

**TOWN OF MINTURN, COLORADO  
RESOLUTION NO. 02 – SERIES 2015**

**A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT BETWEEN INTER-MOUNTAIN ENGINEERING AND THE TOWN OF MINTURN AND AUTHORIZING THE MANAGER OF THE TOWN OF MINTURN TO SIGN THE AGREEMENT.**

WHEREAS, THE Town of Minturn conducted a search for contracted engineer services, and;

WHEREAS, The Minturn Town Council has reviewed the Professional Services Agreement with Inter-mountain Engineering and deems it acceptable; and,

WHEREAS, The Town Council desires to engage Inter-mountain Engineering as presented in the attached agreement.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:**

1. The Minturn Town Council hereby approves the Professional Services Agreement between Inter-mountain Engineering and the Town of Minturn, Colorado and authorizes the Town Manager to execute said agreement.
2. The Minturn Town Council hereby appoints Inter-mountain Engineering as the Town's Engineer firm.

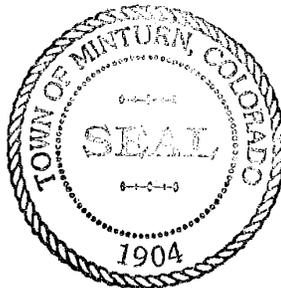
**INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this 21<sup>st</sup> day of January, 2015.**

TOWN OF MINTURN

By: Haukey Flaherty  
Mayor

ATTEST:

[Signature]  
Town Clerk



## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into effective the 21 day of January, 2015, by and between the TOWN OF MINTURN, COLORADO, a home rule municipality (the "Town"), and INTER-MOUNTAIN ENGINEERING ("Consultant").

WHEREAS, the Town desires that Consultant perform on-call civil engineering services to assist the Town's staff in the preparation of designs, plans, specifications, cost estimates and contract documents for projects that are categorized as Street Improvements, Storm Drain Improvements, and Water Distribution Improvements, as an independent contractor, in accordance with the provisions of this Agreement, and more fully described herein; and

WHEREAS, Consultant desires to perform such duties pursuant to the terms and conditions provided for in this Agreement; and

WHEREAS, the parties hereto desire to set forth certain understandings regarding the services in writing.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Services. The Town agrees to retain Consultant to provide on-call engineering services, as set forth more fully in Exhibit A, at the Town's request (the "Services"), and Consultant agrees to so serve as an independent contractor. Consultant represents that it has the requisite authority, capacity, experience, and expertise to perform the Services in compliance with the provisions of this Agreement and all applicable laws and agrees to perform the Services on the terms and conditions set forth herein. Except for work already committed, the Town reserves the right to omit any of the Services upon written notice to Consultant. Any changes to the Services that are mutually agreed upon between the Town and the Consultant shall be made in a formal writing referencing this Agreement and, upon execution of by the parties, shall become an amendment to the Services described in this Agreement.

2. Compensation. Consultant's hourly rates for the Services are set forth in Exhibit B. For Services requested by the Town, Consultant shall perform the Services on either: (a) a stipulated sum basis, (b) a cost not to exceed basis, or (b) an hourly rate. Such pay arrangement shall be determined at the discretion of the Town Manager, after consultation with Consultant. Unless requested on an emergency basis, the pay arrangement shall be determined prior to Consultant performing any Services on a particular project. When requested by the Town, Consultant shall be timely and responsive in providing necessary budgets for the pay arrangement, after which a task order will be issued by the Town. Such budgets shall specify activities, hours, and personnel to perform the Services. In the event of an emergency, Consultant shall perform Services at an hourly rate, unless otherwise agreed to by the parties. Any sub-Consultants or subcontractors not included in Exhibit B must be pre-approved by the Town and a rate sheet for such sub-Consultants or subcontractors shall be provided to the Town. Any changes to the compensation set forth herein that are mutually agreed upon between the

Town and the Consultant shall be made in a formal writing referencing this Agreement and, upon execution of by the parties, shall become an amendment to this Agreement; however, the compensation shall not be amended during the initial two-year term of this Agreement.

3. Term. The Term of this Agreement shall be from the date first written above until two years from such date. This Agreement shall be extended for successive two-year periods unless terminated by notice by either party as set forth herein.

4. Ownership of Instruments of Service. The Town acknowledges the Consultant's work product, including electronic files, as instruments of professional service. Nevertheless, the final work product prepared under this Agreement shall become the property of the Town upon completion of the services and payment in full of all monies due to the Consultant. Any and all unauthorized reuse of Consultant's instruments of service will be at the Town's sole risk and without liability to the Consultant.

5. Monitoring and Evaluation. The Town reserves the right to monitor and evaluate the progress and performance of Consultant to ensure that the terms of this Agreement are being satisfactorily met in accordance with the Town's and other applicable monitoring and evaluating criteria and standards. Consultant shall cooperate with the Town relating to such monitoring and evaluation.

6. Independent Contractor. The parties agree that the Consultant shall be an independent contractor and shall not be an employee, agent, or servant of the Town. **Consultant is not entitled to worker's compensation benefits from the Town and is obligated to pay federal and state income tax on any money earned pursuant to this Agreement.**

7. Insurance Requirements. Consultant shall be responsible for its own independent general liability insurance, automobile insurance, worker's compensation, and any other insurance necessary to perform the duties contemplated by this Agreement in at least the relevant statutory minimums and shall indemnify and hold harmless the Town from any acts attributable to Consultant's negligence for which the Town may be held liable not covered by the Town's insurance.

8. Indemnification. Consultant hereby covenants and agrees to indemnify, save, and hold harmless the Town, its officers, employees, and independent contractors from liability, loss, costs, charges, obligations, expenses, attorneys' fees, claims, actions, judgments, and damages to the extent caused by any negligent act or omission or other tortious conduct of Consultant, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

9. Termination.

a. Generally.

i. The Town may terminate this Agreement without cause if it determines that such termination is in the Town's best interest. The Town shall effect

such termination by giving written notice of termination to Consultant, specifying the effective date of termination, at least thirty (30) calendar days prior to the effective date of termination. In the event of such termination by the Town, the Town shall be liable to pay Consultant for Services performed as of the effective date of termination, but shall not be liable to Consultant for anticipated profits. Consultant shall not perform any additional Services following receipt of the notice of termination unless otherwise instructed in writing by the Town.

ii. Consultant may terminate this Agreement without cause if it determines that such termination is in Consultant's best interest. Consultant shall effect such termination by giving written notice of termination to the Town, specifying the effective date of termination, at least thirty (30) calendar days prior to the effective date of termination.

b. For Cause. If, through any cause, Consultant fails to fulfill its obligations under this Agreement in a timely and proper manner, violates any provision of this Agreement, or violates any applicable law, and does not commence correction of such nonperformance or violation within seven (7) calendar days of receipt of written notice and diligently complete the correction thereafter, the Town shall have the right to terminate this Agreement for cause immediately upon written notice of termination to Consultant. In the event of such termination by the Town, the Town shall be liable to pay Consultant for Services performed as of the effective date of termination, but shall not be liable to Consultant for anticipated profits. Consultant shall not perform any additional Services following receipt of the notice of termination. Notwithstanding the above, Consultant shall not be relieved of liability to the Town for any damages sustained by the Town by virtue of any breach of this Agreement, and the Town may withhold payment to Consultant for the purposes of setoff until such time as the exact amount of damages due to the Town from Consultant is determined.

10. Work By Illegal Aliens Prohibited. This Paragraph shall apply to all contractors and consultants whose performance of work under this Agreement does not involve the delivery of a specific end product other than reports that are merely incidental to the performance of said work, or information technology services or information technology products and services. Pursuant to Section 8-17.5-101, C.R.S., *et. seq.*, Consultant warrants, represents, acknowledges, and agrees that:

a. Consultant does not knowingly employ or contract with an illegal alien.

b. Consultant shall not knowingly employ or contract with an illegal alien to perform works or enter into a contract with a subcontractor that fails to verify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

c. Consultant has participated in or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104<sup>th</sup> Congress, as

amended, and expanded in Public Law 156, 108<sup>th</sup> Congress, as amended, administered by the Department of Homeland Security (hereinafter, "E-Verify") in order to verify that Consultant does not employ illegal aliens. If Consultant is not accepted into E-Verify prior to entering into this Agreement, Consultant shall forthwith apply to participate in E-Verify and shall submit to the Town written verification of such application within five (5) days of the date of this Agreement. Consultant shall continue to apply to participate in E-Verify, and shall certify such application to the Town in writing, every three (3) months until Consultant is accepted or this Agreement is completed, whichever occurs first. This Paragraph shall be null and void if E-Verify is discontinued.

- d. Consultant shall not use E-Verify procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
- e. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall be required to:
  - i. notify the subcontractor and the Town within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
  - ii. terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- f. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in subsection 8-17.5-102(5), C.R.S.
- g. If Consultant violates this Paragraph, the Town may terminate this Agreement for breach of contract. If this Agreement is so terminated, Consultant shall be liable for actual and consequential damages to the Town arising out of said violation.

11. Agreement Subject to Appropriation. To the extent this Agreement constitutes a multiple fiscal year debt or financial obligation of the Town, it shall be subject to annual appropriation pursuant to the Town of Minturn Municipal Code and Article X, Section 20 of the Colorado Constitution. The Town shall have no obligation to continue this Agreement in any fiscal year in which no such appropriation is made.

12. Responsibilities. In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

13. Entire Agreement. This Agreement, along with any exhibits, addendums, and attachments hereto, constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

14. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and venue shall be in the County of Eagle, State of Colorado.

15. Governmental Immunity Act. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§24-10-101 *et seq.*

16. Assignment. Consultant shall not assign this Agreement without the Town's prior written consent.

17. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, personal representatives, successors, and assigns.

18. Survival Clause. The indemnification provisions set forth in this Agreement shall survive the completion of the Services and the satisfaction, expiration, or termination of this Agreement.

19. Severability. In the event a court of competent jurisdiction holds any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

20. Headings. Paragraph headings used in this Agreement are for convenience of reference and shall in no way control or affect the meaning or interpretation of any provision of this Agreement.

21. Notices. Written notices required under this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

If to the Town:           Town Manager  
                                  P.O. Box 309  
                                  Minturn, CO 81645

If to Consultant: Jeffery M. Spanel  
Inter-Mountain Engineering  
40801 U.S. Highway 6, Suite 203  
P.O. Box 978  
Avon, CO 81620

22. Authority. Each person signing this Agreement, and any exhibits, addendums, or attachments hereto, represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

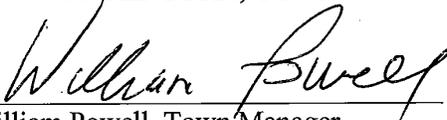
23. Attorneys' Fees. Should this Agreement become the subject of litigation between the Town and Consultant, the prevailing party shall be entitled to recovery of all actual costs in connection therewith, including but not limited to attorneys' fees and expert witness fees. All rights concerning remedies and/or attorneys' fees shall survive any termination of this Agreement.

24. Corporate Protection. It is intended by the parties to this Agreement that the Consultant's services hereunder shall not subject the Consultant's individual employees, officers, or directors to any personal legal exposure for the risks associated with performance of work under the Agreement., except in cases of gross negligence or for acts outside the scope of this Agreement. There, and notwithstanding anything to the contrary contained herein, the Town agrees the primary responsible parties shall be the Consultant and its sub-Consultants.

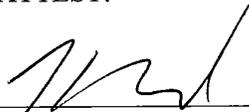
25. Third Party Beneficiaries. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Town or the Consultant. The consultant's services under this Agreement are being performed solely for the Town's benefit, and not other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

TOWN OF MINTURN, COLORADO

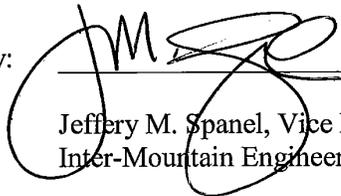
  
\_\_\_\_\_  
William Powell, Town Manager

ATTEST:

  
\_\_\_\_\_  
Town Clerk



CONSULTANT:

By:   
\_\_\_\_\_  
Jeffery M. Spanel, Vice President  
Inter-Mountain Engineering

**EXHIBIT A**



**REQUEST FOR QUALIFICATIONS/PROPOSAL**

**FOR**

**ON-CALL CIVIL ENGINEERING DESIGN SERVICES**

**Town of Minturn, Colorado**

**Released on November 24, 2014**

**ON-CALL CIVIL ENGINEERING DESIGN SERVICES REQUEST FOR  
QUALIFICATIONS/PROPOSAL (RFQP)**

**1. BACKGROUND**

The Town of Minturn (Town) is seeking a civil engineering consultant (Consultant) with experience to assist the Town's staff in the preparation of the design, plans, specifications, cost estimates and contract documents for projects that are categorized as Street Improvements, Storm Drain Improvements, and Water Distribution Improvements. The Consultant must have the ability to provide in-house or capacity to sub-consult for survey services, traffic engineering, geotechnical engineering, landscape design, lighting engineering and structural design. Additionally the Consultant will review and comment on engineering aspects of subdivision proposals. The Consultant must be a fully licensed Colorado professional engineer.

The Town staff seeks to shorten the list of Consultants after receiving and reviewing RQFP's.

The winning Consultant shall provide consulting services on an "on-call" basis for projects to be determined during the term of the contract. The term of the contract will be negotiable. The Town will issue task orders for each project based upon the scope of services, work schedule, and shall reference the fee proposal submitted with this RFP.

The proposal shall be evaluated only if your firm provides a proposal that meets the criteria defined in Section 5-Proposal Format Guidelines.

## 2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	November 24, 2014
Proposals are Due	December 12, 2014
Interviews, if Necessary	Early January 2015
Proposal Evaluation Completed and Notification	January 15, 2015
Approval of Contract	January 21, 2015

## 3. SCOPE OF WORK

In general, the Consultant shall perform civil engineering services on an “on-call” basis for projects assigned by the Town. The scope of work for any one project may involve all phases of project development and may include but is not limited to the following:

### Preliminary Engineering

- Prepare base maps in AutoCAD, preliminary layouts, estimates of probable costs and alternatives if requested. Provide geotechnical services and survey services necessary for the required scope of work.
- Prepare engineering details and calculations.
- If requested, present alternatives and provide recommendations and analyses of the advantages and/or disadvantages of each.

