AGENDA
HAYDEN TOWN COUNCIL MEETING
HAYDEN TOWN HALL – 178 W JEFFERSON AVENUE, HAYDEN
THURSDAY, AUGUST 20, 2020
7:30 P.M.
LIVE ATTENDANCE LIMITED PER STATE OF COLORADO COVID-19 PUBLIC HEALTH ORDERS AND MASKS ARE REQUIRED PER ROUTT COUNTY PUBLIC HEALTH ORDER #3

ATTENDEES/COUNCIL MAY PARTICIPATE VIRTUALLY VIA ZOOM WITH THE INFORMATION BELOW:
Join Zoom Meeting
https://us02web.zoom.us/j/83200931559
Meeting ID: 832 0093 1559
One tap mobile
+12532158782,,83200931559# US (Tacoma)
+13462487799,,83200931559# US (Houston)

THE TOWN WILL ALSO BROADCAST MEETINGS ON FACEBOOK LIVE AT THE TOWN’S FACEBOOK PAGE AT
https://www.facebook.com/coloradohayden/

*OFFICIAL RECORDINGS AND RECORDS OF MEETINGS WILL BE THE ZOOM RECORDING AND NOT FACEBOOK LIVE. FACEBOOK LIVE IS MERELY A TOOL TO INCREASE COMMUNITY INVOLVEMENT AND IS NOT THE OFFICIAL RECORD.*

WORK SESSION 7:00 P.M. – 7:30 P.M.
1. STAFF REPORTS

REGULAR MEETING – 7:30 P.M.
1a. CALL TO ORDER
1b. OPENING PRAYER
1c. PLEDGE OF ALLEGIANCE
1d. ROLL CALL

2. CONSIDERATION OF MINUTES
   A. Regular Meeting August 6, 2020

3. CONSIDERATION OF BILLS
   A. Consideration to approve payment bill vouchers dated August 12, 2020 in the amount of $162,248.62

4. PUBLIC COMMENTS
   Citizens are invited to speak to the Council on items that are not on the agenda. There is a 3 minute time limit per person, unless otherwise noted by the Mayor. Please note that no formal action will be taken on these items during this time due to the open meeting law provision; however, they may be placed on a future posted agenda if action is required.

5. PROCLAMATIONS/PRESENTATIONS

   NOTICE: Agenda is subject to change. If you require special assistance in order to attend any of the Town’s public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.
A. Proclamation Recognizing July 2020 as The Month of Hayden Police Department Appreciation  

6. CONSENT ITEMS

7. OLD BUSINESS

8. NEW BUSINESS
   A. Review and Consider Approval of RFQ Award for Highway 40 Sidewalk Design  
   B. Review and Consider Approval of Resolution 2020-13 A Resolution Amending the Hayden Parks and Recreation Board Bylaws for the Town of Hayden, CO  
   C. Review and Consider Approval of DOLA Mental Health Grant Application

9. PULLED CONSENT ITEMS

10. STAFF AND COUNCILMEMBER REPORTS (CONTINUED, IF NECESSARY)

11. EXECUTIVE SESSION (IF NECESSARY)

12. ADJOURNMENT
Work Session

Staff & Councilmember Reports

RECREATION
Josh Jones, Director Parks and Recreation: Football practice started this week and enough players to field a 1st and 2nd grade flag football, a 3rd and 4th grade flag football and a 5th and 6th grade Doak Walker type of football. We have four teams, two in the 1st and 2nd grade. Parks is mow, weed, and irrigation. Keeping our heads above water doing weekly chores. Good day with irrigation at Dry Creek Park. Councilmember Wuestewald asked about how flag football could go forward when CHSAA has put a hold on high school sports. Is there nothing coming down for recreation programs? The programs got a green light from the Public Health Department. Executive Orders in Colorado and Routt County allow due to outside event transmission and it being a “youth program” which is under the age of 18 and none of the youth are close to that age. Mayor Redmond complimented Josh on the Joyce Cless Park flower beds. Josh indicated that was a discussion with the family and Kyle Barrett who designed them.

