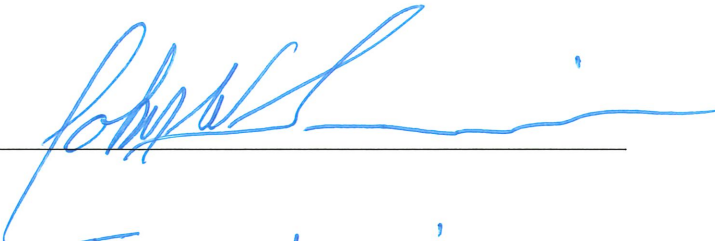
By \_\_\_\_\_

By \_\_\_\_\_



Contract Control Number: PWADM-201843180-00

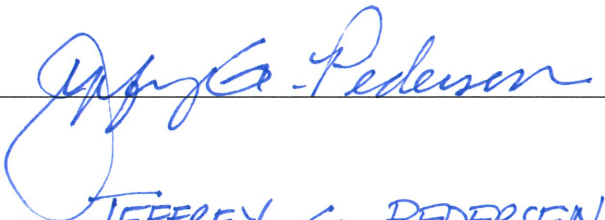
Contractor Name: Short Elliott Hendrickson, Inc.

By: 

Name: JOHN W. SIMMER  
(please print)

Title: VICE PRESIDENT  
(please print)

ATTEST: [if required]

By: 

Name: JEFFREY G. PEDERSEN  
(please print)

Title: PRINCIPAL  
(please print)



**Exhibits  
A through C**

**Exhibit A**



## EXHIBIT A - SCOPE OF SERVICES

The Maintenance and Operations Facility Renovation Designer will support the vertical elements of the Capital Build Program by taking the emerging site concept designs and design criteria from NWCO and the Campus Placemaking team and developing the design(s) through 100%, including the delivery of “For Construction” drawings, specifications, and other information required to procure and support the Project construction. The Maintenance and Operations Facility Renovation Designer will also coordinate with the Program’s horizontal designer and the rail designer to ensure adjacent parcel development designs are fully integrated. The potential scope of services that the Maintenance and Operations Facility Renovation Design Team may be called upon to provide for NWCO is set forth and described below.

General facility scope that is included within the Program Baseline and preliminary facility programming scope is included in RFQ Attachment 8. A description of the current design criteria and guidelines, including architectural, civil, mechanical, and electrical systems and subsystems is included in RFQ Attachment 9.

### Maintenance and Operations Facility Renovation General Work Scope

The Maintenance and Operations Facility will be located at 5125 Race Court and includes renovation of the existing 60,000 SF (approximate) warehouse building. The 10,800 SF office building attached to the high bay warehouse is not included in this scope as it is currently slated for occupancy by the National Western Center Authority (NWCA) and Mayor’s Office of the National Western Center (NWCO ) offices by the late fall/winter of 2018.

The Maintenance and Operations Facility scope also includes site adaptation of approximately 9 acres to provide space needs for parking, equipment storage and dirt/footing mix storage, as well as space for the Cattle Tie Area(s) during the annual Stock Show. The Maintenance and Operations Facility replaces the existing Etna Maintenance Building and Operations offices currently located at 5012 National Western Drive (a.k.a., Packing House Road). The Maintenance and Operations Facility Renovation Designer will provide architectural and engineering professional services for the following program areas to include, but not be limited to the following:

- **Maintenance and Operations Facility (Building)** – The Project calls for the renovation of the existing 60,000 SF warehouse and office space as needed to replace existing maintenance and operations functions, building to LEED Gold Certification and to meet other City code requirements. The existing space includes approximately 36,000 SF of high-bay warehouse area, 12,000 SF of low-bay warehouse area, and a 12,000 SF mezzanine (above the low-bay area).

New fleet maintenance bays (minimum of 6 bays) includes areas for equipment/vehicle maintenance and access. It includes two vehicle lifts (one passenger vehicle/pickup truck capacity and one bus/service truck capacity) and one overhead 10-ton crane/gantry area. The building is to include a fleet maintenance office, carpentry shop, plumbing shop, paint shop, electrical shop, welding shop, and sign shop facilities. NWSS operations will use the Maintenance and Operations Facility for a variety of uses, including a command center/information technology (IT) center, security, police, Stock Show hiring office, volunteer services and storage, grounds maintenance offices, break rooms, and conference rooms. All of these functions are currently anticipated to be on or below the existing mezzanine level. A new passenger/freight elevator is planned to access the mezzanine level and a new roof top viewing platform.