### Construction Documents

- Prepare engineering designs, calculations, plans, specifications, cost estimate and contract bidding documents. The Town shall review the plans and construction documents at the following stages: preliminary engineering, sixty percent (60%); ninety percent (90%) and final engineering, or as specified by specific task order, or as deemed necessary by the Town. All project calculations, supporting/reference information, correspondence, photos, Microsoft Office files, etc. shall be provided to the Town with the final submittal or upon request.
- Drawings shall be prepared in standard engineering scale using AutoCAD. Final drawings shall be wet signed and stamped on 24-inch by 36-inch 4-mil Mylar. All project AutoCAD files (i.e. drawing, x-refs, blocks, fonts, pen styles, etc.) shall be provided to the Town on CD, DVD format or via email at the discretion of the Town.

### Permits

- Assist the Town in obtaining approvals (and environmental permits as may be required) from applicable agencies.

### Bidding Stage

- Assist the Town in answering bidder's questions, attend pre-bid conferences, job walks, and perform constructability review of Town plans and specifications at the discretion of Town Staff.

### Construction Stage

- Attend pre-construction meeting at the discretion of Town Staff.
- Provide construction administration and inspections, as needed.

### Subdivision Review

- Review subdivision engineering plans for conformance to Town standards and best management practices.

## **4. TOWN RESPONSIBILITIES**

- Furnish a task order or scope of work request and provide general direction as needed for each project assigned.
- Furnish available record drawings of existing facilities within the Town's jurisdiction.

## **5. PROPOSAL FORMAT GUIDELINES**

Interested Consultants are to provide the Town with a thorough proposal using the following guidelines:

Proposal shall be typed and must contain no more than 20 typed pages including proposal sections A through F, Fee Proposal, Index/Table of Contents, tables, charts, and graphic exhibits.

Resumes of key personnel are not counted toward the 20-page limitation if inserted at the end of the proposal.

A 12-point font size is recommended for typed portion of the letters and proposal sections except smaller fonts are allowed for tables, charts and exhibits. The inclusion of 11” by 17” sheets are allowed if folded to fit the proposal.

Each proposal will adhere to the following order and content of sections. Proposal must be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis must be concentrated on conforming to the RFQP instructions, responding to the RFQP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following proposal sections are to be included in the Consultant’s response:

A. Cover Letter

A cover letter, not to exceed three pages in length, must summarize key elements of the proposal. An individual authorized to bind the Consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days from the proposal due date. The cover letter must include the address and telephone number of the Consultants’ office.

B. Statements of Qualification

Interested Consultants must provide its qualifications in the following areas

1. Street rehabilitation or reconstruction projects
2. Storm drainage projects
3. Water distribution projects

Statements should summarize the Consultant's experience in the three project areas above and provide examples of projects performed by the Consultant which detail the scope and cost of the project, including the client name and contact information for each. Additionally, statements should identify the Consultant's experience in subdivision review.

C. Background and Project Summary Section

The Background and Project Summary Section must describe your understanding of the Town.

D. Staffing

Provide a list of individual(s) who will be working on projects for the Town and indicate the functions that each will perform. Provide name of person who would serve as the chief liaison to the Town. Include a resume for each designated individual.

Upon award and during the contract period, if the Consultant chooses to assign different personnel to the project, the Consultant must submit their names and qualifications including information listed above to the Town for approval before they begin work.

E. Entryway and 100 Block of Main St.—Engineering

The Town has prioritized the planning/engineering for the entryway and 100 block of Main St. The project includes access control, landscaping, curb and gutter, bulb-outs, sidewalks and street lighting. Careful coordination with CDOT and property owners is necessary. Engineering must be complete by March 31, 2015 to allow for bidding, award and construction to take place before June 1, 2015. Consultants are to state if the firm has the necessary staffing and resources to meet this schedule. Minturn staff will be fully ready to participate in the planning and meet the above schedule.

#### F. Sample Plans

The Town may request sample plans for any projects the Consultants have identified in their Statement of Qualification. Consultant must state willingness to meet this guideline.

#### G. Fee Proposal

The fee proposal must include the firm's schedule of hourly rates for the firm's identified personnel in Section D and the hourly rates for clerical personnel and rates for reimbursable expenses. The percentage mark up of reimbursable expenses (including subcontractors), if any, shall also be specified in the rate schedule. The fee rate schedule is to be valid for the term of the contract. The contract is to be negotiated.

### **6. PROCESS FOR SUBMITTING PROPOSALS**

#### **◆ Content of Proposal**

The proposal must be submitted using the format as indicated in the Proposal Format Guidelines.

#### **◆ Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

◆ **Number of Proposals**

Submit four (4) copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis.

◆ **Submission of Proposals**

*Complete written proposals must be submitted in sealed envelopes and received no later than 4:00 p.m. (M.S.T) on Friday, December 12, 2014 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.*

William Powell, Town Manager

Town of Minturn

PO Box 309

302 Pine Street

Minturn, CO 81645-0309

**RE: ON-CALL CIVIL ENGINEERING DESIGN SERVICES**

◆ **Inquiries**

*Questions about this RFQP must be directed in writing, via e-mail*

*to:*

William Powell, Town Manager

*manager@minturn.org*

From the date that this RFQP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any Town employee or official other than the contracting officer listed above regarding this RFP. The Town reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the Town.

◆ **Conditions for Proposal Acceptance**

This RFP does not commit the Town to award a contract or to pay any costs incurred for any services. The Town, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the Town of Minturn. Proposals are subject to the Freedom of Information Act. The Town cannot protect proprietary data submitted in proposals.

**7. EVALUATION CRITERIA**

The Town's evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The Town may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

- A. Relevant Experience- Contains evidence of relevant experience in the streets, drainage, and water projects
- B. Proposal Clarity - Use of terms and explanation throughout are understandable.
- C. Staffing and Qualifications- Experience of the firm, head liaison, and other key individuals assigned to the Town. Experience with projects of similar scope and complexity. A ranking will be performed with the subtotal score for each category and only the top contenders will be considered further.
- D. Reference Check- The Town may also contact and evaluate the Consultant's and sub consultant's references; contact any Consultant to clarify any response; contact any current users of a Consultant's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process
- E. Local Preference- The Town desires to hire as locally as possible
- F. Interview- After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview or video/voice conference interview, at the Town's discretion, will be a question/answer format for clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, must be present at the oral interview or video/voice conference interview.
- G. A Notification of Intent to Award may be sent to the Consultant selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Consultants unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Town may negotiate a contract with another Consultant or withdraw the RFP.

## 8. STANDARD TERMS AND CONDITIONS

### ◆ Amendments

The Town reserves the right to amend this RFP prior to the proposal due date. Any changes will be notified on the Town of Minturn website: [www.minturn.org](http://www.minturn.org).

### ◆ Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

### ◆ Contract Discussions

The apparent successful firm will be required to sign a Professional Services Contract. Prior to award, the apparent successful firm may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within two (2) weeks from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.

### ◆ Financial Information

The Town is concerned about Consultants' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.

◆ Insurance Requirements

Under Minturn Municipal Code Section 6-4-70, contractors of the Town are required to provide insurance and disclose the types and amounts of such insurance.

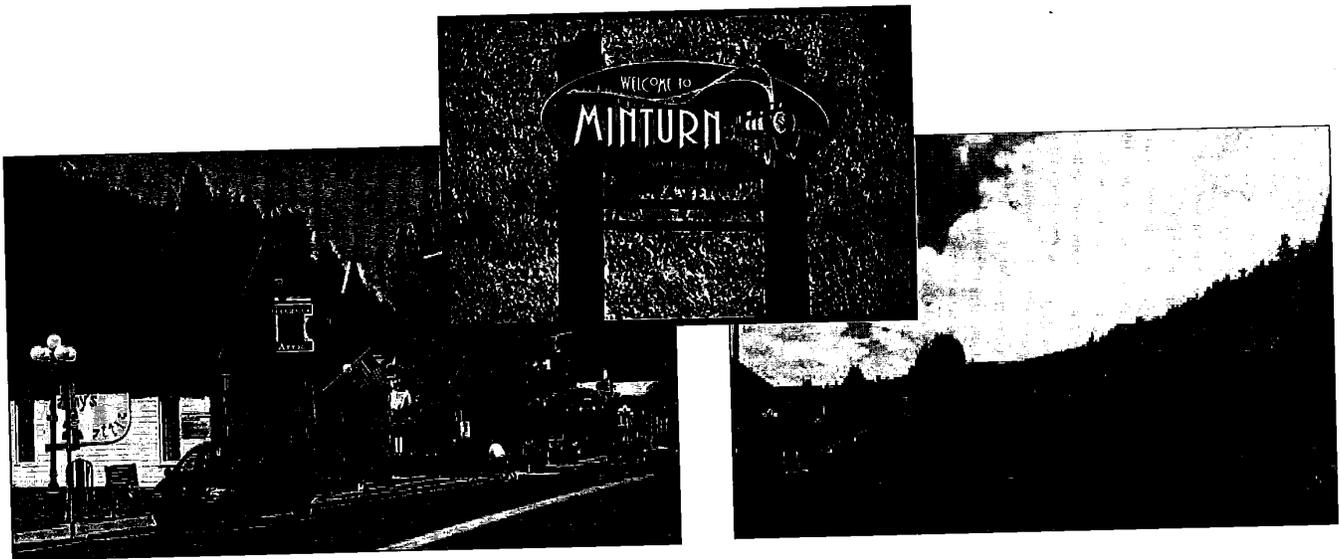
*Please carefully review the Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by Town Council and can be modified only if extraordinary circumstances exist.*



# TOWN OF MINTURN

## REQUEST FOR QUALIFICATIONS/PROPOSAL ENGINEERING & SURVEY SERVICES

December 12, 2014



CONTACTS: Jeffery M. Spanel, P.E., Vice President email: [jspanel@inter-mtn.net](mailto:jspanel@inter-mtn.net)  
Martin Golembiewski, P.E., Project Engineer email: [mgolembiewski@inter-mtn.net](mailto:mgolembiewski@inter-mtn.net)

PROPOSAL PREPARED BY: Jeffery M. Spanel, P.E. 970.949.5072 ext. 202

**HP**  
**Geotech**



**aec**

AVON OFFICE (MAIN OFFICE)

40801 US Hwy 6, Suite 203  
PO Box 978 Avon, CO 81620  
T: 970/949.5072 F: 970/949.9339

DENVER OFFICE

9618 Brooke Hill Ln  
Lone Tree, CO 80124  
T: 303/948.6220 F: 303/948.6526

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



**INTRODUCTION:**

Inter-Mountain Engineering (IME) was founded by the Spanel family in 1977 with the purchase of a 23-year-old civil engineering and land survey firm. Over the past 34 years our professional staff has enjoyed the challenges presented to us by our dynamic Colorado environment. And, we look forward to playing a continuing role in the development of our growing Colorado mountain communities.

**COMPREHENSIVE SERVICES:**

IME is committed to providing our clients with practical solutions to even the most complicated design issues. Our staff includes a dedicated team of professional engineers, design technicians, land surveyors and construction managers. This combination of expertise allows our staff to provide comprehensive services to municipal, corporate and private sector clients.

**TECHNOLOGY:**

Our experienced staff will design your project using the latest civil engineering software, AutoCAD Civil 3D (2015 edition). This software allows our designers to change alignments, grades, slopes and all associated profiles and labels automatically. Saving time and money for our clients.

**COMMITMENT TO QUALITY:**

IME staff is held to the highest standards of work quality. Designers adhere to strict plan review guidelines. Individual sheets will be reviewed thoroughly by a principal engineer prior to submittal, and complete plan sets will be reviewed by a second project manager prior to the release of final documents.

**COMMITMENT TO OUR CLIENTS:**

Our strength lies in our ability to work closely with our clients, providing on-time, within budget and quality projects. We recognize that each of our client's projects, no matter the size, is of the utmost importance to that client.

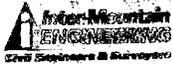
Inter-Mountain is an Equal Opportunity Employer and maintains insurance coverage that meets or exceeds the requirements set forth in the Request. Certificates evidencing insurance coverages will be provided on request.

**STATEMENT OF QUALIFICATIONS:**

Inter-Mountain Engineering has a long history of providing civil engineering and land surveying services to municipalities throughout the state of Colorado.

We are confident that IME will be able to provide the Town of Minturn with quality on-call engineering and surveying services. Our offices are located just north of Minturn in the Eagle Vail business district. We are frequent visitors to the Town of Minturn both professionally and personally.

In addition to our in-house staff, we have assembled a team of well qualified consultants primarily based in Eagle County. These consultants will be essential for any work involving US Highway 24,



Minturn's main thoroughfare. Each of these consultants have delivered successful projects under the jurisdiction of the Colorado Department of Transportation (CDOT).

We have also recently formed a joint venture relationship with Jim Kunkel, who brings the records of Johnson, Kunkel & Associates into combination with those of Inter-Mountain, creating an extensive survey data base for the Town of Minturn.

Along with the selected team, these services have included on-call engineering and surveying for The Town of Dillon, The Eagle River Water & Sanitation District and the Town of Avon, The Town of Minturn, Steamboat Springs, The Town of Eagle, CDOT, Crested Butte, Eagle County, ECO Trails, The Town of Vail, The Eagle County School District, Colorado Mountain College as well as a number of Metropolitan Districts.

Capabilities relevant to the Town of Minturn Request include:

**Street Rehabilitation Projects**

- Traffic Studies & Reports
- Parking Needs Assessments
- Circulation & Turning Movement Analyses
- Snow Removal & Storage Analyses
- Street Layout & Design
- Street Improvement Projects
- Intersection Design (including signals & round-a-bouts)
- Resurfacing & Overlays
- Pavement Design
- Retaining wall design
- Lighting design
- Landscape & streetscape design
- CDOT Permits & coordination

**Storm Drainage:**

- Master Drainage Studies
- Hydrologic Studies
- Stormwater Management Plans
- Erosion & Sediment Control Plans
- Floodwater studies & control plans
- Storm Sewer Design

**Water Distribution Projects:**

- Hydraulic Analyses & Pipe sizing
- Master Plans
- Pipe Network Analysis
- Pipeline design

**Land Surveying:**

- Boundary Surveys
- Land Title Surveys (ALTA & ASCM)
- Topographic Mapping
- Construction Surveys
- As-Built Mapping

**Construction Administration:**

- Contract Documents
- Construction Specifications
- Contract negotiations
- Construction Observation
- Construction management
- Soils & Materials Testing
- Warranty inspection
- CDOT & Utility Coordination

### **BACKGROUND:**

The Town of Minturn is a scenic municipality located approximately 2 miles south of Interstate 70 at Exit 171 and along Highway 24 and the Eagle River. Minturn was incorporated in 1904 and has grown to over 1000 residents. Consisting of residential and commercial areas, the Town of Minturn offers variety of services to the community. These services include road, sidewalk, park and public space maintenance, water distribution and delivery, sanitary sewer transmission, trash removal along with public safety. Most of these services are offered through the Public Works Department whose goal and objectives are to maintain their streets in a save and efficient manner, keeping the town clean and beautiful. A variety of other services are also offered to residents and businesses such as fire protection, electric service, gas service, communication services, etc.