POLICE
Chief of Police Tuliszewski: Two gas line incidents both were contractor related. Contractors did the utility locates as required. The lines were not where they were said to be. Missing plane from a couple of weeks ago originated in YVRA. There was communication from the pilot that her engine was giving out and then the communication was lost. Pilot and plane were found safely in Moffat County up by Elk Head Reservoir. It takes two (2) residents in an assisted living facility to be considered an outbreak. As of this afternoon, as of this afternoon there were six (6) residents and four (4) staff members have tested positive. Three (3) of the four (4) staff members live in Moffat County. Those three (3) cases are being handled in Moffat County. The Haven and UCHealth are working with Routt County Health Department to mitigate the operation as best as possible. Condolences to the families; we are up to two deaths from this outbreak. Routt County Fair starts this weekend in an a very abbreviated format. Basically, only participants are allowed and members of the 4H organization. They are not doing any main events or vendors and Exhibit Hall will not be open. Animal showings will be on a very structured schedule. Very high compliments to Jill Delay and the Fair Board finding a way for the kids to show their animals and with that said, there will be an on-line Jr Livestock auction. The Town of Hayden will still be purchasing livestock. The Town donated ½ to the Haven and the other half is donated to Town of Hayden employees. Hayden School District is starting the following week. The school is being very proactive in getting their plan in place. Past weekend based on a citizen’s report was able to stop a vehicle suspected of driving under the influence of drugs. The officers did a great job; because they discovered evidence of multiple burglaries, in addition two stolen firearms from a recent rash of burglaries. These burglaries were tied to both Meeker and Steamboat Springs.

PUBLIC WORKS
Frank Case, Public Works Supervisor: Working on preparing for pavement patching and chip sealing on Harvest Drive. It will start the week of July 17th and will be a two (2) week project. Working on bridge on Poplar Street where it crosses Dry Creek with a solution for issues we have had there. Tanner Guire got his CDL Class A. Doing a lot with the YVEA fiber project with lots of locates and they hit waterline the other day we had to fix. WTP pipe gallery at final completion. Everything is up and running really well. Definitely money well spent. Mowing, weed eating, irrigating. Kum & Go wrapping up and should open pumps tomorrow. We have been working with Sunrise Engineering getting our water model updated and reliable. Getting lines and valves in the model so it works correctly. Street sweeping and
maintenance. Started waste water line jetting.

**PLANNING**

Mary Alice Page-Allen, Planning and Economic Development Director: In building permit world, we are still seeing new residential projects and particularly Lake Village still is popping out there. It is also the season of a lot of certificates of occupancy. One of note is the new brewery that Frank and I have been working on. They are anticipating opening next Tuesday the 11th. There is a developing project for a new building in Valley View Business Park. I am fielding a lot of phone calls still. Digging back into the whole depot annexation and see if we can finish that up. No Planning Commission until 9/10/20. From the Economic Development side, I am working on funding for the 135 Walnut project. We are pulling things together for the Hayden Center. Looking at additional funding for the business assistance, whether that is a grant or loan program which will depend on the sources of funds. Continue to make an effort to reach out and communicate to our various business each week. Mary Alice is under contract with house in Hayden and plan on closing the end of September.

**ADMINISTRATION**

Mathew Mendisco, Town Manager: Water model is completely updated. One lane shut down until the bridge can be repaired. Parks is to be fully caught up by end of season. Operating one full time short and 4 seasonal short. Redirected semi traffic to 3rd Street. The school has been directed to use 3rd Street. Parks have been mowing and should be caught up by close of season. Just to provide some perspective, we have been operating at about one full time person short in Public Works and four full time seasonal workers. If you see a few weeds in curbs and things like that, just a little space and grace and we should be caught up by October. We are basically operating five people short than we usually do. Will be chip sealing Harvest and will know if we can do a small section of Washington if budget will allow.