- **Maintenance and Operations Facility (Yard)** – Yard requirements include:
  - Footing/dirt storage: approximately 4-5 acres
  - Equipment Storage: approximately 3-6 acres
  - Yard areas also function as the Cattle Tie Areas during the annual Stock Show
  - Re-grading and installation of new concrete pavement on the south side of the building to permit ad-grade access into the existing raised (dock-level) maintenance bay areas
  - Fenced storage and lay-down area adjacent to Maintenance and Operations Facility

- All storage areas should be paved
  - Verification of existing utility connections provided for electrical, drainage (local storm sewer), sanitary sewer, water (domestic and fire line) as being adequate for intended use
  - Asphalt overlay paving for the area around the building (for approximately 50-60 parking stalls), including spaces to be used by NWCA and NWCO.
- **Cattle Tie Areas** – The current site plan and programming calls for 4,000 temporary exterior open-air tie spaces for livestock to be used annually during the NWSS, some of which will be used for other events. The majority of these Cattle Tie spaces are on the Maintenance & Operations Facility site, just off of Race Court at the north end of the campus. Details are provided in RFQ Attachment 8, but are summarized below:
    - Approximately 32 square feet per tie
    - 30'-36' rail to rail (10'-12' deep stalls + 10'-12' wide aisles), depending on layout
    - Ties @ 4 feet on center
    - Structural: Exterior ties – steel pipe (permanent and removable options)
    - Pavement: Asphalt Base (if areas are also used for parking/storage)
    - Electrical: General site electrical, not specific to cattle ties
    - Lighting: General exterior site lighting will be used. No dedicated lighting is planned.
    - Plumbing: Water and stormwater drains
    - Sound System: Connected to the NWC campus public address system
    - Areas may be used for parking when not in use as cattle ties

The NWC campus design and construction work is a complex element of the overall program, requiring creative thinking to deliver innovative and affordable solutions, while meeting the overall design standards and programmatic requirements including innovative sustainable design solutions. The Maintenance and Operations Facility Renovation Designer is also expected to be proactive in developing designs that can be safely and efficiently constructed.

### **Summary of Required Architectural and Engineering Professional Services**

Design services will generally be progressed from conceptual design level, verifying the provided preliminary programming information, through to final design, and will be subject to review and approval at different stages of design – currently expected to be at 30%, 60%, 90%, and 100% design, but subject to change to expedite the schedule. See RFQ Attachment 9 for Design Criteria, Guidelines, and a list of expected Design Deliverables.

The Maintenance and Operations Facility Renovation Designer will be expected to manage design integration across the different elements of the design and across different packages. The Designer will need to manage quality control and assurance and these integration issues (including working within the overall campus layout and conceptual designs from Campus Placemaking, the horizontal designer, and the rail designer).

The Maintenance and Operations Facility Renovation Designer will be expected to work with the various City and County of Denver regulatory agencies for approval through the design process (i.e., Development Services, Engineering Regulatory Analytics, etc.)

It is anticipated that the Designer will contract with, lead and coordinate all design disciplines including, but not limited to structural, mechanical, electrical, plumbing, civil, geotechnical, surveying, landscaping, interior design, curtainwall/interior enclosure, sustainability/LEED, daylighting, vertical transportation, acoustical, lighting, waterproofing, data and communications, security, signage/graphics, code compliance, ADA compliance, audio visual, traffic impact studies (if required) and specifications. Additionally, the Designer will be responsible to work with the City to provide all required assistance necessary to obtain any and all land use, administrative, and/or entitlement type approvals needed by the project.

Architectural/Engineering Professional Services will begin with a programming verification effort to validate the Project's space programming and Baseline information (included as RFQ Attachment 8), and a conceptual design phase to develop initial plans, sections, and elevations for the Project in accordance with the Baseline requirements and information provided by the City and the Campus Placemaking consultant. Once programming verification is

complete and confirmed, a schematic design (SD) phase will be initiated. The Designer should anticipate a level of detail during the SD phase to allow the selected CM/GC to provide an early opinion of cost the 100% SD set (at 30% design). Furthermore, the Designer should anticipate a value engineering phase to occur after the SD phase to align Project scope with the construction budget.

The Project will then progress to a design development (DD) phase where the CM/GC will price the 100% DD documents for the Guaranteed Maximum Price (GMP) at approximately 60% level of design. Again, the Designer should anticipate a value engineering phase to occur after the DD phase to align Project scope with the GMP and the Project budget. The creation of construction documents (CD) packages will follow, with subsequent construction administration and project closeout phases.

A further detailed outline of the anticipated scope of services that the Designer is to provide is set forth and described below. Anticipated services include, but are not limited to:

- Project Management
  - Proactive participation and compliance with program's Health Safety Security and Environmental (HSSE) requirements and expectations;
  - Adherence to baseline schedule and meeting of deadlines and milestones;
  - Quality Assurance and Quality Control of design work products;
  - Value Engineering/Alternatives to stay within existing design and construction budgets and meet construction schedule requirements;
  - Proactive design risk management;
  - Sustainable design thinking and innovation, including the use and incorporation of site-generated materials in design, integration of water management and quality in landscaping and public realm, use of different water sources in design and renewable energy solutions, daylighting, use of photovoltaics, and requirements to conserve energy and natural resources (e.g., water, non-potable water use, air quality, waste generation, etc.) during construction
    - Provide energy modeling and administrative components associated with LEED Certification
    - Coordinate with independent commissioning consultant;
  - Design integration and interfaces with other projects within the Program;
  - Cost Estimating (engineer's estimates at 30% and 60% design);
  - Managing scope creep while fulfilling expectations of all Program partners;
  - Assistance in the assembly of CM/GC subcontractor procurement packages;
  - Subcontractor Bidding, Buy-Out, and Negotiation
    - Review substitutions, prepare and issue addenda in response to CM/GC's subcontractor bidder questions
    - Provide clarifications and interpretations of the documents;
  - Effective management of CCD and other regulatory permitting and NWC Program governance approvals to meet the above;
  - Community Engagement, including updates for use by other Program contracts and presentation updates to the National Western Center Citizens Advisory Committee (CAC)
  - Construction/Site Permitting
    - Respond to Building Department review comments;
- Programming Verification
  - Provide any necessary evaluation or refinement of the Baseline and space programming requirements (RFQ Attachment 8)
  - Perform building and site survey to confirm existing conditions
  - Perform structural calculations, as required, to confirm building roof loading requirements and capabilities, wall loading, floor slab modifications and loading, etc.
  - Geotechnical investigation for new structure(s) and pavement design requirements
  - Review environmental conditions, determine required federal, state and local environmental regulatory requirements and identify required permits, including permits for larger common area of development associated with air quality and stormwater management.

- Schematic Design
  - Establish conceptual architectural, civil, structural, mechanical, electrical, plumbing, fire alarm/protection, specialties, data/telecommunications, etc. design of the Project illustrating the scale and relationship of the project components
  - Verification of preliminary civil engineering, pavements, drainage, utilities, water quality
  - Prepare and/or review environmental documents
  - Environmental remediation design (soil, groundwater, soil and groundwater vapor and landfill gas)
  - Conduct and prepare environmental surveys and clearance reports
  - Regulatory Permitting (i.e. NPDES, USACE 401/404, Colorado Air Quality, Dewatering, Denver Fire Department, Colorado Discharge Permit System, etc.)
  - Refinement as may be needed of the CCD's material management plan, and groundwater treatment designs, specific to the Maintenance and Operations Facility site
  - Preliminary structural layout for new components and renovation of existing structure (elevator/stair tower, walls, roof, floor, etc.)
  - Preliminary selections of major building systems and construction materials
  - Preliminary renderings, elevations and outline specifications
  - Identification of conveyance requirements, including the provision of a new 3-stop elevator
  - Evaluation of Life Safety systems and building classification type
  - Preliminary code analysis
  - Incorporation of potential campus-wide energy savings/sustainability/regeneration measures
  - Sustainability / LEED Charette
  - Review of the CM/GC's opinion of cost
  - Value Engineering (as required)
- Design Development
  - Illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project
  - Program reconciliation
  - Completed code analysis
  - MEP equipment layout
  - Reconciliation of potential campus-wide energy savings/sustainability/regeneration measures
  - Assist the City with the preparation of Special Conditions to supplement the City's Standard Specifications for Construction General Contract Conditions, 2011 Edition
  - Review and opinion of the CM/GC's Guaranteed Maximum Price (GMP)
  - Value Engineering (as required)
- Construction Documents
  - Set forth in detail the requirements for construction of the Project
  - Establish in detail the quality levels of materials and systems required for the Project
  - Interior Design Services, including assistance with FFE selection and coordination
    - Selection of finishes and color schedule (exterior and interior)
    - Coordination, documentation and specification of new Furniture, Fixtures and Equipment planned for the facility
  - Establish building commissioning requirements
  - Finalize Construction Technical Specifications
  - Value Engineering (as required)
- Construction Administration Services
  - Review and respond to Request for Information (RFIs)
  - Issue Supplemental Instructions (ASIs)
  - Process CM/GC Submittals
  - Review CM/GC proposed Change Orders
  - Review CM/GC Payment Applications
  - Observe the work in progress for conformance with the Contract Documents
  - Provide guidance and assistance on Building Commissioning

- Project Closeout
  - Prepare, track, and confirm completion of Punch List(s)
  - Review contractor requests for Substantial and Final Completion
  - Prepare Record Drawings based upon CM/GC-provided As-Built Drawings

The Designer shall be responsible for providing the services indicated above for the complete building and site design and construction contract administration.

The City will be soliciting and selecting an independent commissioning consultant to provide commissioning services for the Maintenance and Operations Facility. As indicated above, the Maintenance and Operations Facility Renovation Designer shall be required to establish building commissioning requirements in the Technical Specifications and provide assistance to the commissioning consultant during construction.

Per the City’s Executive Order No. 123, the Maintenance and Operations Facility Renovation Project is required to achieve LEED Gold Certification, with the goal of achieving LEED Platinum where economically feasible. Reference CCD Executive Order Number 123 for all requirements pertaining to LEED and Sustainability.