### **RELEVANT PROJECT EXPERIENCE:**

Inter-Mountain Engineering has provided civil engineering and surveying services for a variety of municipal clients throughout Colorado and surrounding states. IME recognizes that each project is unique, and applies specialized design approaches to each project. We offer services from site evaluation and design to complete turnkey solutions teaming with architects, planners and other engineers. The following are summaries of relevant projects to demonstrate IME's diversity of experience and project size:

#### **Edwards to Wolcott Trail – Eagle County, CO**

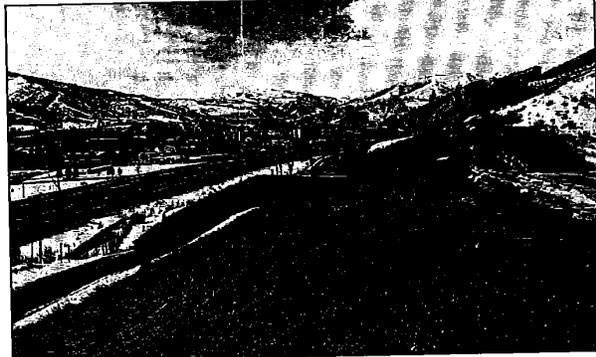
Inter-Mountain Engineering completed preliminary design documents for a new portion of the Eagle Valley Regional Trail System located between U.S. Highway 6 and the Eagle River from Hillcrest Drive in Edwards, CO to Wolcott, CO. Phase I consisted of approximately 3 miles of 10-ft wide asphalt trail designed to ADA standards. Phase I also included a feasibility study for a railroad crossing and the design of a 2,800-ft long irrigation ditch enclosure. Phase II included the design of approximately 1.6 miles of trail within the CDOT right-of-way designed to ADA standards. The portion of the project within the CDOT right of way has been submitted for preliminary design approval; however the portions of the project crossing private lands are on hold pending private stakeholder negotiations.

Client: ECO Trails  
Contact: Ellie Caryl  
Phone: 970-328-3523  
Email: [Ellie.Caryl@eaglecounty.us](mailto:Ellie.Caryl@eaglecounty.us)

#### **Village at Avon-Buffalo Ridge Apartments –Town of Avon, CO**

Inter-Mountain Engineering completed the topographic survey, base mapping, preliminary and final designs for a 4,200 lf, 10-foot wide asphalt path in 2001. The design necessitated piping approximately 840 lf of the Nottingham-Puder irrigation ditch, 400 feet of which was beneath the proposed path. The design also included wood railings, approximately 200 feet of boulder wall and 220 feet of mechanically stabilized earth walls.

Client: Buffalo Ridge Affordable Housing Corporation





Contact: Gerry Flynn  
Phone: 970-926-8686  
Email: gflynn@polarstarproperties.com

**Town of Avon Street Improvements—Town of Avon, CO**

Inter-Mountain Engineering has enjoyed a close working relationship with the Town of Avon over the past 20 years. This has afforded the opportunity to provide engineering services on various projects for the Town. Our work has included the East Avon Streetscape, East Beaver Creek Boulevard, Street Improvements, Nottingham Road, drainage studies, several trails, paths and parks. These projects included redesign, widening, overlay and beautification of various roads in and around the Town. Our services incorporated roundabout design, evaluation of pavement repairs required prior to overlay; determination of manhole, valve box and guardrail adjustments required; storm sewer design and construction; landscaping and irrigation; street lighting; signage; construction of decorative walls and sculpture pedestals; preparation of construction documents and engineer’s cost opinions; and construction contract administration.

Client: Town of Avon  
Contact: Larry Brooks, Former Town Manager  
Phone: 970-390-2741  
Email: larry.brooks.813@gmail.com

**Swift Gulch Bike Path Extension – Town of Avon, CO**

Inter-Mountain Engineering completed topographic surveying, a base map, preliminary and final design plans and construction specifications for a pedestrian and bike path below Swift Gulch Road for the



Town of Avon in 2006. The project included about 1,500 lf of 10-ft wide asphalt path with 1-ft gravel shoulders on each side. The multipurpose trail is located between Avon Road and the Swift Gulch Public Works facility, below the Nottingham-Puder irrigation ditch. Roughly 550 lf of boulder retaining walls and 100 lf of safety rail were used on the project. The existing Avon entry sign was also replaced with an updated sign. The initial portion of the trail lies within the Interstate 70 right-of-way making CDOT and FHWA

coordination a priority. IME prepared CDOT access permit applications, drafted the license agreement on behalf of the Town, and prepared preliminary and final CDOT format plans and specifications for review and approval by CDOT and FHWA. Western Bionomics was engaged to provide biological resource assessments, permitting and clearances.

Client: Town of Avon  
Contact: Larry Brooks, Former Town Manager  
Phone: 970-390-2741  
Email: larry.brooks.813@gmail.com

### **Roundabout 4-Town of Avon, CO**

Roundabout 4 was an existing  $\frac{3}{4}$ -movement intersection at Avon Road and Benchmark Road in Avon, CO. Inter-Mountain Engineering provided civil engineering design and surveying services to modify the intersection into a full movement roundabout.



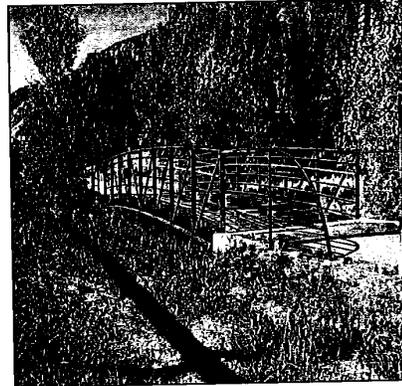
Client: Town of Avon  
Contact: Larry Brooks, Former Town Manager  
Phone: 970-390-2741  
Email: [larry.brooks.813@gmail.com](mailto:larry.brooks.813@gmail.com)

### **Nottingham Road Bike Path – Town of Avon, CO**

Inter-Mountain Engineering combined the Town's aerial photogrammetric survey with a detailed, supplemental field survey to prepare a base map, completed preliminary and final design plans and cost estimates, and provided construction staking and inspection services for a bike path along Nottingham



Road for the Town of Avon in 2001. The project included the design of approximately 4,700 lf of 10-ft wide asphalt bike path with 1-ft gravel shoulders on each side as well as a 12' wide by 40' long prefabricated pedestrian bridge, with concrete abutments, over Buck Creek. In addition, approximately 2,000 lf of cable rails and combined boulder and MSE retaining walls were used. A portion of the path was landscaped and irrigated. Coordination with CDOT was a priority for this project as much of the trail



was in Interstate 70 right-of-way. The cost estimates included quantity takeoffs for asphalt, retaining walls, railing, road base, utility relocation and adjustment and guardrail relocations. IME subcontracted with Western Bionomics for environmental services, Terrasan for landscaping and irrigation system design, and H-P Geotech for the soils investigation and report. We also assisted the Town in obtaining the required environmental clearances and drafting the license agreement with CDOT.

Client: Town of Avon  
Contact: Larry Brooks, Former Town Manager  
Phone: 970-390-2741  
Email: [larry.brooks.813@gmail.com](mailto:larry.brooks.813@gmail.com)

### **U.S. Highway 6 Improvements for the Gates at Beaver Creek — Avon, CO**

Inter-Mountain Engineering prepared the CDOT Access Permit and Notice to Proceed Applications, CDOT format plans and specifications for improvements to U.S. Highway 6 located adjacent to the 39-unit residential condominium complex. Highway enhancements included acceleration and deceleration lanes, curb and gutter, drainage improvements, an attached shoulder bikeway and a raised center median to delineate 3/4 turning movements. In 2008, a short section of concrete sidewalk was built, adjacent to the highway over Beaver Creek, connecting the existing public sidewalk to the site. A micropile retaining wall and railing were extended over and adjacent to the existing box culvert to accommodate widening the typical section for the walkway. IME also designed necessary utility relocations and adjustments and coordinated them with affected utility service providers. We sub-contracted wetland delineation and permitting services to Western Bionomics. Structural design of the retaining wall and rail was sub-contracted to Monroe and Newell.



Client: CSC Land LLC  
Contact: Tim Barton  
Phone: 972-385-9934



### **INTER-MOUNTAIN ENGINEERING PROJECT TEAM:**

Inter-Mountain Engineering will serve as the prime consultant and work as an extension of your staff to deliver a successful project. The key project personnel that will be assigned to this project are presented in the following briefs. Detailed resumes have been included in the Appendix.

**Jeffery Spanel PE, Vice President**, has nearly 40 years of experience in the fields of civil and construction engineering. Jeff provided the leadership and vision to grow Inter-Mountain Engineering into a prominent civil engineering and surveying firm. He has extensive project management experience, which includes public works projects with new and/or retrofit bridge construction. Many of these projects have had budgets in excess of 30 million dollars. Jeff has coordinated approvals with many municipalities, CDOT, railroads, institutional lenders and HUD. Jeff will serve as the Project Manager, responsible for the coordination of Inter-Mountain staff, the team of consultants, CDOT as well as County and Town staff. Jeff would also provide the lead for Construction Administration services.

**Martin (Marty) Golembiewski, PE, Project Engineer**, has over 12 years of experience in civil engineering. Marty has extensive experience with roadway design, sidewalk and ramp ADA design, parking lot design, drainage design, as well as water and sewer design for various land and site development projects throughout Eagle County. He has served as construction manager for a utility and streetscape project. Marty will assist with Town coordination, and assist with civil design and construction administration.

**Duane (Duke) Fehringer PE & PLS, Surveying Manager**, has over 40 years of experience as a surveyor. Duke has extensive survey experience in the Minturn area. His work has included the preparation of plats, design surveys, easements, right of ways, and topographical maps. He was a part of the project team responsible for the Avon Road and Stonebridge Drive streetscapes, as well as the Gates. Duke will lead the survey effort for base mapping and prepare the documentation for any required easements or right of way modifications.

**James S. Kunkel, PE & PLS**. Jim was the President of Johnson, Kunkel & Associates and recently formed a joint venture relationship with Inter-Mountain Engineering. Jim brings over 40 years local experience in civil engineering and land surveying to the team. Jim has a diverse background in civil engineering and land surveying. He brings the records of J&K to the team which combined with Inter-Mountain creates an unmatched surveying history for the Town of Minturn. Jim will assist with surveying, hydrology and civil design.

**Sandra Mendonca PE, Senior Project Engineer**, joined the firm in 1999 and has over 28 years of experience as a civil engineer. Sandra has experience in both public and private sector engineering. Her responsibilities include preparing proposals, engineering design, hydrologic and drainage studies. Sandi has extensive experience with trail design and floodplain management. She has provided design services for a number of trails, drainage and flood control systems in Eagle County and for the Town of Avon. She has direct experience working within the Town and was a part of the project team responsible for the Avon Road and Stonebridge Drive streetscapes, as well as CDOT and FEMA coordination for the Gates. Sandi will be responsible for hydraulic engineering services.



### **CONSULTANT TEAM:**

Our team is rooted in Eagle County. Most have their principal office here, and all have extensive experience in Minturn, Eagle County, and with CDOT. Firm profiles, relevant experience and resumes have been included in the Appendix.

**H-P Geotech (HP)** is a professional services firm offering geotechnical engineering services in a broad range of soil and foundation studies, geologic assessments and construction materials quality control. Staff experience and extensive testing capabilities allow HP to provide effective services on a wide variety of projects. These include soil investigations for building foundations, mining facilities, roads, bridges, airfields, pipelines, transmission towers, earthworks, dams, and other civil works. Geologic hazard assessment experience includes slope stability, debris flow, snow avalanche, rockfall, sinkhole and mine subsidence. HP provides construction quality control which includes earthwork, concrete, steel, fireproofing and asphalt testing, laboratory materials testing and site observations by engineers. HP has considerable experience in the Minturn and western Colorado.

**Steven L. Pawlak PE, President.** Mr. Pawlak is responsible for planning and management of geotechnical and geologic assessments on private and public projects throughout western Colorado. Typical projects include ski resort facilities, energy development facilities, commercial and residential developments, roadway and utility infrastructures, airport and municipal facilities, earthen embankments and water resources improvements. Steve will provide the lead for geotechnical services.

**David A. Young PE, Senior Project Engineer,** has over 25 years of experience in geotechnical consulting and construction and materials testing services. At HP Geotech he provides project engineering and management support for geotechnical investigations and construction observation and testing projects. Typical projects include deep and shallow foundation design, including bridges, commercial and residential developments, grading of steep hillside terrain, low earthen embankments, analysis and remedial repair of distressed buildings, and pavement design for roadways and airports. Dave will assist with geotechnical services and head testing efforts.

**Monroe & Newell Engineers, Inc.** is a full service structural engineering firm with offices in Avon and Denver. Monroe & Newell provides unparalleled structural engineering services to their clients. Having completed thousands of urban and resort projects, clients have come to rely on Monroe & Newell to deliver consistent quality services that are accurate, delivered on time, and efficiently meet their goals. The principals bring more than 150 years of cumulative experience and expertise on thousands of successful projects to each materials selection and every construction detail to ensure the best unique solution for each project.

**Hannes Spach PE, Principal,** has 30 years of structural engineering experience. He is the Principal in Charge of the Avon office and responsible for direct project management of structural engineering projects. His projects have included the Salida High School, Edwards Middle School, Minturn Recreation Center and the Walking Mountain Science School. Hannes will provide the lead for all structural engineering.



**Felsburg Holt & Ullevig, Inc.** is a consulting firm specializing in transportation planning, traffic engineering, civil engineering design, and environmental services. The philosophy of the firm is to provide high quality professional services on a wide range of transportation and design projects, with emphasis on developing creative, cost-effective and environmentally sensitive solutions. The strength of our firm comes from a group of Principals with many years of technical and management experience who are actively involved in projects to assure the highest level of customer satisfaction. The entire staff is committed to conceiving the best project for the client and the community.