**COUNCILMEMBERS**

Councilmember

Staff reports will continue at the end of the meeting.

Mayor Redmond called the regular meeting of the Hayden Town Council to order at 7:32 p.m. Mayor Pro Tem McMurray and Councilmembers Engle, Meek, and Wuestewald present. Also present were Town Manager, Mathew Mendisco, Town Clerk, Sharon Johnson, Police Chief, Greg Tuliszewski, Public Works Supervisor, Frank Case, Finance Manager, Andrea Salazar and Recreation Director, Josh Jones.

**OPENING PRAYER**

Mayor Redmond offered the opening prayer.

**PLEDGE OF ALLEGIANCE**

Mayor Redmond led the Pledge of Allegiance.

**MINUTES –**

July 16, 2020


**CONSIDERATION OF BILL PAYMENT VOUCHER –**

Mayor Redmond moved to ratify the bill payment voucher dated, July 27, 2020 in the amount of $36,777.63. Councilmember Engle seconded. Roll call vote.

*Draft minutes subject to editing and approval prior to becoming official record.*

*Page 2 of 7*
Regular Meeting                                    Hayden Town Council                                  August 6, 2020

July 27, 2020 in the amount of 36,777.63

CONSIDERATION OF BILL PAYMENT VOUCHER -
July 30, 2020 in the amount of $129,364.99

PUBLIC COMMENTS
Jason Worrel, 371 Lakeview Drive, Hayden, CO. In approximately three months you will be asking the citizens of this town to raise the tax rate by 1% to support the Hayden Community Center that was purchased. I don’t know what I’m voting for. I would like Council or the Town to put out further information on what we are truly voting for and what the 1% tax increase is going to do to support this Community Center and what the Community Center is going to do for this town. Mayor Redmond responded that there have been many public meetings and there is plenty of information is out there and if you would like to get with him, he would be happy to sit down and go over it. Jason asked where he could find the information online. Mathew Mendisco indicated that there is a community group that he believes this month will be going door to door handing out all that information as well as posting it on a social media page they are creating. The Town is limited on what they can put out, we can provide budgets. We will do a public service announcement showing all the information and directing people to where they can find it. Mayor Pro Tem McMurray supported Mayor Redmond response that there have been meetings and it has been talked about for quite a while.

PROCLAMATIONS/ PRESENTATIONS
None.

CONSENT ITEMS
None.