In addition, NWCO has developed a Performance Management Framework for the NWC Program, including Key Performance Indicators (KPIs) as part of its focus on the Regeneration of Natural Environment, Energy, Water, Waste, or “ReNEWW”. A detailed description of the ReNEWW KPIs and supporting details is included with Attachment 8 - Design Criteria, Guidelines, and Design Deliverables. The general principles of the ReNEWW Performance Management Framework are:

- CCD Executive Order 123 (March 11, 2013) establishing the minimum compliance requirement for sustainability.
- The NWC Program focuses on specific LEED points that align with the four ReNEWW goal areas of Natural Environments, Energy, Water, and Waste. Such a laser focus assures alignment with the LEED GOLD standard compliance requirement while avoiding duplication, gaps, or tension with NWC Program desired outcomes.
- A series of guidelines and strategies have been prepared which set out in detail the program-wide approach to sustainability. These strategies are as follows:
  - Program Wide Sustainability Strategy and subsidiary thematic strategy documents:
    - Energy Management Strategy
    - One Water Strategy
    - Waste Strategy
    - Natural Environment Strategy
    - Program-Wide Certification Strategy (LEED and other rating systems)
  - Incorporate KPIs into procurements;
  - Incorporate proposer’s technical capabilities into selection criteria

**Exhibit B**

## KEY TEAM MEMBERS

With any contract, key team members are needed to lead tasks. The table below identifies the key team members for our proposed team and descriptions of what they will do as well as how they will integrate into the overall program if applicable.

| Key Team Members   | Why They Are Key   |
|--|--|
| <b>Project Principal</b><br>Jeff Pedersen  | Provide senior firm leadership and quality control. Jeff is a company principal and has led numerous project teams.  |
| <b>Project Manager</b><br>David Johnson  | Provide project management and team leadership. David has more than 20 years experience leading high-profile complex projects. David is managing the CIP contract.   |
| <b>Civil/Site Engineering</b><br>Erica Olsen<br>Rick Coldsnow  | Field investigation and utility locates. Will also design water quality, site circulation, pavement and curb and gutter as well as work with Priefert on cattle tie and parking area design. Erica and Rick both bring experience working on numerous projects for CCD, including those in the NWC and vicinity.   |
| <b>Structural Engineering (SEH)</b><br>David Krell   | Structural review of the existing building. David has extensive experience with facility retrofits.  |
| <b>Structural Engineering (Integral)</b><br>Lacey Goetz<br>Janice Vail<br>Susan Jorgensen              | Structural engineering. Integral and these particular individuals are key team members based on their experience and past working history with CCD.  |
| <b>Architecture</b><br>Alex Jauch<br>Chris Sigit-Sidharta<br>Brian Bergstrom                           | Alex was selected based on his prior experience with CCD projects and his knowledge of durable design materials to create sustainable and timeless interiors. Chris was selected based on his successful working history with members of the project team and CCD. He brings proven architectural design methods to the project. Brian has designed more than 15 large capacity vehicle storage facilities during the past 10 years. His expertise is in public works and fire station design. |
| <b>Agricultural/Livestock SME</b><br>Glen Calvert<br>Jeffrey Boone                                     | Review conceptual layout and provide a design that incorporates standard industry practices for livestock holding. Glen and Jeffery are experts in this field.   |
| <b>Mechanical/Plumbing</b><br>Darin Ramirez<br>Scott Zimmerman   | Mechanical and plumbing design. Darin and Scott were selected for the team because of their successful working history with SEH on other projects.   |
| <b>Electrical/Lighting</b><br>Alan Wiskus (Low Voltage)<br>Mike Greene<br>Jerod Ellington<br>Rob Bogan | The team members from PK electrical are key team members based on the exceptional qualifications they present in regards to electrical and low voltage. All of these team members have been involved in several high profile projects and understand the requirements to be successful.  |

EXHIBIT B - KEY PERSONNEL AND RATES

| Key Team Members   | Why They Are Key   |
|--|--|
| <p><b>Sustainability/LEED</b><br/>                     Sue Reilly<br/>                     Laura Charlier<br/>                     Anna McCullough<br/>                     Laura Unrein</p> | <p>Group14 and the selected personnel are key team members based on their history of working with SEH on projects coupled with their excellent performance record and knowledge of the Denver sustainability requirements.</p>                                   |
| <p><b>Geotechnical</b><br/>                     Ron Vasquez<br/>                     Walter Zitz</p>   | <p>With a 25 year working history with SEH, Geocal, and in particularly Ron and Walter are our go-to geotechnical engineers, especially with CCD projects.</p>   |
| <p><b>Survey</b><br/>                     Scott Klinker</p>  | <p>Scott is very familiar with the project site having surveyed much of the area for other projects both for CCD and Xcel.</p>   |
| <p><b>Landscape Architecture</b><br/>                     Billy Gregg<br/>                     Brian Pille</p>   | <p>StudioCPG was selected as a key member of the team based on their relationship with both CCD and SEH. They are highly knowledgeable about CCD landscape design requirements as well as water quality. StudioCPG will also assist with public involvement.</p> |
| <p><b>Environmental</b><br/>                     Brian Partington<br/>                     Tim Grenier<br/>                     Bridget Mitchell</p>   | <p>Pinyon and these team members all have working history with SEH and experience with CCD. Pinyon is also currently working on projects at the NWC site, which makes them an ideal key team member.</p>   |