Our professional services encompass the spectrum of transportation and related civil engineering design. In addition to the technical and analytical skills necessary for successful project completion, we also provide supplementary support services essential for project implementation. Felsburg Holt & Ullevig provides community participation, public presentation, and governmental processing services as required by the project work program and the client's objectives.

**Christopher J. Fasching PE & PTOE, Principal.** Mr. Fasching has more than 27 years of experience in transportation engineering, of which three were spent in the public sector. Past efforts have involved a variety of abilities including travel demand forecasting, development of recommendations, transit analyses, project management and coordination, public involvement, and technical documentation. Mr. Fasching also possesses knowledge of the industry's analytical tools, and he understands the appropriate use of the various tools available. His three years employed by the City of Aurora has also contributed to his understanding of public sector concerns. Mr. Fasching has extensive local experience including the Vail Transportation Plan and Studies for the proposed Simba Run Interchanges. Chris will provide the lead for traffic engineering services.

**Architectural Engineering Consultants (AEC)** is a full-service Mechanical, Plumbing, Electrical, and Lighting engineering consulting firm in the heart of the Colorado Rockies. AEC provides quality design services on a variety of projects including luxury residences, ski resorts, hotels, local government facilities, condominiums, and mixed-use developments. Located in Eagle County, AEC focuses on the special engineering needs of mountain towns such as Steamboat Springs, Vail, Eagle, Aspen, Montrose, Dillon, Frisco, Breckenridge, Telluride, and Glenwood Springs. AEC was established in 2000 with a vision to provide our clients with the best value in engineering services.

AEC's principals and staff are committed to learning new technologies as well as implementing cost-effective and energy-efficient designs which optimize the building's systems. As LEED™ (Leadership in Energy and Environmental Design) Accredited Professionals, we strive to find sustainable solutions to any engineering challenge.

**Stanton Humphries PE, Principal,** has over twenty years of lighting design and electrical engineering experience. He has completed a wide variety of projects including high end residential, hospitality, restaurant, commercial, retail and more. Stan keeps abreast of the latest lighting technologies through annual trips and training at the LIGHTFAIR International conference. Stan has successfully completed many highly intensive designs. Stanton's electrical engineering abilities are demonstrated in the design of several emergency generator systems to



back up fire mitigation systems, cable TV and telephone switching stations, mountain top restaurant and gondola systems and much more. Stan's lighting design expertise has been utilized in several luxury residences, where he seamlessly integrates the lighting with the interior and architecture of the space. Stan has acquired an in-depth knowledge of ADA requirements, fire alarm systems, lighting level planning, and proper planning for public areas during the institutional projects he has completed. Stan will take the lead on lighting designs for the project.

**Ceres+ Landscape Architecture** is comprised of a group of dedicated and passionate individuals capable of providing the leading expertise in the field of landscape architecture. Their team offers decades of experience with a keen understanding of designing and building in the high alpine environment. Ceres+ Landscape Architecture is qualified to provide cutting-edge services in visioning, planning, design development, construction documentation and administration that results in the building of truly memorable spaces. Our projects exemplify living art in every aspect. Ceres+ Landscape Architecture embraces and recognizes the opportunities and challenges of working in the mountain environment with its extreme topography, the profound seasonal changes and the diverse plant palette, which allows us to design and celebrate the mountains that we live in. Ceres+ employs a combination of tried and true design techniques using ink and paper along with industry standard software to provide graphically appealing plans and presentation graphics to communicate the character and design intent of the project.

As an award-winning firm with an established reputation, our team at Ceres+ Landscape Architecture is very excited for the opportunity to work with the Town of Minturn to reinvigorate the identity of the Town that will withstand the test of time.

**Scott Sones** has more than 30 years of professional experience that spans across several regions and all scales of landscape architectural design. Scott's diverse experiences have given him opportunities to work on projects ranging from small scale residential designs to resort and community master plans. Through his experience, Scott has learned the value of a team approach to landscape architecture that includes the landscape architect, architect and engineers working in a collaborative effort to ensure that the client's vision is realized. Scott will lead the landscape design effort.



## **ENTRYWAY AND 100 BLOCK OF MAIN STREET ENGINEERING**

The Entryway project would extend along US 24 (Main Street) from an area just north of the Williams Street intersection to Toledo Avenue. The goal of this project is to provide a safe and attractive entrance to the Town core. The project may include revised street access, curb & gutter, walks, new crosswalks, parking improvements, storm water control as well as streetscape improvements. We understand the Town plans to establish the scope of work with the selected consultant; however we have included a preliminary outline of services to demonstrate our capability to provide these services.

### **Meetings:**

Regular meetings will be critical to the aggressive schedule proposed for this project. The initial meeting will be dedicated to gaining an understanding of the Town goals and budget and it would be helpful to have a CDOT representative in attendance to fully outline their requirements and schedule. After the initial meeting, regular meetings will be scheduled at intervals appropriate to the progress of the work.

### **Base Survey Map:**

The base map will identify property boundaries and all significant features that could have an impact on the final alignment and design. This would include utilities, asphalt, curb, gutter walks, buildings, signs, striping, storm sewer, ditches, and vegetation. The base maps will be drawn at a 1:50 scale and drawn to standard CDOT format. Index Map sheets will show the entire route on one to two pages (overlaid on an aerial photo) and we will provide an overview map showing the full survey on one 22"x 34" plan.

### **Analysis of Issues**

Our team will carefully consider the specific issues identified in the RFP as well as issues raised in meetings and our mapping and inspection of the project corridor. The following initial tasks have been identified:

1. Meet with CDOT to identify requirements and map approval schedule for this project.
2. Conduct a field inventory of existing conditions.
3. Identify traffic study requirements, including sight distance limitations or other safety concerns at driveways, intersections or other critical points.
4. Identify geotechnical requirements for pavement section design.
5. Identify drainage impacts on the proposed street improvements.
6. Identify streetscape improvements.
7. Identify Lighting requirements.
8. Evaluate the need for construction and/or permanent easements for the trail.

The Analysis phase will result in a conceptual plan for the road improvements.

### **Geotechnical Study:**

Schedule and move forward with identified soils investigation and pavement design requirements.

### **Traffic Study:**

Schedule and move forward with identified traffic study requirements.

### **Preliminary Plans for Town and Agency Review:**

Once the conceptual design has been approved, Preliminary Design documents will be prepared in accordance with CDOT Project Development Manual process for Preliminary Plans (CDOT FIR) and the

requirements outlined with the Town. Plans will be submitted to Utility providers for review and comment. We anticipate the Preliminary submittal documents to include the following:

1. Title Sheet containing a vicinity map, legend, basis of elevation, project benchmark and general construction notes.
2. Overall Plan will show the entire extent of the project.
3. Plan & Profile sheets will show the grading detail necessary to transition proposed improvements to meet the surrounding grades. Plans will identify utility conflicts, relocation requirements, retaining walls, and easement requirements.
4. Cross Sections will be provided to show typical as well as sections identified as critical.
5. Conceptual landscape design studies will be prepared to develop the site entry elements, schematic design details and planting concepts.
6. Conceptual lighting plans will develop street lighting and possible pedestrian cross walk signage concepts to enhance pedestrian safety and retail access. Plan street area lighting, accent lighting for features and more with town input to providing the lighting needed. All lighting would be down cast "cut off" type lighting and high efficiency/low maintenance LED fixtures.
7. Draft Engineer's Opinion of Probable Cost including plan quantities, unit cost and totals, using CDOT reference categories and numbers.

#### **Final Construction Plans and Manual for Construction Bidding**

Upon approval of the Preliminary Design, we will prepare Construction Documents that incorporate comments received during the Preliminary Design and will be sufficient for final approval (CDOT FOR) and construction. We anticipate the Construction Document plan set will include:

1. Title Sheet containing a vicinity map, legend, basis of elevation, project benchmark and general construction notes.
2. Overall Plan will show the entire extent of the project.
3. Plan & Profile sheets will provide the horizontal and vertical details required for construction. This plan will show the grading detail necessary to transition from the proposed improvements to meet existing conditions. Spot elevations will be included to provide details necessary for connection to existing improvements. Details for storm water improvements will be provided. The plans will identify utility conflicts and provide relocation details. The plan will show construction easements and right of way acquisitions.
4. Cross Sections for the proposed roadway will be provided at 100-ft intervals and other areas of significance.
5. Retaining Wall plans (if necessary) showing horizontal alignment and wall profiles.
6. Signing and striping plan.
7. Stormwater Management Plan (SWMP) will be prepared in accordance with Colorado Department of Health and Environment guidelines. The SWMP will identify areas which have a high potential for significant soil erosion and include a site map showing approved Best Management Practices (BMPs) to be used during construction as well as the permanent erosion control measures to be utilized with the completed project.
8. Civil Construction Details and Specifications necessary for the construction of the proposed trail will be provided. Typical details would include a trail section, pavement and subgrade requirements, retaining wall details and erosion/sediment control details.

- 
9. **Streetscape Plans:** These drawings will advance the conceptual design drawings and include revisions based upon Town review. These documents will provide details and specifications to identify methods and materials required to construct the individual site elements such as signage, walls, planting, and irrigation suitable for bidding and construction. Structural engineering design for the entry sign area will be shown. The following drawings will be provided as part of the construction documents:
    - a. **Planting Plan.** This plan will specify the location, size, quantities, botanical and common name for all proposed plant material. All existing plant material to be removed, preserved or transplanted will also be identified.
    - b. **Irrigation Plan.** Ceres+ will prepare irrigation design documents setting forth explicit and concise methods of construction and installation for an underground irrigation system that will provide efficient and proper watering of the landscape areas including: head layout, pipe sizing and layout, valve sizing and layout.
    - c. **Construction Details.** These details will provide plans, sections, elevations and dimensions of the individual elements of the site such as signage, walls and paving patterns.
  10. **Lighting Plans.** The final plans will advance the conceptual plans into documents suitable for bid and construction. Details will be provided for lighting & wiring as well as structural foundation details for light poles.
  11. **Project Manual:** A Project Manual containing Bid/Contract Documents, a bid schedule, and technical specifications sufficient for bidding and construction of the proposed trail will be provided.
  12. Amend as directed by Town for submittal to CDOT per the Final Office Review (FOR) process
  13. Amend plans as directed through the FOR process.
  14. **Bid Assistance:** Provide a final Construction Plan Set for bidding that incorporates FOR comments, assist in developing a construction sequencing schedule, develop any necessary bidding Addenda, assist with bid review and prepare the Final Plan Set for Construction.

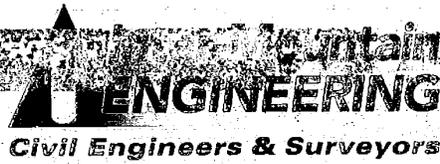
**Construction Period Services:**

We are prepared to assist with the administration of the construction contract and are prepared to offer whatever level of service is desired to provide assurance that work is proceeding in accordance with the Contract Documents. These services can include full administration and resident engineering services, or simply submittal and shop drawing review.

**Fee Proposal:**

Each of the consultants who joined in this Statement of Qualifications is truly honored to have been invited to submit this Statement of Qualifications. We all recognize the value of having the Town as a client and appreciate the Town's commitment to pay approved invoices on a timely basis. In consideration, each consultant has elected to discount normal billing rates. Fee Schedules for each consultant are included in the Appendix.

Thank you for your consideration.



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## Appendix to Town of Minturn Statement of Qualifications

### Contents:

**Inter-Mountain Engineering** – Key personnel resumes & fee schedule.

**HP Geotech** – Statement of Qualifications, key personnel resumes & fee schedule.

**Monroe & Newell Engineers, Inc.** – Statement of Qualifications, key personnel resumes & fee schedule.

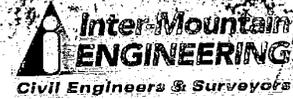
**Felsburg, Holt & Ullevag, Inc.** – Statement of Qualifications, key personnel resumes & fee schedule.

**Architectural Engineering Consultants** – Statement of Qualifications, key personnel resumes & fee schedule.

**Ceres+** – Statement of Qualifications, key personnel resumes & fee schedule.

**JEFFERY M. SPANEL, P.E.**

Vice President



**SUMMARY OF QUALIFICATIONS:**

Mr. Spanel serves in a dual role as Vice President of Inter-Mountain Engineering and as Managing Member of Wintergreen Homes. He has excellent communication skills and is proficient with Microsoft Office and Schedule products. His strong assertive personality is well suited to a management role.

Inter-Mountain was formed in 1977 with the purchase of a small (6 person) civil engineering and land surveying firm. During his tenure staff was grown to as large as 27. Responsibilities include the day to day management of personnel, monitoring financial operations and personal involvement in difficult or problematic projects. He has been directly responsible for the design of roadways and infrastructure for both residential and commercial development sites.

He has been directly responsible for the planning, design and construction of over 2000 units during his tenure at Wintergreen Homes. The projects have included a variety of product types, including both multi-family and single family construction. Projects have ranged from 36 to over 200 units. The product has included both "affordable" and "high end" units. He has been directly responsible for the management of large projects starting with a concept; selecting the design team; administering design process; navigating the entitlement and permit process; negotiation of construction contracts; administering construction and delivery to the end user.

**SPECIFIC SKILLS:**

**SITE IDENTIFICATION AND EVALUATION:**

- Review land surveys & title reports
- Determine existing entitlements;
- Determine process/schedule for planning & zoning changes,
- Determine utility availability and costs;
- Determine access availability, requirements and costs
- Prepare feasibility budgets

**SELECTION & MANAGEMENT OF PROJECT TEAM:**

- Interview and select consultants, including planner; architect; land surveyor and engineers.
- Negotiate and manage contracts.
- Establish and direct planning and design schedule.
- Chair regular design meetings.
- Review plans and specifications for project requirements and constructability.
- Direct value engineering program.
- Administer approval and permitting.

**ENGINEERING DESIGN:**

- Storm water collection, treatment and management.
- Water transition and supply
- Sanitary sewer mains, services, septic and pumping.
- Roadways and parking lots.
- Residential and commercial grading
- Shallow utilities
- Permitting
- Soils and materials testing

**PLANNING AND REVIEW PROCESS:**

- Schedule regular meetings with municipal authorities – make them a part of the design team.
- Attend and testify at hearings.
- Schedule and chair "neighborhood" meetings.
- Negotiate exactions.
- Negotiate subdivision improvement agreements.