OLD BUSINESS
Six Month Economic Update
Mathew Mendisco is presenting a six (6) month financial update; June is where we take a snap shot in time and the June numbers are what we usually use for our budget. They are used for three (3) year projection. The report itself is a review of the economy, a projection model and a summary. Economic summary will show that the GDP shrank 22.9% the 2nd quarter and is the single biggest retraction in U.S. economic history and the biggest retraction globally since records have been kept. GDP is down globally 4.5% to 6.5% depending which agency you are using. COVID-19 cases continue to rise at a rapid rate in several states and the west. Colorado put out a recent public service announcement by the Governor’s Office that they feel like cases have leveled off and the transmission rate has now gone down below one. To explain that is really good which means the chances of transmission to another individual is one. Very hopeful that congress will be able to get another stimulus package approved. All businesses outside of the Highway Bar, due to their fire, are open and functioning at full capacity based on the hours they
have and restrictions placed on them by Colorado for capacity. Actually, Routt County variance allows higher capacity. Two new businesses that have opened in the last three months one that will start construction soon and two that are expanding services, Yampa Valley Brewery and Ace Lumber Yard. Real Estate sales in Hayden and Routt County are ahead of last year. Revenue for Hayden is down 4-6% from their budgeted levels. We have spent more than our revenues which was built into our projections for 2020 due to the Hayden Center and several other projects. It was projected to go back in 2021. There have been several expense changes has helped us cut back on expenses. Our main slow-downs are the airport/aviation, down 5% and 12% through this period same time last year. Severance taxes came in 6-7% lower. On-line sales tax is up 64% which has basically kept our revenue flat for this year. Enterprise Fund, water and sewer is down 11% and 10% respectfully. Tap fees are down 9% from June. Our expenses are up 21% due to the water treatment plant project completion. CARES Act we are about 20,000 direct expenses; our top priorities with the $117,000 is Public Safety, Reimbursement of current and future COVID-19 expenses, potential partnership with the school district, business COVID-19 grant that experience close down or closure due to COVID-19. Financials being completed and it will provide information for the budgeting process. We will have three budget scenarios, given our budget projections for the year, we are anticipating shortening the airport business season just to be conservative, looking at revenue reduction of 20% sales tax for 2021. With our normal revised numbers from this year, anticipating a budget where kids are fully at home April 2020, lost of jobs and sales tax revenue looking at a revenue reduction of 40%. The hybrid model being conservative as possible, creative as possible, and as liberal as possible. We are not going to get it right and we will pivot quickly. That is the way 2021 and the rest of 2020. The keys to our success as a community, we need to support the school district and our parents to the extent possible. They may be looking at substantial cuts due to people funding. As a community however we can and parents are making decision that are best for them and the children, which they should. We need support our local businesses. I’ve gotten rid of the shop local; I basically say live local. Every purchase possible should be local and shop on-line, it brings money back to Hayden. Then support the Yampa Valley unless you have to go outside the valley. There was some discussion on the possibility of Werner Mountain closing for the season and the impact and the addition of the Southwest flights into the Yampa Valley Regional Airport. People coming into the airport spending money are supporting Hayden even though they don’t come into Hayden. Sustainably long term, putting money into marketing at the airport is probably not best investment versus helping the chamber market to bring people into come to the valley as a whole. For us that is probably a better investment. Yes, it would be great if they came to Hayden, I hope they do. We have our little display there, we will keep that, but beyond that we are probably better off getting into a partner marketing with the chamber.

NEW BUSINESS

MjGO Ventures
Public Hearing: MjGO

Mary Alice provided a brief overview. The Planning Commission met in June and
Ventures Conditional Use Permit at 499 Enterprise Street in the Industrial (I) Zoning District

forwarded a recommendation for approval of the Conditional Use Permit to modify the existing usage at this location to allow marijuana cultivation and marijuana use products. There will be two separate units in this building each with their own type of operations. From the perspective of meeting the standards of the conditional use, the findings were made by the Planning Commission that this was an appropriate small change in the realm of things and has forwarded that recommendation for approval. There is a Resolution as required to approve the Conditional Use Permit. John Kelly, 20-year resident of the county and a long-time cannabis consumer (graves’ disease), been in the industry for several years as a consultant. We got into the hemp industry several years ago here. We saw an opportunity here to bring marijuana back to Hayden when the other facility closed. To bring revenue to the town and some jobs. Will apply for both the medical and retail marijuana license. Two companies, one extraction and one retail. Carrie Rubin, Steamboat Springs 5 years ago. Botany major and obsessed with chemicals in personal care products, into organics. FDA does not have authority for the chemicals in personal care products that then go into the water system. Most of the research in cannabis and a lot of the ingredients in cannabis and the botanicals are good for your skin and brings about a better feeling body. I am not about getting a high, there are plenty of products out there for that. I prefer a glass of wine. I make bath and body products. We are manufacturing our products in Steamboat and would like to bring that to Hayden as well. She has a body butter, relief cream, bubble bath, body wash and bath balm. Come in different scents, lavender, chamomile, and citrus.

Public Hearing opened at 8:17 p.m.

No public comments. Chief did ask about the HVAC for odor control. Smell is a consistent issue per the applicant and it is utilized.

Public Hearing closed at 8:18 p.m.