**KEY PERSONNEL  
AND  
CONSULTANT TEAM MEMBERS**

**PRIME CONSULTANT:** Short Elliott Hendrickson Inc. (SEH®)

List **ALL** potential firm personnel titles/classification that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification      | Responsibilities  | Rate/Hr. |
|---------------------------|---|----------|
| Principal                 | Quality Assurance, Contract Compliance, Resource Allocation                   | \$225    |
| Program Manager           | Contract Management, Task Negotiation   | \$221    |
| Senior Specialist         | Specialty Consulting and Technical Leadership                                 | \$217    |
| Senior Project Manager    | Resource Allocation, Technical Leadership, Staff Supervision, Quality Control | \$195    |
| Project Manager II        | Task Management, Technical Leadership, Staff Supervision                      | \$160    |
| Project Manager I         | Task Management, Technical Leadership, Staff Supervision                      | \$145    |
| Senior Arch/Eng/Survey    | Design Leadership, Reports, Estimates, Professional A/E, QA/QC                | \$165    |
| Arch/Eng/Survey III, GIS  | Design Leadership, Reports, Specifications Professional A/E                   | \$144    |
| Arch/Eng/Survey II        | Design Leadership, Reports, Specifications Professional A/E                   | \$133    |
| Arch/Eng/Survey I         | Design, Reports, Specifications Professional A/E                              | \$110    |
| Arch/Eng Designer         | Field Investigations, Drawing Preparation                                     | \$95     |
| Technician                | CAD Drafting, Modeling  | \$85     |
| Arch/Eng Intern           | CAD Drafting, Modeling  | \$60     |
| Senior Accountant         | Financial Management, Project Setup, Invoicing                                | \$117    |
| Senior Admin              | Certified Payroll Review, Project Documentation                               | \$108    |
| Admin Assistant           | Word Processing, Spreadsheets, Graphics, Public Involvement Support           | \$96     |
| Interior Design/Cost Est. | Interior Design and Cost Estimating   | \$100    |

Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 3.1.

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EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Geocal, Inc.

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification            | Responsibilities  | Rate/Hr. |
|---------------------------------|---|----------|
| Principal                       | Commits resources, negotiates contract, provides quality review   | \$206.85 |
| Project Manager/Senior Engineer | Manage activities, provide technical guidance & review, track schedule and budget, assist with report and recommendations   | \$148.26 |
| Project Engineer                | Review field work, conduct analyses, check lab calculations, write report   | \$99.81  |
| Staff Engineer                  | Assist with data reduction, do Cad for boring locations, logs, and plotting data  | \$81.54  |
| Field Geologist or Engineer     | Logs the subsurface borings, conducts site reconnaissance, collects samples and stages the samples for review   | \$77.10  |
| Laboratory Manager              | Oversees lab operations, calibration of equipment, laboratory technique, calculations of results  | \$77.10  |
| Laboratory Technician           | Conduct laboratory testing for engineering properties   | \$71.16  |
| Materials Technician            | Conducts construction materials testing   | \$79.62  |
| Operations Manager              | Oversees field testing services, equipment calibration, procedures  | \$106.93 |
| Construction Manager            | Construction management: schedule review, pay applications, contractor progress, RFI submittal reviews, punch lists, quantities, inspections, and other CM duties | \$163.95 |
| Construction Observation        | Provides construction observations to evaluate conformance with the plans and specifications, including quantity measurements                                     | \$90.11  |
| CAD Technician                  | Does computer aided design for boring logs, geologic sheets, other report items   | \$56.78  |
| Clerical                        | Assists with typing, report distribution, filing  | \$56.78  |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 2.9652.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducibles, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Group14 Engineering

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification             | Responsibilities                                      | Rate/Hr. |
|----------------------------------|---|----------|
| Senior Principal                 | Oversight and quality control                         | 211.85   |
| Principal                        | Oversight and quality control                         | 173.07   |
| Project Manager (sustainability) | Project management - general project oversight        | 134.31   |
| Sustainable design support       | sustainability consulting and 3rd party certification | 121.91   |
| Sustainable Technical Support    | Technical support, research                           | 95.64    |
| Project Manager (energy)         | Project management - general project oversight        | 113.40   |
| Project Engineer                 | Energy analysis and consulting                        | 110.49   |
| Energy Engineer                  | Energy analysis support, daylight consulting and mo   | 104.73   |
| Energy Technical Support         | Technical support energy                              | 95.95    |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 2.88.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducibles, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Integral Engineering Company

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification     | Responsibilities                               | Rate/Hr. |
|--------------------------|--|----------|
| Principal/Director       | Supervise design personnel, Project Management | 178.00   |
| Senior Engineer          | Project Management, QA/QC, Engineering         | 142.00   |
| Project Engineer         | Design, calculations, drawing review           | 115.00   |
| Drafting Supervisor      | Lead CAD, model control, drafting              | 120.00   |
| Administrative Assistant | Document control, general assistance           | 106.34   |
| CAD Drafter 3            | Drafting, drawing preparation                  | 95.71    |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 3.5448