**CONSTRUCTION PROJECT MANAGEMENT:**

- Prepare bidding documents/request for proposals
- Interview and select contractors.
- Prepare construction contract documents.
- Observations for quality and compliance with contract documents.
- Create and manage capital budgets – established record of meeting budgets.
- Preparation/review and approval of periodic draws.
- Review Change Order requests
  - Evaluate request with respect to contract documents
  - Evaluate change order costs.
- Prepare, track and evaluate schedules – proven record of completing projects on time.
- Prepare and administer punch lists and warranty repairs.

**PROPERTY CONDITION ASSESSMENT:**

- Evaluation of commercial and residential properties.
- Prioritization/budgeting and management of repairs.
- Mold remediation management.

**EMPLOYMENT:**

**Vice President - Inter-Mountain Engineering:** In responsible charge of operations since 1977. Company grew from small operation of 6 to a staff of 27. Services include civil engineering and land surveying.

**Managing Member - Wintergreen Homes:** Have been in responsible charge of the design and construction of over 2000 residential units since 1990.

Prior employment in the construction industry primarily in the field of construction engineering, including field supervision, bid preparation, construction cost estimating, follow-up cost analysis, and the selection and application of specialized equipment.

**Personal:**

Licensed Professional Engineer

B.S. in Construction Engineering – Iowa State University

Member of the board of directors for Eagle Bend Apartments; Kayak Crossing Apartments; Buffalo Ridge Apartments and the Riverpark Metropolitan District.



**MARTIN (MARTY) GOLEMBIEWSKI, P.E.**

Project Engineer

Mr. Golembiewski has been with the firm since June 2014 and has over 12 years of experience as a civil engineer and construction manager. Martin has extensive experience with roadway design, sidewalk and ramp ADA design, parking lot design, drainage design, as well as water and sewer design for various land and site development projects throughout Eagle County. He also has experience as a construction manager for a water and sewer municipality where water and sewer construction was the objective and road and streetscape reconstruction was necessary.

**PROJECT TYPES:**

- Civil Site and Roadway Design
- Site Grading and Drainage Design and Drafting
- Pipeline Design and Drafting
- Construction Management Field Inspection

**REPRESENTATIVE EXPERIENCE:**

Project Engineer for the Village at Cotton Ranch sub-division, Gypsum, Colorado. Designed and coordinated the layout for utilities, grading and drainage of a six lot sub-division.

Project Engineer for CDOT US Highway 6 ADA Ramp design, Avon and Edwards, Colorado. Designed and drafted the retro fit of ADA ramps into existing sidewalks.

Project Engineer for Christy Sports parking lot, Avon, CO. Design and drafted the grading and drainage for a commercial parking lot.

Designer and field engineer for EagleBend Apartments, Avon, Colorado. Assisted with design of construction plans, inspected construction and coordinated with the contractor for the installation of a storm drain system.

Construction Manager at Eagle River Water & Sanitation district, Vail to Edwards, Colorado. Oversaw the design and construction of water and sewer designs. Projects consisted of new infrastructure installation and rehabilitation of existing infrastructure. Project also required road, streetscape and river reconstruction.

Design Engineer for Eagle Ranch, Eagle, Colorado. Assisted with design and drafting of construction plans and for all aspects for land development for utility, road and drainage design.

**PERSONAL:**

- Colorado Registered Professional Engineer (47899)
- Bachelor of Science, Civil Engineering, 1998, Syracuse University

**DUANE "DUKE" FEHRINGER, P.E. & P.L.S.**

Senior Engineer & Land Surveyor  
U.S. Mineral Surveyor

Mr. Fehringer has been with the firm since 1989 and has over 40 years experience in the fields of surveying and engineering. He has performed both design and project engineering and surveying tasks on various projects.

**PROJECT TYPES:**

- Residential and commercial development, including design, construction management, and surveying.
- Construction materials testing
- Roadway and bridge construction surveying
- Boundary surveys
- Aerial photogrammetry control surveys
- Storm drainage studies
- Superfund site surveys
- Pipeline surveys
- Railroad right-of-way surveys
- Water Right Surveys

**REPRESENTATIVE EXPERIENCE:**

Project Manager for engineering and surveying services with Western Engineers-Architects, Inc. in Casper, Wyoming from 1966-1985 who supervised the following projects:

**PROJECT TYPES:**

- Construction management, surveying, and field engineering of the Town Site Construction of Jeffrey City and Shirley Basin, Wyoming.
- Approximately 1500 miles of pipeline surveying for construction and right-of-way acquisition of oil and gas collection systems in the Powder River Basin in Northeast Wyoming. Clients included Phillips Petroleum, Belle Fourche Pipeline, and Powder River Pipeline.
- Responsible for the surveying and legal descriptions for right-of-way acquisition for 300 miles of railroad in northeast Wyoming.
- Responsible for all water right surveys and applications.

Project manager with Kaiser Engineers, Inc., a consultant for the Florida Department of Transportation who managed, administered, and performed design reviews on roadway improvement projects and right-of-way acquisition maps.

Project engineer for commercial and industrial subdivision. Supervised the design and preparations of plans, construction documents, and surveying; including roadways, deep and shallow utilities, curb and gutter, grading and drainage of the following developments:

- Block II, Homestead Filing NO. 1 consisting of 16 acres and 45 lots.
- Homestead Filing No. 2 consisting of 138 acres and 101 lots.
- Bearcat at Cordillera, Phase I and II consisting of 195 acres and 40 lots.
- Innsbruck Meadows at Vail consisting of 2.5 acres and 14 lots.

Project surveyor for design surveys, construction surveys, pipeline surveys, and quality control surveys on superfund sites including:

- Eagle Mine – Minturn, CO
- ASARCO –Leadville, CO
- Resurrection Mining CO – Leadville, CO
- Henderson Mine – Winter Park, CO
- H.S. Gathering, Inc.
- North American Resource, Co.

**RESPONSIBILITIES:**

Mr. Fehringer is responsible for all surveying services at Inter-Mountain Engineering.

**PERSONAL:**

- Registered Land Surveyor in Wyoming, Nevada, Idaho, Utah, Nebraska, South Dakota, Oregon, Florida, and Colorado.
- Registered Professional Engineer in Wyoming, Florida, Utah, Colorado, Nevada, Nebraska, Arizona, and New Mexico.
- United States Mineral Surveyor
- B.S.C.E. from University of Wyoming
- 40 Hour HAZ/MAT Certification
- GPS Certified
- 24 Hour MSHA Certification

Inter-Mountain  
ENGINEERING

Civil Engineers & Surveyors



**SANDRA MENDONCA, P.E.**

Design Engineer

**PROJECT TYPES:**

- Civil Site and Roadway Design
- Subdivision Planning and Design
- Water Supply, Transmission, Storage and Distribution Systems
- Drainage Studies and Design
- Erosion Control and Stormwater Quality Management
- Wastewater Collection and Disposal Systems, Lift Stations and Force Mains
- NEPA Documentation (C.E., E.A, and E.I.S.)
- Recreation Facilities (Campgrounds, Trails, Trailheads, Interpretive Signs and Interpretive Centers)
- Water, Sewer and Drainage System Master Plans
- Grant Writing and Grant Project Administration

**REPRESENTATIVE EXPERIENCE:**

Since her employment with IME, Ms. Mendonca has served as Project Manager for Sunray Meadows Condominiums, a 136 unit multifamily residential development in Steamboat Springs; Buffalo Ridge, a 244 unit multifamily residential development in Avon; Metcalf Gulch Drainage Improvements Construction Services in Avon; Nottingham Road Streetscape and Street Improvements in Avon; Nottingham Road Bike Path in Avon; West Beaver Creek Boulevard Construction Services in Avon; L'Auberge at Beaver Creek, a mixed use residential and commercial development in Avon; Richard's Lake, a 300 lot planned unit development in Ft. Collins and a variety of other commercial and residential site development projects in Eagle County, Lake County, Summit County, Avon, Bachelor Gulch, Vail, Edwards, Eagle, Gypsum, Silverthorne, Boulder and the Denver metropolitan area.

Previously, Ms. Mendonca was City Engineer for The Dalles, a community of approximately 14,000 on the south bank of the Columbia River, in Oregon. She provided technical leadership and direction for timely, safe and cost effective development and infrastructure extension, repair and reconstruction. She has extensive experience with planning and public works requirements for water, sanitary sewer, storm sewer, street, bicycle and pedestrian system design, construction and maintenance. As City Engineer and in her earlier positions with the USDA Forest Service, Bohannon-Huston, Inc. and Leedshill-Herkenhoff, Inc., Ms. Mendonca designed numerous site, road, and trail grading, drainage, and utility plans for commercial, recreational and residential projects. Ms. Mendonca has taken plans from conceptual design, through final construction and beyond, to operation and maintenance activities.

Ms. Mendonca has also developed design and construction standards. Documents include the Columbia River Gorge National Scenic Area Design Guide; City of The Dalles Design and Construction Contract Boilerplate, Standard Construction Specifications and Standard Detail Drawings. She also provided technical input for re-writes of City Ordinances.

Ms. Mendonca has prepared a broad range of project specific technical construction specifications, contract documents, and engineer's estimates for subdivisions, taxiways, roads and streets (new construction, reconstruction and overlays); sidewalks and trails; parking lots; bridges; utilities (lift stations, force mains, chemical root control, trenchless pipeline restoration, stormwater pre-treatment, drainage systems, pump stations, disinfection systems, gravity and pressure pipelines, surge protection, and reservoirs); SCADA systems; erosion control and streambed restoration; retaining walls; and roof replacement.

Ms. Mendonca has written successful grant applications and/or served as project manager for a variety of grant funded projects. Funding sources have included Federal Emergency Management Agency, Natural Resources Conservation Service Emergency Watershed Protection Act, Forest Service Challenge Cost Share, Oregon Regional Strategies, Inter-modal Surface Transportation Efficiency Act, NWCPUd's economic development program, and a New Mexico Community Development Block Grant.

Ms. Mendonca has supervised conduct of construction services by her staff, authorized change orders and time extensions allowed by Contract, performed final inspections and recommended acceptance of transportation and utility improvements. She has also personally performed engineering construction services for a range of projects including roof replacement, elevator installation, bridges, roadways, drainage improvements, utilities, SCADA systems, paths/trails, and striping. For these projects, she documented daily construction activities and test results and prepared pay estimates.

**PERSONAL:**

- Registered Professional Engineer in Colorado (34353) and Oregon (18574).
- Bachelor of Science, Agricultural Engineering, 1983, Oklahoma State University
- Member NSPE, ASCE, APWA
- CDOT Certified Erosion Control Inspector.



**PROFESSIONAL FEE SCHEDULE**

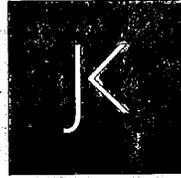
January 1, 2015

***Invoices for Minturn On Call Services will be discounted 10%***

<b><u>Description:</u></b>	<b><u>Unit Rate</u></b>
Principal Engineer	\$165.00/hr.
Project Manager	\$125.00/hr.
Senior Engineer	\$115.00/hr.
Project Engineer	\$100.00/hr.
Design or Field Engineer	\$95.00/hr.
Survey Manager	\$120.00/hr.
3 Man Survey Crew	\$170.00/hr.
2 Man Survey Crew	\$140.00/hr.
Survey Crew with GPS or Robotic	\$140.00/hr.
Senior Technician or Party Chief	\$90.00/hr.
CADD Technician	\$85.00/hr.
Technical Typist	\$50.00/hr.
Computer Plots	\$20.00/ea.
Photocopies	\$0.15/ea.
Blueprinting	\$3.50/ea.
Mylar Sepias	\$25.00/ea.
Outside Services	Actual Cost +15%
Mileage	\$0.50 per mile

Schedule overtime (after 6:00 p.m. and weekends) 1.5 x base rate. Overtime must be scheduled 24 hours in advance on weekdays and on Thursday for weekends.

6551 S. Revere Parkway, Ste. 165 • Centennial, Colorado 80111 • Phone: 303-948-6220 • Fax: 303-948-6526  
 40801 US Hwy 6 & 24, Ste. 203 • P.O. Box 978, Avon, Colorado 81620 • Phone: 970-949-5072 • Fax: 970-949-9339  
 Toll Free: 800 856 2258 • 916 Palmer St. • Salida, Colorado 81201 • Phone: 719 539 1183 • Fax: 719 539 1183



J&K, INC.



**JAMES S. KUNKEL, P.E. & P.L.S.**

### **EDUCATION**

B.S., Civil Engineering, University of Colorado

B.A., Chemistry, University of Colorado

### **EXPERIENCE**

J&K, Inc., Professional Engineers and Land Surveyors, Eagle, Colorado, January 1986 - Present; Title: President, Owner

Eagle County Surveyor, 1989 - 2003

Rothberg, Tamburini & Winsor, Inc., Professional Engineers and Consultants, Denver, Colorado, June 1985 - January 1986; Title: Project Manager

Monsanto Intermediate Chemicals Division, Soda Springs, Idaho, 1980 - 1985;  
Title: Senior Project Engineer

University of Colorado, Boulder, Colorado, 1977 - 1980

J&K, Inc., Professional Engineers and Land Surveyors, Eagle, Colorado, 1972 - 1977, Title: Field Supervisor.

US Army, Honorable Discharge 1972.

### **RESUME**

JAMES S. KUNKEL has a diverse background in civil engineering, surveying, mapping, industrial project engineering, and project management. Projects include surveying and engineering management for the 50 square mile Cordillera planned unit development: civil engineering and surveying of the award winning Walking Mountain Science School in Avon Colorado which is seeking Leeds Platinum status: Mr. Kunkel has served on an advisory committee for the Eagle Sub Area master plan; and served as an expert witness in a number of surveying and construction related legal proceedings.

Mr. Kunkel worked for five years as a project engineer in a White Phosphorus Production Plant with three electric arc furnaces, a rotating kiln, and related ore processing and material handling facilities. Major projects included water pollution control projects, the replacement of settling ponds with belt filter presses, and process changes resulting in

reduced water use, and reduced waste water production.

Mr. Kunkel has performed municipal engineering services for the Town of Gypsum including hydraulic modeling of the water distribution system, and design of a major pump station combined with a pressure sustaining system. Installation of the system resulted in operational

flexibility and efficiency and substantial cost savings. He also performed engineering and surveying development review, road design and surveying services.

Mr. Kunkel performed numerous raw water and domestic water distribution projects including infiltration galleries, pump stations, distribution lines, and water tanks.

Mr. Kunkel has performed a wide variety of sewer collection projects including a recent sewer system upgrade in downtown Eagle Colorado.

Mr. Kunkel is proficient in AutoCAD Civil 3D, WaterCAD, HEC RAS, HEC HMS, Pond Pac, Flow Master, GIS software, and Microsoft Office.