Review and Consider Approval of Resolution 2020-12 A Resolution of the Town Council for Hayden, Colorado Approving a Conditional Use Permit for MjGO Ventures at 499 Enterprise Street in the Industrial (I) Zoning District


Review and Accept June 30, 2020 Financial Statements


Chief Tuliszewski believes the legislation puts up walls that have been broken down in the last seven years. Requiring all agencies to wear/carry body cameras. No agencies disagree with this requirement. SB 20-217 was signed by the Governor on July 19, 2020. Since the death of George Floyd in Minneapolis, MN. There has been
a great deal of concern about law enforcement, practices in law enforcement and keeping police accountable. It is a very difficult piece of legislation to enact and at a county and municipal level it is going to be a challenge. It is law now and the council should be aware. It is far reaching. I will cover some highlights. All Colorado peace officers must be equipped with body cameras by July 1, 2023. No law enforcement is against it. There are some incidents that the body camera does not need to be turned on. If not turned on when required it is assumed the peace officer did something wrong. Must be on under most circumstances. No chokeholds are allowed. New civil cause of action under Article 2 of the Colorado Constitution. Mandatory revocation of a peace officer certification if found criminally or civilly liable for any or certain conduct. Mandatory employment discipline sanctions for officers. Use of force and duty to report use of forces. Chief provided the impact on the officers, the Town, victims, and the liability of the town and police officers. It impacts the officer's ability to take action in sensitive situations due to the liability. This legislation only applies to county and municipal law enforcement. Chief provided many examples where the officer may be liable and hesitate to take necessary action to resolve a volatile situation. This will also require additional reporting and tracking of all situation and individuals an officer comes into contact.

PULLED CONSENT ITEMS

STAFF AND COUNCILMEMBER REPORTS CONTINUED

EXECUTIVE SESSION

Mathew Mendisco requested the council not go into executive session and handle the matter in the open meeting. Mathew explained that they were looking at a property that was 5.6 miles outside of town and the on-call employee policy and manager contract requires residency within 5 miles. He requested their permission for an exception in order to place an offer on the property. The Council discussed the options and indicated that it was an exception and unanimously agreed to the exception.

The Executive Session for the purpose of a discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I)(II) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Specifically, the discussion pertains to the Town Manager, Mathew Mendisco.

ADJOURNMENT

Mayor Redmond adjourned the meeting at 9:29 p.m.

Recorded by: _____________________________
Sharon Johnson, Town Clerk

APPROVED THIS 20th DAY OF August 2020.
Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.

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Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.
A PROCLAMATION RECOGNIZING AUGUST 2020 AS
‘THE MONTH OF HAYDEN POLICE DEPARTMENT APPRECIATION’

WHEREAS: We recognize that we rely on our law enforcement officers to keep our neighborhoods safe, enforce our laws, and respond in times of crisis with their commitment, bravery and determination; and,

WHEREAS: Every day our police officers put on a badge and go to work knowing they may face extremely dangerous situations, including assault, injury, and death; and,

WHEREAS: Law enforcement officers play an integral part in our society and the Town of Hayden. They are the guardians of our way of life, they are reliable, strong, fearless, and they deserve our support; and,

WHEREAS: They are the thin blue line that protects, the heroes who face extraordinary circumstances with valor, honor, and self-sacrifice, the peacemakers who are blessed, who go with bravery where others won’t, with dedication to our community; and,

WHEREAS: The staff of the Hayden Police Department is firmly committed to the belief and principles of Community Policing; where in the Staff of the Hayden Police Department is part of the Hayden Community; and that we work together in partnership, and

WHEREAS: We appreciate our police officers’ work in the community and their forward thinking of utilizing the Peelian Principles of community policing, Co-Responder programs, body cameras, and banning choke holds prior to required legislation; their positive engagement with the Hayden School District, Partnering with other local Law Enforcement Agencies, and,

WHEREAS: We treasure our relationship and friendship with our Police Department. We admire what they do and afford them our deepest respect and gratitude honoring their heroic service and invaluable contribution by standing together with the men and women of the Town of Hayden Police Department.