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducibles, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Pinyon Environmental

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification                 | Responsibilities  | Rate/Hr. |
|--------------------------------------|---|----------|
| Principal/Executive Management       | Provides strategic direction, vision, and leadership; senior-level QA/QC; conducts meetings and negotiations with regulatory and oversight agencies.  | \$220    |
| Senior Engineer/Scientist            | Conduct and supervise professional and technical staff to complete studies focused on engineering, planning, NEPA evaluations, air quality, noise, <del>biology, geology, chemistry and environmental science</del> | \$201    |
| Project Manager II                   | Project management, develops project requirements, site investigations, facility requirements development, budget and programming support, <del>analyses and project execution</del>                                | \$179    |
| Project Specialist                   | Overight of technical products and development of detailed studies related to NEPA, air quality, noise, environmental justice, biology, geology, chemistry <del>and environmental science</del>                     | \$153    |
| Project Engineer/Scientist           | Data analysis and input, field data gathering, field services related to engineering, NEPA, air quality, noise, geology, chemistry and environmental <del>science, and writes technical reports</del>               | \$127    |
| Staff II Engineer/Scientist          | Conducts the collection and initial interpretation of scientific data, such as soil logging, soil and groundwater sampling, water-level surveying, scientific <del>data, noise or air measurements</del> .          | \$117    |
| Staff I Technician/Project Assistant | Data management and administrative support, maintain field equipment; <del>administrative contract control</del> .  | \$94     |
| Drafting (Graphics)                  | AutoCAD, floor plans, elevations, sections, scale drawings, layering and concept design for architects and engineers.   | \$98     |
| Field Technician/Project Assistant   | Maintain Field Equipment, Data Management   | \$86     |
| Clerical                             | Word Processing, Clerical   | \$67     |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 3.01.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducibles, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: PK Electrical

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification            | Responsibilities  | Rate/Hr. |
|---------------------------------|---|----------|
| Principal/Engineer of Record    | Oversees entire project, manages client. Provides QA / QC reviews.  | 215.00   |
| Engineering Manager             | Engineer in charge of design, standards, requirements, project management staff and attends client meetings     | 190.00   |
| Senior Project Engineer         | Engineer responsible for technical aspects of project, code reviews, oversees junior engineers and designers    | 185.00   |
| Senior Project Manager          | Assist Project Engineer, manages staff, resources, schedule, budget   | 175.00   |
| Electrical Designer             | Designs lighting and power systems, edits specs   | 150.00   |
| Fire Alarm Engineer/Designer    | Design of Fire Alarm, Mass Notification, V-Evac systems and specs   | 165.00   |
| Technology Project Manager      | Manages designers and designs for low voltage systems (DATA/Voice, A/V, Security, CCTV, Infrastructure Systems) | 185.00   |
| Bookkeeper/Accounting           | Finance Accounts Manager / Bookkeeping  | 100.00   |
| Electrician/Field Tech/Designer | Assist in Designs, performs field investigations & site surveys   | 150.00   |
| Production/BIM Manager          | Manages Production Dept and Staff, assigns work, maintains drafting standards and drafting software             | 125.00   |
| Drafter                         | Microstation, BIM, CAD drafting and production  | 95.00    |
| Admin                           | Filing, document control, spec editing, general tasks   | 80.00    |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 4.1.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducibles, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Priefert Complex Designs

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification           | Responsibilities   | Rate/Hr. |
|--------------------------------|--|----------|
| Professional Engineer          | Provide consulting services, design options and coordinate work with design team.                        | \$135.00 |
| Project Manager                | Oversee consultant work products, coordinate designs with other discipline, produce preliminary budgets. | \$135.00 |
| Designer/Draftsman             | Produce designs and documents for SD, OD, and CD issues.   | \$80.00  |
| Livestock Equipment Consultant | Develop livestock equipment designs, budgets, drawings and specifications.                               | \$100.00 |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 1.85.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducible, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.

EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Ramirez, Johnson, and Associates

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification | Responsibilities                                  | Rate/Hr. |
|----------------------|---|----------|
| Principal            | Project management, design review, administration | \$135    |
| Associate Engineer   | MEP system design and construction administration | \$115    |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 2.54 .

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducible, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.



EXHIBIT B - KEY PERSONNEL AND RATES  
**SUB-CONSULTANT TEAM MEMBERS**

Firm Name: Parks & Gardens LLC dba StudioCPG

List **ALL** potential firm personnel titles/classifications that may be utilized under the Agreement, and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager). Provide additional sheets as necessary.

| Title/Classification    | Responsibilities                                  | Rate/Hr. |
|-------------------------|---|----------|
| Principal               | Design; Con Docs; CO; Quality Review; Contracting | \$175    |
| Sr. Project Manager     | Design; Con Docs; CO; Proj. Manag; Quality Review | \$155    |
| Project Manager I       | Design; Con Docs; CO; Proj. Manag; Quality Review | \$130    |
| Landscape Architect I   | Design; Con Docs; CO; Proj. Manag; Quality Review | \$110    |
| Landscape Architect II  | Design; Con Docs; CO; Proj. Manag; ACAD           | \$107    |
| Landscape Architect III | Design; Con Docs; CO; Proj. Manag; ACAD           | \$90     |
| Landscape Designer      | Design Development; Construction Docs; ACAD       | \$85     |
| Graphic Design          | Graphic Design; Illustrative Support              | \$85     |
| Administration          | Admin Support; Doc Production; Clerical Support   | \$75     |
| Intern                  | Office Support; ACAD; Production                  | \$70     |
|                         |   |          |
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Multiplier, which when multiplied by the direct labor rate yields the above hourly billing rate: 3.2.