**REGISTRATIONS AND MEMBERSHIPS:**

Colorado: Professional Engineer and Land Surveyor No. 23089  
American Society of Civil Engineers



Hepworth-Pawlak Geotechnical, Inc.  
5020 County Road 154  
Glenwood Springs, Colorado 81601  
Phone: 970-945-7988  
Fax: 970-945-8454  
Email: hpgeo@hpgeotech.com

December 5, 2014

Inter-Mountain Engineering  
Attn: Jeff Spanel, PE  
P.O. Box 978  
Avon, Colorado 81620  
[jspanel@inter-mtn.net](mailto:jspanel@inter-mtn.net)

Proposal No. 248-14

**Subject:** Statement of Qualifications/Proposal for Geotechnical Engineering Services,  
Proposed Street, Drainage and Utility Improvements, Town of Minturn,  
Colorado

Gentlemen:

We are pleased to submit this statement of qualifications to provide geotechnical engineering services for the proposed improvements within Town of Minturn. The proposal is based on the Request for Qualifications/Proposal by Town of Minturn dated November 24, 2014 and our experience with similar projects in the area.

**Project Data:** The current proposed project consists of design for improvements to the 100 Block of Main Street (US Highway 24). Geotechnical aspects of the development include subsurface profiles and engineering properties for utilities, subgrade support for flatwork and pavement and surface drainage facility designs.

**Company Background:** Hepworth-Pawlak Geotechnical was formed in 1993 by Steve Pawlak and Dick Hepworth and has offices in Glenwood Springs, Parker, Silverthorne and Colorado Springs. We are a traditional geotechnical engineering firm offering professional services in a broad range of soil and foundation studies, geologic assessments, environmental services and construction quality control. The founders have over fifty years of cumulative professional practice.

The entire Company currently has a staff of about 40 with about 20 in the Glenwood Springs office including professional engineers, certified technicians and support staff. We believe in providing quality services to our clients. This involves understanding client needs, project details, and site conditions. Good communication is an essential part of this service. Even though geotechnical engineering has advanced into this highly technical era, much of what we do is basic and the experience factor makes the difference.

**Qualifications, Key Personnel and Commitment Availability:** Steven L. Pawlak, P.E. will be the principal in charge and David A. Young P.E. will be the engineer responsible for

Inter-Mountain Engineering  
December 5, 2014  
Page 2



the project. Mr. Pawlak's and Mr. Young's resumes are attached. Both have considerable experience in the Eagle River valley including numerous projects in Minturn and are committed to completing the needed scope of services for each of the projects.

**Company Qualifications:** We expect the geotechnical services needed for the proposed improvements will be typical of our capabilities and experience with similar road and utility infrastructure projects. With our significant staff size, we anticipate no conflicts with performing the required geotechnical engineering in a timely manner and, when needed, the observation and testing services on the proposed project. Since the project includes CDOT right-of-way, we will initially obtain the needed access and excavation permits including locating existing utilities and traffic control plan so that subsurface exploration is timely performed.

**Fee Cost Consideration:** As a local engineering company working with Town of Minturn with limited financial resources for this project, we will discount our normal fees 5%.

Thank you for the opportunity of submitting our qualifications. We are looking forward to working with you.

Sincerely,

HEPWORTH - PAWLAK GEOTECHNICAL, INC.

Steven L. Pawlak P.E.

SLP/ksw

Attachments: Resumes - Steven L. Pawlak PE and David A. Young, PE



Hepworth-Pawlak Geotechnical, Inc.  
5020 County Road 154  
Glenwood Springs, Colorado 81601  
Phone: 970-945-7988  
Fax: 970-945-8454  
Email: hpgeo@hpgeotech.com

**STEVEN L. PAWLAK, President**  
Principal and Project Manager

#### **EDUCATION**

M.S., Civil Engineering, Arizona State University, 1976  
B.S., Civil Engineering, Arizona State University, 1972

#### **REGISTRATION**

Professional Engineer: Arizona and Colorado.  
Certified Consulting Engineer: Colorado

#### **PROFESSIONAL SUMMARY**

Mr. Pawlak is responsible for planning and management of geotechnical and geologic assessments on private and public projects throughout western Colorado. Typical projects include ski resort facilities, energy development facilities, commercial and residential developments, roadway and utility infrastructures, airport and municipal facilities, earthen embankments and water resources improvements.

Mr. Pawlak has gained extensive experience in special mountain terrain problems such as landslide stability analysis, hillside grading and groundwater drainage. His background includes design of foundations on expansive, collapsible and soft soils. He also supervises field technicians and engineers that perform construction observation, groundwater mitigation and slope movement instrumentation, and evaluates structures which have experienced distress.

Mr. Pawlak's project experience includes: roadway grading through difficult terrain; use of special retaining walls and bridge structures; stabilization of roadway cut and fill slopes; major commercial, industrial, residential, and municipal water and wastewater treatment facilities; analysis and design of numerous low-head earthen dams for permanent storage, temporary detention and irrigation purposes; and foundation studies for design and installation of driven pile and drilled pier foundations for relatively small to large structures and bridges.

#### **PUBLICATIONS**

Mock, R.G. and Pawlak, S.L., 1983, *Alluvial Fan Hazards at Glenwood Springs*, Geological Environment and Soil Properties; presented at American Society of Civil Engineers Fall Convention, Houston, Texas, 1983.

Spitzer, R.H., Jirak, G.T. and Pawlak, S.L., 1986, *Landslide Stabilization Achieved with Horizontal Drains*, presented at 22nd Bi-Annual Symposium on Engineering Geology and Soils Engineering, Boise, Idaho, 1986.

Pawlak, S.L., 1998, *Evaluation, Design and Mitigation, Collapsible Soil Sites in Western Colorado*, Colorado Geological Survey, Geologic Hazards and Engineering Practices in Western Colorado, Glenwood Springs, Colorado, 1998.

Pawlak, S.L. and Others, 2000, *Mitigation of Slope Creep by Subsurface Drainage*, Performance Confirmation of Constructed Geotechnical Facilities, Geotechnical Special Publication No. 94, presented at Geo-Institute Specialty Conference, University of Massachusetts-Amherst.

DAL, INC  
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Fax: 970-945-8454  
e-mail: hddp@hpgeotech.com



HEPWORTH - PAWLAK GEOTECHNICAL, INC.  
5020 County Road 154  
Glenwood Springs, Colorado 81601  
Phone: 970-945-7988  
Fax: 970-945-8454  
e-mail: hddp@hpgeotech.com

**2014  
FEE SCHEDULE  
GLENWOOD SPRINGS  
PROFESSIONAL SERVICES**

**FIELD EXPLORATION**

Truck-mounted drill rig	
Longyear BK-51HD or CME-45B .....	\$150/hour
CME-55 .....	\$165/hour
Mobilization .....	\$4.00/mile
All-terrain drill rig .....	Cost + 20% 10
Crew travel .....	\$75/man/hour
Special equipment (backhoe, drill bits, well supplies, etc.) .....	Cost + 20% 10
Field Engineer .....	\$75/hour
Overtime (over 8 hours/day, Saturday, Sunday and Holidays) .....	1.5 x hourly rate

5% Discount  
All Fees

**LABORATORY TESTING**

Fee schedule available on request.

**CONSTRUCTION OBSERVATION AND MATERIALS TESTING**

Fee schedule available on request.

**ENGINEERING**

(Includes project planning, administration, analysis, consultation, report preparation, field and travel time. Expert witness service has a 50% premium hourly rate.)

Principal .....	\$180/hour
Senior Project Manager .....	\$150/hour
Project Manager .....	\$130/hour
Senior Project Engineer/Geologist .....	\$110/hour
Project Engineer/Geologist .....	\$100/hour
Staff Engineer/Geologist .....	\$90/hour
CAD/Drafting .....	\$75/hour
Word Processing .....	\$55/hour

**OTHER DIRECT CHARGES**

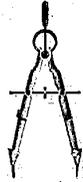
Auto or pickup mileage .....	\$.70/mile
Out of town living expenses, equipment rental, supplies, etc. ....	Cost + 20% 10

**REMARKS**

Late fee of \$30.00 or 1.5% per month (whichever is the greater) charged 30 days from invoice date plus collection costs, bank charges and reasonable attorney's fees. Up to 3 copies of report provided for each project. Minimum 2 hour trip charge per day for field engineer or technician.

REPORTER: PAULAN GEOTECH  
3020 COUNTY  
Glenwood Springs, Colorado  
81609-370  
Fax: 970  
www.monroenewell.com

HP  
**Geotech**  
REPORTER: PAULAN GEOTECHNICAL



**Monroe & Newell**  
Engineers, Inc.  
Structural Engineers  
Vail • Denver • Frisco

**Monroe & Newell Engineers, Inc.** are uniquely qualified to be selected as the structural design consultant for the Architectural and Engineering Services On-Call for Minturn for the following reasons:

- What makes Monroe & Newell Engineers, Inc. the most qualified structural engineer for the project team is our past, current and future commitments to the success of Eagle County. Our firm was founded in the Vail Valley 22 years ago! Since that time, our firm has provided structural engineering services on the majority of construction in the Vail Valley. It is not just a matter of doing another project but rather creating our community that people visit, live and work in. We have successfully worked on hundreds of projects for Eagle County. Our relationship with building code officials includes membership on the code adoption committees.
- We have provided Structural Engineering services on most of the Vehicle Maintenance Facilities in the Vail Valley, Roaring Fork Valley and also in Summit County. Some of these projects include: The Swift Gulch Maintenance Facility, Eagle County Public Works Facility, Town of Vail Maintenance Facility Addition, Snowmass Vehicle Maintenance Facility, Glenwood Springs Maintenance Facility, and the newly under construction Summit County Fleet Maintenance Facility. We were also the Engineer of record for the Minturn Recreation Center.
- Our firm has always prided ourselves in being a consultant that provides whatever structural services are needed for our clients. These services range from new construction to structural reports of existing facilities, regular site visits to monitor existing facilities, and various services requested by our clients. Our long maintained office in Avon has enabled us to be prompt in providing services on local projects.



**Hannes Spaeh, P.E.,  
Principal**

**Years Experience**

30 Years Total

25 Years with Monroe & Newell Engineers, Inc.

**Education**

Master of Science Civil Engineering, University of Colorado, Boulder 1987  
Diplomingenieur des Bauwesens, Technical University of Munich 1985

**Professional Registrations**

Colorado License CO #25799

**Professional Affiliations**

American Wood Council

2015 Alpine World Championships Facilities Committee

**Key Qualifications**

As Principal of Monroe and Newell Engineers, Inc., Hannes has provided structural design consulting services to architects, contractors and owners on projects throughout Colorado Mountain Communities. His experience in the use of modern materials and efficient construction methods as well as the understanding of each project's structural needs is extensive. Completed Projects include Salida High School, Edwards Middle School, Minturn Recreation Center and the Walking Mountain Science School.

**Relevant Experience**

Salida High School  
*Salida, Colorado*

Roaring Fork High School  
*Garfield County, Colorado*

The ArraBelle at Vail Square  
*Vail, Colorado*

Edwards Middle School  
*Edwards, Colorado*

Battle Mountain High School  
*Eagle-Vail Colorado*

Gerald R. Ford Amphitheater  
*Vail, Colorado*

Colorado Mountain College- Student Center  
*Steamboat Springs, Colorado*

Minturn Recreation Center  
*Minturn, Colorado*

Two Elk Restaurant  
*Vail Mountain, Colorado*

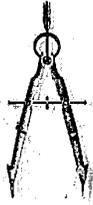
Vail Plaza Hotel  
*Vail, Colorado*

Manor Vail Lodge  
*Vail, Colorado*

Tenth Mountain Restaurant  
*Vail Mountain, Colorado*

West Gate Office  
*Avon, Colorado*

Walking Mountain Science School, Avon,  
*Colorado*



**Monroe & Newell**  
Engineers, Inc.  
Structural Engineers  
Vail • Denver

### **Hourly Rate Schedule**

Principal	\$185.00
Senior Project Engineer	\$140.00
Project Engineer	\$120.00
Engineer	\$100.00
Technician	\$ 90.00
Support Staff	\$ 50.00

**A 5% rebate of hourly rates will apply to all projects performed for the  
Town of Minturn**

### **Reimbursable Rate Schedule**

Photocopies:	\$ .25/copy
Plotting/Large Document- Bond:	\$ .68/square foot
Plotting/ Large Document Velum:	\$2.06/ square foot
Mileage:	\$0.62
Shipping:	At Our Costs + 10%

December 2013

## Traffic Engineering

Having completed thousands of assignments over the years, Felsburg Holt & Ullevig' traffic engineering staff offers extensive and varied experience. We have consulted to all levels of public sector clients (federal, state, regional, county, and municipal) as well as the private sector. Our assignments have ranged from small, short turnaround projects to very large multi-year programs. With this range of experience, our staff is very flexible to meet the needs of our clients, whatever those requirements might be. The following paragraphs summarize areas of expertise which are likely to be applicable to this assignment.

### Traffic Signalization Design

Felsburg Holt & Ullevig has designed more than 200 traffic signal installations throughout Colorado, particularly in the Denver metro area. Our experience encompasses Front Range communities such as the City of Westminster and the Town of Castle Rock, to the cities of Fort Morgan, Alamosa and Grand Junction. For communities large and small, we met our clients' goals and objectives in a timely and cost effective manner.

We have completed all facets of traffic signalization design and construction, including new installations, modifications to existing signals, traffic signal interconnection, preparation of contract documents and specifications, cost estimating and construction administration. We have also developed traffic signalization construction standards for Greenwood Village, Douglas and Adams Counties, as well as traffic signal design standards for plan submittal.

### Safety Studies

One of the most important requirements of our transportation system is to provide for safe movement. Hence, FHU frequently conducts safety assessments of existing conditions or future designs. We are currently under contract with the Colorado Department of Transportation (CDOT) to conduct safety assessments of hazardous locations throughout the state; we have completed more than 80 of these assignments to date. We have also completed citywide safety assessments for cities, including Fort Morgan, Greeley, and Greenwood Village and conduct these assessments on most of our design projects. These studies typically involve a review of the accident history at the location, a field inspection of the conditions at the site, identification of likely causal factors, and recommendations of improvements to address the identified problems.