NOW, THEREFORE, BE IT PROCLAIMED, by the Mayor and Councilmembers of the Town of Hayden, Colorado that August 2020 shall be the Month of Hayden Police Department Appreciation and encourages all citizens to support and show gratitude honoring their service and contribution to the Town of Hayden, Colorado.

PROCLAIMED, APPROVED, AND ADOPTED THIS 20TH DAY OF AUGUST, 2020

_____________________________
J. Timothy Redmond, Mayor

ATTEST:

_____________________________
Sharon Johnson, Town Clerk
Town of Hayden

Town Council Agenda Item

MEETING DATE:  August 20, 2020

AGENDA ITEM TITLE:  Review and Approve Agreement with Baseline Engineering for RFQ Sidewalk Design

AGENDA SECTION:  New Business

PRESENTED BY: Greg Tuliszewski on behalf of Mathew Mendisco

CAN THIS ITEM BE RESCHEDULED:  Not preferred

BACKGROUND REVIEW:  The Town has been working with CDOT to put the pieces in place to move ahead with our Hwy 40 sidewalk design. As we plan for this project (to take place between fall 2021 and spring 2022) we needed a design engineer/construction manager for the project. Staff issued an RFQ and got five responses and narrowed that down to three firms of which we have included in this packet for review and the names are below:

1. Baseline Engineering
2. SGM Engineering
3. Drexel Barrell & CO

After review by both CDOT staff and Town staff its being recommended that Baseline Engineering be selected as the design engineer based on the outlined schedule, detailed outlined approach, and qualifications. Our second recommendation should the Council prefer a different firm is SGM engineering as their experience with the recent ADA ramp project in Craig would also be a great fit. Both firms are fairly local with Baseline having a presence in Steamboat Springs and SGM in Meeker CO. While Drexel Barrell has a lot of specific experience in Hayden sidewalk projects staff feels that the overall RFQ approach of Baseline and SGM were better in the overall approach.

RECOMMENDATION:  Town Council approve moving forward with Baseline Engineering and authorize staff to negotiate a final agreement with the firm including a final design cost for 30% design and final design and authorize the Mayor/Mayor Pro-tem to sign the agreement once final negotiation is complete.

MANAGER’S RECOMMENDATION/COMMENTS:
PROPOSAL & QUALIFICATIONS FOR DESIGN, ENGINEERING & CONSTRUCTION MANAGEMENT SERVICES FOR THE HWY 40 SIDEWALK PROJECT

Project No. MTF M615-0049 (23845)

JULY 2, 2020
AUGUST 14, 2020 - UPDATED

Prepared For:

Hayden, Colorado

Hwy 40 Sidewalk Project
Town of Hayden
c/o Matthew Mendisco - Town Manager
178 West Jefferson Ave.
Hayden, CO 81639

www.BaselineCorp.com

1169 Hilltop Parkway, Suite 204, Steamboat Springs, CO 80487
BASELINE ENGINEERING CORPORATION

Regional Office:
1169 Hilltop Parkway, Suite 204
PO Box 770152
Steamboat Springs, CO 80487

Primary Contact:
Chris Rundall, PE, LEED AP
Division Manager, (970) 879-1825
chris@baselinecorp.com

Business Structure:
Established in 1998 as a Colorado Corporation

CDOT:
Baseline is a CDOT-certified emerging small business (ESB) and on its list of prequalified consultants with a master pricing agreement.

Insurance:
Baseline is able to comply with all insurance requirements.