The City will not compensate the Consultant for expenses such as postage, mileage, parking, or telephone costs. Reproduction costs, if requested by the City, shall be reimbursed at actual cost if approved in advance by Project Manager. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproducible, etc. are not included in the hourly rates, and will be itemized as a not-to-exceed reproducible expense and will be reimbursed at actual cost.



National Western Center  
Maintenance and Operations Facility Renovation Project

PROPOSED FEE STATEMENT

Prime Consultant: Short Elliott Hendrickson Inc. (SEH)

FEE PROPOSAL TABULATION FORM

FEE & PERCENTAGE DETAILS

| Consultant Name                                  | Project Management Fee | Programming Verification Fee | Schematic Design Fee | Design Development Fee | Construction Documents Fee | LEED/Sustainability Support Fee | Construction Administration Services Fee | Additional Services | TOTAL FEE  | Percentage of Total Fee |
|--|------------------------|------------------------------|----------------------|------------------------|----------------------------|---------------------------------|--|---------------------|------------|-------------------------|
| <b>Prime Consultant:</b>                         |                        |                              |                      |                        |                            |                                 |  |                     |            |                         |
| Short Elliott Hendrickson Inc. (SEH)             | \$ 60,082              | \$ 17,477                    | \$ 61,191            | \$ 105,693             | \$ 88,769                  | \$ 2,237                        | \$ 84,412                                | \$ -                | \$ 419,861 | 54%                     |
| <b>Sub-Consultant Team Members:</b>              |                        |                              |                      |                        |                            |                                 |  |                     |            |                         |
| Integral Engineering Co.                         | -                      | -                            | \$ 2,450             | \$ 5,106               | \$ 4,845                   | -                               | \$ 568                                   | -                   | \$ 12,969  | 2%                      |
| Ramirez, Johnson and Associates                  | -                      | -                            | \$ 8,000             | \$ 24,000              | \$ 21,000                  | \$ 6,000                        | \$ 8,000                                 | -                   | \$ 67,000  | 9%                      |
| PK Electrical                                    | -                      | \$ 2,500                     | \$ 10,750            | \$ 32,000              | \$ 50,125                  | \$ 4,725                        | \$ 20,625                                | -                   | \$ 120,725 | 15%                     |
| Group 14   | -                      | -                            | -                    | -                      | -                          | \$ 44,300                       | -  | -                   | \$ 44,300  | 6%                      |
| Studio CPG                                       | -                      | -                            | \$ 2,320             | \$ 4,060               | \$ 3,480                   | \$ 1,160                        | \$ 3,480                                 | -                   | \$ 14,500  | 2%                      |
| Pinyon Environmental, Inc.                       | -                      | -                            | \$ 3,037             | \$ 3,037               | -                          | -                               | -  | -                   | \$ 6,074   | 1%                      |
| Total Fire Protection                            | -                      | -                            | -                    | \$ 2,520               | \$ 2,520                   | -                               | -  | -                   | \$ 5,040   | 1%                      |
| Priefert   | -                      | \$ 6,610                     | \$ 3,950             | \$ 6,365               | \$ 3,870                   | -                               | \$ 2,295                                 | -                   | \$ 23,090  | 3%                      |
| Geocal   | -                      | -                            | \$ 6,519             | -                      | -                          | -                               | -  | -                   | \$ 6,519   | 1%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
|  | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
| <b>SUBTOTAL</b>                                  | \$ 60,082              | \$ 26,587                    | \$ 98,217            | \$ 182,781             | \$ 174,609                 | \$ 58,422                       | \$ 119,380                               | \$ -                | \$ 720,078 | 93%                     |
| <b>Additional Services</b>                       | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ 50,000           | \$ 50,000  | 6%                      |
| <b>Reimbursable Expenses - Prime</b>             | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ -       | 0%                      |
| <b>Reimbursable Expenses - Subs (non M/W/BE)</b> | \$ -                   | \$ 850                       | \$ -                 | \$ 850                 | \$ -                       | \$ -                            | \$ -                                     | \$ -                | \$ 1,700   | 0%                      |
| <b>Reimbursable Expenses - Subs (M/W/BE)</b>     | \$ -                   | \$ -                         | \$ -                 | \$ -                   | \$ -                       | \$ 4,980                        | \$ -                                     | \$ -                | \$ 4,980   | 1%                      |
| <b>GRAND TOTAL FEE</b>                           | \$ 60,082              | \$ 27,437                    | \$ 98,217            | \$ 183,631             | \$ 174,609                 | \$ 63,402                       | \$ 119,380                               | \$ 50,000           | \$ 776,758 | 100%                    |

FEE NOTES / CLARIFICATIONS

- Emergency power not included per preproposal meeting 5/3/2018
- Does not include Potholing for existing utilities
- Does not include environmental field investigation
- Does not include environmental remediation
- Does not include environmental permitting
- Group 14's estimate is based on the project qualifying for Excel Energy's EDA program. If the project it does not qualify or go through the EDA program, this will add cost to the energy modeling.