### Signing and Striping Plans

FHU prepares signing and striping plans for a wide range of project types. These plans, prepared in either English or Metric units, include plans for permanent installations or temporary plans for traffic control during construction. They range in scope from individual intersections to complex interchanges or highway corridors. We have also prepared such plans as a key element to neighborhood traffic control plans. All such plans are prepared in compliance with guidelines and requirements of the Manual on Uniform Traffic Control Devices and also to reflect the requirements and preferences of the local governmental entities. Besides following the guidelines of the MUTCD, CDOT and local agencies have specific material and construction criteria that must be followed. We can produce new street name signs, regulatory or warning signs, and freeway guide signs using SignCAD to create electronic sign designs.



FELSBURG  
HOLT &  
ULLEVIG

connecting and enhancing communities

info@fhueng.com • www.fhueng.com

## Traffic Engineering (cont.)

### Traffic Impact Studies

Each year, Felsburg Holt & Ullevig conducts hundreds of site Traffic Impact Studies (TIS's) for both private sector and public sector clients. These studies typically involve evaluation of site circulation, trip generation, distribution and assignment, followed by on-site and off-site capacity analysis of the road system. These steps are frequently accomplished using a traffic impact computer program to tabulate the detailed routing and flows of traffic, both site-generated and background (non-site) traffic. Capacity analysis reveals road improvement needs (for example, lane additions, traffic signalization, and interchange needs). Projects have ranged from small two-three acre sites to large planned developments of 1,200 acres or more. The TIS typically supports land use actions such as site planning, rezoning and platting.

### Intersection Designs

Our experience in Intersection design includes conceptual design, preliminary design and final design efforts. In many of our projects, Intersection design is an element of a larger roadway design project, but in some instances we are responsible for developing design plans for a single intersection. Key elements of these design assignments typically involve the geometrics of the intersection, channelization islands, auxiliary lanes, drainage and utilities. Often a key component to a successful design is the plan for traffic control during construction so the Intersection can continue to operate during the construction period.

### Intelligent Transportation Systems (ITS)

Felsburg Holt & Ullevig has gained valuable experience in the planning and design of ITS over the past few years. From our work with the Colorado Department of Transportation, the Federal Highway Administration, metropolitan planning organizations, transit agencies, and towns and cities in developing ITS Strategic and Architecture Plans for CDOT Region 4, to the design a weigh-in-motion/automatic vehicle identification system for seven port-of-entry locations throughout the state of Colorado, we have gained valuable insight into the requirements of providing studies and plans that conform to the National ITS Architecture.

We worked with the Towns of Parker and Castle Rock and the Denver Regional Council of Governments to plan, design, and install computerized traffic signal systems in each town, a first for both communities.



FELSBURG  
HOLT &  
ULLEVIG

*connecting and enhancing communities*

info@fhueng.com • www.fhueng.com



**Christopher J. Fasching, PE, PTOE**  
**Principal**

**Education**

B.S., Civil Engineering, Colorado State University, 1985  
M.S., Civil Engineering, University of Colorado at Denver, 1997

**Professional Affiliations**

Institute of Transportation Engineers

**Registration**

Professional Engineer — Colorado

**Certification**

Professional Traffic Operations Engineer

**Background**

Mr. Fasching has more than 27 years of experience in transportation engineering, of which three were spent in the public sector. Past efforts have involved a variety of abilities including travel demand forecasting, development of recommendations, transit analyses, project management and coordination, public involvement, and technical documentation. Mr. Fasching also possesses knowledge of the industry's analytical tools, and he understands the appropriate use of the various tools available. His three years employed by the City of Aurora has also contributed to his understanding of public sector concerns.

**Project Experience**

**Snowmass Base Village, Snowmass Village, Colorado**

This planning project entailed assessing the transportation impacts of a significant development within the central base area of Snowmass Village. The development includes a mix of uses including residential, retail, restaurants, skier services, and community services. The analysis required estimating the internal trip making between uses as well as identifying traffic impacts along every roadway segment within Town and along SH 82. The effort also involved a shared parking analysis to estimate the development's parking demand to properly size a structure as well as develop a management strategy. The development is also planned to be a transit hub for the local and regional bus systems, and analyses were conducted relative to transit accommodation on site and the magnitude of transit trips associated with the facility. Numerous meetings were held to work through transportation issues affecting the Town, County, CDOT, and special interest groups.

**Copper Mountain Master Plan**

Since the year 2000, Felsburg Holt & Ullevig has been providing transportation engineering and planning support toward the approval of a base village master plan. The effort entailed quantifying land uses for a variety of areas spread throughout the resort valley. Travel demand estimation occurred at the person-trip level as these were quantified on a pre-determined zonal basis. The interaction of person-trips between internal and external zones was estimated by trip purpose (work, ski, and other), and origin/destination of person-trips dictated mode split. This "model" was a critical tool in estimating future traffic loadings onto the road system and it also help determine the transit ridership expected within the resort. Results were used to determine peak season operations and identify mitigation such as road improvements and transit routing/frequency. A spin-off analysis for Copper Mountain related to parking. The resort experiences a significant amount of day skier activity being less than two hours for Denver. As a requirement to the more recent master plan amendments, the resort was required to accommodate a greater

**Christopher J. Fasching, PE, PTOE**  
**Principal**

amount of parking associated with peak days. Extreme parking demand days were resulting in vehicles parked along state highways, frontage roads, and partially along the nearby interstate. FHU provided technical support to help the resort determine future peak-day parking demands and design-day (approximately 85<sup>th</sup> percentile) parking demands. All of the new parking areas resulting from the demand estimate needs were then integrated into the traffic projection model.

**Vail Transportation Plan**

As part of serving on an on-call basis to the Town of Vail, Chris led an effort that entailed updating the Vail's Transportation Plan, completed in 2009. The effort entailed developing a travel demand model which covered the entire town and allowed one to analyze the impacts associated with potential new development as well as redevelopment. The FHU-developed model is unique to Vail with respect to localized trip-making characteristics including trip generation rates. Model results were used to identify the extent of traffic congestion at key junctures due to additional development, and capacity analyses were conducted to quantify the congestion relative to delay, levels of service, and travel times between key activity centers. The model, and associated capacities analyses, was also used to test the effectiveness of various mitigation measures such as intersection and road improvements (including new and expanded roundabout intersections) as well as transportation demand measures during peak times. The Plan also covered public parking needs including mitigation to limit the number of days overflow parking measures were needed to be implemented. Further, transit planning (Vail's bus system serves over two million riders per year) was incorporated into the Plan which identified the need for an additional transit hub center.

**Vail Interchanges (I-70/Simba Run Study), Vail, Colorado**

Chris is the Principal-in-Charge and Project Manager for this crossing improvement on behalf of the Town of Vail. The project was initiated as a Planning and Environmental Linkage Study to assess the Vail interchanges with particular attention on a new crossing of I-70 near the Simba Run condominium complex. The PEL was underway when the project was submitted for RAMP funding consideration, which was successfully granted to Vail. Work conducted as part of the PEL was used in the RAMP application leading to its success. Chris coordinated closely with the Town during this application period and enhanced the study team, leading them through the project's transition directly into NEPA and design of the proposed improvements.

**La Plata County/State Land Board Land Use Feasibility Study, La Plata County, Colorado**

Chris served as the transportation subconsultant in a land use feasibility study and conceptual land use plan for 558 acres of State Land Board property located northwest of La Plata CR 234 and CR 235. The effort entailed a full review of the areas transportation documents and plans and building on these with respect to supporting additional growth through the development of the subject property. Close coordination with the County, Three Springs and CDOT was maintained, and the final transportation plan identified ultimate transportation needs for perimeter arterial roads as well as internal roadways. Public input was also a critical aspect of the effort. The plan includes an improvement phasing plan tying a roadway improvement needs to each potential phase of the development. Use of the County's TRIP document and travel demand model was key aspect.

# 2015 Rate Sheet

The following hourly billing rates apply to all "Time and Materials" contracts.

## Staff Rates

Principal III.....	\$235
Principal II.....	\$210
Principal I.....	\$190
Associate.....	\$180
Sr. Engineer.....	\$170
Engineer V.....	\$150
Engineer IV.....	\$135
Engineer III.....	\$115
Engineer II.....	\$100
Engineer I.....	\$90
Sr. Environmental Scientist/Planner.....	\$170
Environmental Scientist/Planner V.....	\$150
Environmental Scientist/Planner IV.....	\$135
Environmental Scientist/Planner III.....	\$115
Environmental Scientist/Planner II.....	\$100
Environmental Scientist/Planner I.....	\$90
GIS Manager.....	\$180
GIS Specialist V.....	\$150
GIS Specialist IV.....	\$135
GIS Specialist III.....	\$115
GIS Specialist II.....	\$100
GIS Specialist I.....	\$90
Sr. Transportation Planner.....	\$170
Transportation Planner V.....	\$150
Transportation Planner IV.....	\$135
Transportation Planner III.....	\$115
Transportation Planner II.....	\$100
Transportation Planner I.....	\$90
CADD Manager.....	\$150
Sr. Bridge Designer.....	\$150
Lead Designer.....	\$150
Sr. Designer.....	\$130
Designer V.....	\$120
Designer IV.....	\$115
Designer III.....	\$100
Designer II.....	\$85
Designer I.....	\$75
Sr. Construction Technician.....	\$110
Construction Technician V.....	\$105
Construction Technician IV.....	\$95
Construction Technician III.....	\$85
Construction Technician II.....	\$75
Construction Technician I.....	\$65
Intern I.....	\$50

Sr. Environmental Technician.....	\$130
Environmental Technician V.....	\$120
Environmental Technician IV.....	\$115
Environmental Technician III.....	\$100
Environmental Technician II.....	\$85
Environmental Technician I.....	\$75
Graphic Design Manager.....	\$120
Graphic Design Specialist V.....	\$110
Graphic Design Specialist IV.....	\$100
Graphic Design Specialist III.....	\$90
Graphic Design Specialist II.....	\$80
Graphic Design Specialist I.....	\$70
Marketing Manager.....	\$120
Marketing Specialist.....	\$105
Systems Administrator.....	\$110
Sr. Administrative Assistant.....	\$95
Administrative.....	\$80

## Other Direct Costs

### Plots

Bond..... \$ 0.31/sq ft

### Prints

Black and White..... \$ 0.12/print  
Color..... \$ 0.19/print

### Presentation Boards

Bond Foam Core Mounted..... \$ 1.51/sq ft

### Travel

Mileage..... \$ 0.56/Mile  
(or current allowable Federal rate)  
Truck (Construction)..... \$ 45.00/day  
Parking..... Actual Costs  
Lodging/Airfare..... Actual Costs

### Other Miscellaneous Costs

Courier/Postage..... Actual Costs  
Per Diem..... Actual Costs  
Subconsultants/Vendors..... Actual Costs

Other direct costs are reimbursed at a rate of 1.1 times the rates above and/or actual costs.

**Minturn On-call Work Billing**  
Rates Will be Reduced 10%



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# aec

## Architectural Engineering Consultants, Inc.

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**Mechanical, Electrical, & Lighting Design Services**  
An Office with LEED™ Accredited Professionals

We have been providing engineering design services to local communities and municipalities for 20 years in the mountain areas. In that time we have developed very good relations with our clients. We have 9 engineers in our Avon offices available to serve you. We would be happy to provide references and/or additional projects upon request.

### *Abridged Municipalities Project List for Eagle County*

- Beaver Creek Maintenance Center in Eagle Vail
- Beaver Creek snowmelt system
- Beaver Creek Golf Clubhouse Remodel
- Vail Fire Department station remodel
- Vail Police Station lighting retrofit
- Avon Streetscape, street light replacement planning
- Avon Road, Pedestrian Mall and Hwy 6 Rec Trail Lighting
- Eagle County Airport TSA offices and security check point
- Eagle County Airport Snow Removal Equipment Storage Building
- Eagle County Airport Emergency Generator Terminal Backup
- Eagle County Recycle Center
- Town of Vail Lionshead and Village garage parking LED lighting retrofit
- Aspen Municipal Building Assessments
- Hayden Police Station
- Carbondale Fire Department headquarters
- Carbondale Fire Station #1
- Carbondale Fire Station #4
- Rio Blanco Fairfield Center, HVAC remodel
- Strings Performance Center, Steamboat Springs
- Howelsen Hill Lighting Upgrades, 2006, 2009, 2011
- Parks and Recreation Center Addition and Renovation, Steamboat
- Bud Werner Memorial Library, LEED Silver, Steamboat
- Centennial Hall, city offices and council chambers, Steamboat Springs
- City Hall Building Renovations, office remodels, Steamboat Springs
- Steamboat Tennis Courts ventilation and pressurization systems
- Routt County Accounting, 5,000 SF offices, Steamboat Springs
- Craig Regional Transit Facility, bus storage and depot
- Montrose Elks, 15,000 SF administrative building, geothermal heat pump design, Montrose
- Carbondale Fire Department Headquarters & Fire Station, 30,000 SF, Carbondale
- Summit County Recycle Center, Library & Transit Building, 85,000 SF, Dillon

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40801 US Hwy 6 & 24, Suite 214, Eagle-Vail, CO 81620 Post Office Box 8489, Avon, CO 81620  
phone: 970-748-8520 fax: 970-748-8521 email: [stan@aec-vail.com](mailto:stan@aec-vail.com) web: [www.aec-vail.com](http://www.aec-vail.com)

## **STANTON O. HUMPHRIES, PRINCIPAL**

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### **PROFESSIONAL BIOGRAPHY**

Stanton Humphries, P. E. has over twenty five years of consulting lighting design and electrical engineering experience. He has completed a wide variety of projects including municipality, hospitality, restaurant, commercial, retail and more. Stanton will take the lead on lighting designs for the project or will work closely with the architect or interior designer to complete their design ideas.

### **RELEVANT PROJECT EXPERIENCE**

With a wide range of project experience, Stanton has successfully completed many highly intensive designs. Stanton's electrical engineering abilities are demonstrated in the design of several emergency generator systems to back up fire mitigation systems, cable TV and telephone switching stations, mountain top restaurant and gondola systems and much more. Stanton's lighting design expertise has been utilized in several commercial buildings, where he seamlessly integrates the lighting with the interior and architecture of the space. Stanton has acquired an in-depth knowledge of ADA requirements, fire alarm systems, lighting level planning, and proper planning for public areas during the several institutional projects he has completed.

### **PROFESSIONAL REGISTRATION**

Colorado  
New Mexico  
Wyoming

### **RECENT SEMINARS:**

- LIGHTFAIR International – vendor product demonstration and related seminars
- American Council of Engineering Companies – 2008 Small Firm Council seminars
- 2006 Greenbuild Conference and Expo
- Lite Touch Lighting Controls
- Vantage Lighting Controls

### **EDUCATION:**

<b>2003</b>	LEED Certification Leadership in Energy and Environmental Design
<b>1991</b>	Saint Louis University; St. Louis, Missouri Masters Degree – Business Administration
<b>1986</b>	University of Missouri; Columbia, Missouri Bachelors Degree – Electrical Engineering
<b>1985</b>	Semester in London, London, England International Business and Culture

# **TAYLOR CRITCHLOW, PRINCIPAL**

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## **PROFESSIONAL BIOGRAPHY**

Taylor Critchlow, P.E. has over 10 years of consulting mechanical and plumbing engineering experience in the Colorado Rocky Mountains. In that time he has worked through the most challenging projects for sustainability, coordination, acoustical consideration, and performance. Taylor's background and experience clearly illustrate his ability to create top quality designs that are both cost effective and constructible.

Taylor is very detail oriented and passionate about the work that he does. He strongly believes in holistic design and effective coordination throughout the entire design and construction process. Many of the systems Taylor has designed involve complex control relationships between air movement, sound generation, and radiant effects, which in turn ensures the utmost comfort for occupants. He has also expanded his engineering skills to include a comprehensive knowledge of the numerous energy codes in today's state and local regulations.

A particular interest for Taylor is sustainability and high efficiency systems for building heating, cooling, and ventilation. He is an expert in building energy modeling, and is a strong proponent of utilizing the many passive design strategies that can be well applied in our climate. Taylor has successfully employed numerous high efficiency systems such as: geothermal heat pumps, high efficiency boiler configurations, energy recovery systems, heat pumps, solar collectors, and variable speed technologies.

## **PROFESSIONAL REGISTRATION**

Colorado

## **PROFESSIONAL AFFILIATIONS**

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)  
American Society of Plumbing Engineers (ASPE)  
American Consulting Engineers Council (ACEC)

## **EDUCATION**

2006  
LEED Certification – Leadership in Energy and Environmental Design

2002  
Tufts University  
Bachelor of Science – Mechanical Engineering



# aec

## Architectural Engineering Consultants

**Mechanical, Electrical & Lighting Design Services**

Αν Οφφίχε ωιτη ΛΕΕΕΔ™ Αχχρεδιτεδ Προφεσσιοναλσ

Mr. Jeff Spanel  
Inter-Mountain Engineering  
PO Box 978  
40801 US Highway 6, Ste 203  
Avon, CO 81620

December 3, 2014

Reference: AEC Hourly Rates for Minturn  
Mechanical, Plumbing & Electrical  
Engineering Services Proposal

Dear Jeff,

Here are our hourly rates and discount for Minturn's RFP,

### Hourly Rates

<u>Position:</u>	<u>Hourly Rate:</u>	<u>Discounted Hourly Rate</u>
Principals	\$ 145.00	\$ 125
Senior Project Engineer	125.00	110
Project Engineer	110.00	90
Designer	90.00	80

Sincerely,

Architectural Engineering Consultants

Stanton O. Humphries, PE  
Principal, Electrical Engineer

Taylor Critchlow, PE  
Principal, Mechanical Engineer



Ceres+ Landscape Architecture is comprised of a group of dedicated and passionate individuals capable of providing the leading expertise in the field of landscape architecture. Our team offers decades of experience with a keen understanding of designing and building in the high alpine environment. Ceres+ Landscape Architecture is qualified to provide cutting-edge services in visioning, planning, design development, construction documentation and administration that results in the building of truly memorable spaces.

Our projects exemplify living art in every aspect. Ceres+ Landscape Architecture embraces and recognizes the opportunities and challenges of working in the mountain environment with its extreme topography, the profound seasonal changes and the diverse plant palette, which allows us to design and celebrate the mountains that we live in. Ceres+ employs a combination of tried and true design techniques using ink and paper along with industry standard software to provide graphically appealing plans and presentation graphics to communicate the character and design intent of the project. In this fashion, we create drawings that outline what needs to be done to achieve the client's vision – from the big picture of the site context and site plan, to the minute details of how forms, materials and surfaces interact within the built and natural environment. Through a comprehensive design process that works collaboratively with our Clients, design team and our sub-consultants, we highly value that our projects are completed on schedule, in budget and built as specified with a high degree of craftsmanship.

As an award-winning firm with an established reputation, our team at Ceres+ Landscape Architecture is very excited for the opportunity to work with the Town of Minturn to reinvigorate the identity of the Town that will withstand the test of time.

## **I. Relevant Experience**

### **A. Project Profiles**

The team at Ceres+ Landscape Architecture has designed countless streetscape, resort and recreational projects throughout the Rocky Mountain Region and the Country. The following project list and profiles are a sample of what we've done:

#### **Edwards Roundabouts**

**Project type:** Streetscape  
**Current Stage:** Constructed Summer 2011  
**Location:** Edwards, Colorado

#### **Vail Library**

**Project type:** Public / Library  
**Current Stage:** Construction Complete  
**Location:** Vail, Colorado

#### **Avon Business District**

**Project type:** Streetscape  
**Current Stage:** Constructed Summer 2014  
**Location:** Avon, Colorado

#### **Singletree Intersections**

**Project type:** Streetscape  
**Current Stage:** Construction Complete  
**Location:** Edwards, Colorado

#### **Sixth Street Station**

**Project type:** Streetscape  
**Current Stage:** Design In Progress  
**Location:** Crested Butte, Colorado

#### **Riverwalk Diamond Plaza**

**Project type:** Streetscape / Plaza  
**Current Stage:** Design Complete, Pre-Construction  
**Location:** Edwards, Colorado

#### **The Riverwalk at Steamboat**

**Project type:** Streetscape/Commercial  
**Current Stage:** Phase I Construction Complete  
**Location:** Steamboat Springs, CO

#### **Ford Amphitheater**

**Project type:** Performing Arts Facility  
**Current Stage:** Construction Complete  
**Location:** Vail, Colorado

#### **Dillon Marina Park**

**Project type:** Public Park / Trail System  
**Current Stage:** Design Complete, Pre-Construction  
**Location:** Dillon, Colorado

#### **Divide at Cordillera Entry**

**Project type:** Signage/Streetscape  
**Current Stage:** Construction Complete  
**Location:** Edwards, Colorado



## **Key Individuals**

### **Scott Sones – Principal, Owner, Landscape Architect**

Scott Sones has more than 30 years of professional experience that spans across several regions and all scales of landscape architectural design. Scott's diverse experiences have given him opportunities to work on projects ranging from small scale residential designs to resort and community master plans. Through his experience, Scott has learned the value of a team approach to landscape architecture that includes the landscape architect, architect and engineers working in a collaborative effort to ensure that the client's vision is realized.

Upon earning his Bachelor of Science in Landscape Architecture from Colorado State University, Scott started his landscape architecture career working for Land Designs by Ellison before seeking out professional opportunities with firms in Arizona, California, and Georgia. In 1990, Scott returned to Colorado to, once again, work for Land Designs by Ellison. In 1996, Scott started Scott Sones Landscape Architect, Inc. More recently, Scott has been a partner in SonesMac, Inc. and a sole practitioner. In 2011, Scott's career came full circle when he formed a partnership with Land Designs by Ellison to start Ceres+ Landscape Architecture.

#### **EDUCATION**

- Bachelor of Science, Landscape Architecture and Horticulture Design and Construction. Colorado State University
- Iowa State University, Studied Engineering and Landscape Architecture

#### **PROFESSIONAL AFFILIATIONS**

- Registered Landscape Architect, Colorado
- American Society of Landscape Architects; member

#### **COMMUNITY SERVICE**

- Landscape Director for Cordillera DRB
- Landscape Director for Catamount Ranch DRB, Steamboat Springs, CO

### **Katherine Aalto – Associate Landscape Architect**

Katherine Aalto has 16 years of design experience relating to the many facets of the Colorado landscape. Her experiences focus primarily high-end residential projects with a mix of multi-family projects. Throughout her career, Kathy has focused on seeing each project through from its inception of ideas through the coordination and oversight of built work. Kathy has collaborated with architects, engineers, builders and homeowners, to ensure that each project reaches its greatest potential.

Kathy found the study of Landscape Architecture to be the perfect creative process to express and explore our interaction with the environment. She graduated with a Bachelors of Landscape Architecture degree from Kansas State University and realized the draw of the Colorado Mountains to be irresistible. Kathy's favorite aspect of each project is developing a relationship with the client that allows their vision to come to fruition in a way that is sensitive and expressive of the site itself.

#### **EDUCATION**

- Bachelor of Landscape Architecture. Kansas State University

#### **PROFESSIONAL AFFILIATIONS**

- Registered Landscape Architect, Colorado
- American Society of Landscape Architects; member

- LEED® AP Certified

#### **HONORS AND AWARDS**

- ALCC, Excellence in Landscape. Ward Residence and Hilliard Residence

## **Stephanie McClurg – Landscape Designer**

Stephanie McClurg has 7 years of design experience ranging from large scale master planning, resort planning and design, mixed-use, commercial, open space and parks, high-end residential and affordable housing communities. Stephanie brings a fresh perspective to the design process as a dual degree student who has worked professionally in the Washington D.C. area, Aspen, CO, Vail, CO and now for Ceres+. Her project experience has encompassed regional, national and international landscapes.

Stephanie's passion for Landscape Architecture blends natural environments with the built landscape through the design process, conservation, innovation and art. She graduated with a Bachelors of Science degree in both Landscape Architecture and Wildlife and Fisheries Science from West Virginia University. Stephanie's ability to create cohesive, collaborative design teams ensure that the design solutions being proposed are dynamic, well thought out landscapes that highlight form and functionality of the spaces created.

### **EDUCATION**

- Bachelor of Science, Landscape Architecture and Wildlife & Fisheries Science. West Virginia University
- LEED@ AP Certified

### **HONORS AND AWARDS**

- Sigma Lambda Alpha, Landscape Architecture Honorary Society
- WVU Outstanding Scholarship & Leadership Award

## **Seth Hostvet – Landscape Designer**

Seth Hostvet has more than 7 years of design experience ranging from single-family residential projects to large scale community planning and design. This experience has given Seth opportunities to work with a diverse group of professionals including engineers, architects, developers, and homeowners.

Seth earned his Bachelor of Science in Landscape Architecture from the University of Wisconsin in 2006 and immediately moved to Colorado to work with Scott Sones. While studying at the University of Wisconsin, Seth honed his design talents through internship programs at Flad and Associates in Madison, Wisconsin and the internationally renowned SWA Group in Houston, Texas. Seth's passion for the design process is not limited to landscape architecture. He is also an accomplished graphic and web designer.

### **EDUCATION**

- Bachelor of Science Landscape Architecture & Certificate of Environmental Studies. University of Wisconsin



## **A Proposal For Landscape Architectural Services**

**Date:** December 12, 2014

**To:** Jeff Spanel  
Intermountain Engineering

**Project:** Town of Minturn  
Town Entryway and 100 Block of Main Street  
Minturn, Colorado

Thank you for the opportunity to submit this proposal for landscape architectural services. Included in this proposal are complete landscape development studies and construction documents.

### **I. Scope Of Work**

Ceres+ proposes to provide Landscape Architectural Services to include the design and/or study of the following elements:

- a. Development of the Town entry to incorporate signage in character with the Town identity, and landscape treatments to provide a welcoming and enhanced scene at the entry.
- b. Landscape treatments to help define and highlight the street intersections.
- c. Streetscape enhancement with native landscape treatments and permeable surfaces.

### **II. Service**

- A. Conceptual Design.** Upon review and analysis of all existing and gathered site drawings, conceptual design studies will be prepared to develop the site entry elements, schematic design details and planting concepts. Two concepts may be developed to demonstrate varying forms, sizes and organization of the entry signage elements and planting themes. With these drawings as a basis for discussion, meetings with the appropriate authorities and review boards will be held to analyze and review the design concepts.

**B. Town of Minturn Submittals/Construction Documents.** These drawings will be a further iteration of the conceptual design drawings and will include necessary revisions based upon review and discussion. These documents will provide details and specifications as appropriate in order to identify methods and materials required to construct the individual site elements such as signage, walls, planting, irrigation and the like for permit issue, bidding and construction. Coordination with project consultants is included with this service. These documents shall conform to applicable codes and the requirements of all government agencies having jurisdiction. Structural engineering design for the entry sign area is included as part of this proposal. The following drawings will be provided as part of the construction documents:

- a. **Planting Plan.** This plan will specify the location, size, quantities, botanical and common name for all proposed plant material. All existing plant material to be removed, preserved or transplanted will also be identified.
- b. **Irrigation Plan.** Ceres+ will prepare irrigation design documents setting forth explicit and concise methods of construction and installation for an underground irrigation system that will provide efficient and proper watering of the landscape areas including: head layout, pipe sizing and layout, valve sizing and layout.
- c. **Construction Details.** These details will provide plans, sections, elevations and dimensions of the individual elements of the site such as signage, walls, paving patterns and the like.

### **III. Compensation For Services.**

#### **A. Fee Schedule**

The above scope of services will be provided on a time-spent basis not to exceed the total sum of \$7,750, (Seven Thousand Seven Hundred Fifty Dollars).

A. Conceptual Design Studies .....	\$ 2,000.00
B. TOM Submittals/Construction Documents .....	\$ 5,750.00
1. Design Studies .....	\$ 500.00
2. Planting Plan .....	\$1,000.00
3. Irrigation Plan .....	\$1,000.00
4. Sign/Entry Details .....	\$2,500.00
5. Color Renderings .....	\$ 750.00

Hourly rates for the above scope of services, construction administration and supervision, or additional work are as follows:

	(This Project)	(Typical)
Principal Landscape Architect	\$ 110.00	\$155.00
Associate Landscape Architect	\$ 95.00	\$120.00
Landscape Designer	\$ 65.00	\$ 95.00

**B. Reimbursable Expenses**

Reimbursable expenses are in addition to the compensation for work and include expenses incurred in the interest of the project for:

1. reproductions of base information and drawings;
2. commercial carrier for shipping of documents;
3. fees paid for submittal of review committees and any other authorities having jurisdiction over the project;

These expenses will be invoiced at our direct cost with no mark up.

**IV. Additional Work**

Any additional work requested by the client will be billed on a time-spent basis, or lump sum amount as agreed upon. If the scope of the project or the services required be changed materially, the amounts of compensation shall be equitably adjusted.

If this proposal meets with your agreement, please sign below and return one copy for our files.

Respectfully Submitted,

Ceres Plus, LLC  
Scott J. Sones, Principal

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_