**Exhibit C**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/27/2018

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| <b>PRODUCER</b><br>Commercial Lines<br><br>USI Insurance Services National, Inc.<br><br>8000 Norman Center Dr, Ste 400<br>Bloomington, MN, 55437 | <b>CONTACT NAME:</b> Amy Bond<br><b>PHONE (A/C. No. Ext):</b> 612-509-2007 <b>FAX (A/C. No):</b><br><b>E-MAIL ADDRESS:</b> amy.bond@usi.com<br><br><table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Continental Insurance Company</td> <td style="text-align: center;">35289</td> </tr> <tr> <td><b>INSURER B:</b> National Fire Insurance Company of Hartford</td> <td style="text-align: center;">20478</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | <b>INSURER A:</b> Continental Insurance Company | 35289 | <b>INSURER B:</b> National Fire Insurance Company of Hartford | 20478 | <b>INSURER C:</b> |  | <b>INSURER D:</b> |  | <b>INSURER E:</b> |  | <b>INSURER F:</b> |  |
|--|---|-------------------------------|--------|---|-------|---|-------|-------------------|--|-------------------|--|-------------------|--|-------------------|--|
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER A:</b> Continental Insurance Company  | 35289   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER B:</b> National Fire Insurance Company of Hartford  | 20478   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER C:</b>  |   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER D:</b>  |   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER E:</b>  |   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER F:</b>  |   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |
| <b>INSURED</b><br>Short-Elliott-Hendrickson, Inc.<br><br>3535 Vadnais Center Drive<br>St. Paul, MN 55110   |   |                               |        |   |       |   |       |                   |  |                   |  |                   |  |                   |  |

**COVERAGES**
**CERTIFICATE NUMBER: 13230946**
**REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                                    | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|--|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | X  |          | 6043204066    | 10/1/2017               | 10/1/2018               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  |  |          | 6043204083    | 10/01/17                | 10/01/18                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |  |          | 6011730036    | 10/01/17                | 10/01/18                | EACH OCCURRENCE \$ \$10,000,000<br>AGGREGATE \$ \$10,000,000<br>\$  |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br><input checked="" type="checkbox"/> N | N/A      | 6043204116    | 10/01/17                | 10/01/18                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                       |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

RE: Project Control No. NWC2018-007

The City and County of Denver, its Elected and Appointed Official, Employees and Volunteers are Additional Insured with regards to General Liability when required by written contract.

**CERTIFICATE HOLDER**

 City and County of Denver  
 Department of Public Works  
 201 W. Colfax Ave. Dept. 608  
 Denver, CO 80202

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2018

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|   |   |  |
|---|---|--|
| <b>PRODUCER</b><br>H. Robert Anderson and Associates, Inc.<br>8201 Norman Center Drive<br>Suite 220<br>Bloomington MN 55437 | <b>CONTACT NAME:</b> Jeanne Danmeier        |  |
|   | <b>PHONE (A/C, No, Ext):</b> (952) 893-1933 | <b>FAX (A/C, No):</b> (952) 893-1819         |
| <b>E-MAIL ADDRESS:</b>  |   |  |
| <b>INSURED</b><br>Short-Elliott-Hendrickson, Incorporated<br>3535 Vadnais Center Drive<br>St. Paul MN 55110                 |   | <b>INSURER(S) AFFORDING COVERAGE</b>         |
|   |   | <b>INSURER A:</b> XL Specialty Insurance Co. |
|   |   | <b>INSURER B:</b>                            |
|   |   | <b>INSURER C:</b>                            |
|   |   | <b>INSURER D:</b>                            |
|   |   | <b>INSURER E:</b>                            |
|   |   | <b>INSURER F:</b>                            |
|   |   | <b>NAIC #</b><br>37885                       |

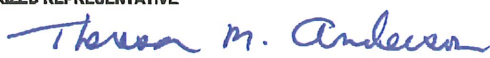
**COVERAGES** CERTIFICATE NUMBER: 2017 - 2018 1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD   | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|--|---------------|-------------------------|-------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |  |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                 |  |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$  |  |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                         |
| A        | Professional Liability   |  | DPR9918063    | 10/1/2017               | 10/1/2018               | Each Claim/ \$5,000,000<br>Each Policy Year Aggregate \$10,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Project Control No.: NWC2018-007

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br>City and County of Denver<br>Department of of Public Works<br>201 West Colfax Avenue<br>Denver, CO 80202 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|---|--|

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