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2. QUALIFICATIONS 4
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APPENDIX A - RESUMES 18
July 2, 2020

Hwy 40 Sidewalk Project  
Town of Hayden  
c/o Matthew Mendisco - Town Manager  
178 West Jefferson Avenue  
Hayden, CO 81639

RE: RFQ FOR DESIGN, ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES FOR US HIGHWAY 40 SIDEWALK

Dear Mr. Mendisco, Ms. Brown, and the Town of Hayden,

From the www.haydencolorado.com website, Hayden is a tight-knit community surrounded by natural resources, incredible views and plenty of opportunity to grow. Baseline Engineering Corporation wants to help the Town maintain this reputation and assist in its growth. We want to make sure residents and visitors have easy and safe access to activities and amenities around the Town and are excited to help provide a design solution for the US 40 Sidewalk Project and will work with the Town to balance cost, function, and aesthetics to match its goals.

Giving close review to the RFQ requirements and being thoroughly familiar with the project location, Baseline understands the difficulties with design, engineering, and construction management services required for constructing public improvements for sidewalks along US 40, including the approach roadways. We have assembled a cohesive team for this project who have past similar project experience and CDOT experience. Working with Town staff and CDOT will be key in designing this project.

Baseline’s recent local projects such as the US Highway 40 West Sidewalk Connection Phase II, Oak Street Sidewalk, Rodeo Ground Phase 3 Parking Lot, and Ski Time Square/Mt. Werner Circle Roundabout, demonstrate our commitment to developing solutions for safety and accessibility. They also demonstrate our personal and professional pride in being a seamless extension of Town staff.

Furthermore, Baseline is a prequalified contractor with the Colorado Department of Transportation (CDOT), as well as a certified emerging small business (ESB) with a master pricing agreement in place. We have completed several projects with CDOT and are well-versed in its formal FIR and FOR review processes. We also currently hold a multi-year civil engineering contract with CDOT.

We look forward to continuing these commitments on the US 40 Sidewalk Project. As an authorized agent for Baseline Engineering Corporation, please contact me with any questions about my proposal.

Sincerely,

[Signature]

Division Manager  
chris@baselinecorp.com  
Steamboat Springs Regional Office (970) 879-1825
QUALIFICATIONS

Clients rely on our expertise in:

- Transportation
- Road and Bridge
- Permitting at All Levels
- Land Planning
- Utilities
- Residential
- Large Facility Site Design
- Land Surveying
- Sustainable Water and Wastewater Treatment
- Public Works

Our clients range from small municipalities and private developers to large public entities. We serve them from five Colorado locations:

- Steamboat Springs
  - Golden
  - Denver
  - Loveland
  - Colorado Springs

Baseline’s Steamboat Springs regional office will serve as the primary contact and work location for engineering services on the Highway 40 Sidewalk Project. Since 2008, this office’s expertise has spearheaded numerous public- and private-sector projects throughout Routt County.

Combining the expertise of the Steamboat Springs’ regional office with all of our offices, means Baseline can offer 50 exceptional professionals to staff any Town request. Our company size is a great match—it’s not too big and not too small.

OUR COMMITMENTS

When clients commit to Baseline, we commit to exceeding their expectations. How can we make this promise? We maintain a high level of professional excellence without sacrificing honesty, integrity and respect. We are conscientious about dedicating ourselves to the communities we serve, rapidly responding to clients’ needs, meeting budget and deadline requirements, and maintaining our reputation for accurately estimating costs. We also instill these core values in the subconsultants we engage on projects.

Our commitments have earned us significant business from referrals and return clients. Another measure of success is the recognition we have earned:

- “2019 Best Firm to Work For,” in three AEC firm categories: Small Company, Civil Engineering, and Multidiscipline by Zweig Group
- “2014, 2015 Hot Firm List,” an exclusive ranking of the top 100 US and Canadian firms

Baseline has also received project awards from Engineering News-Record for two notable roundabout projects: Mt. Werner Circle/Ski Time Square Roundabout in Steamboat Springs and NREL’s Moss Street Extension project in Golden. Although we take pride in these accomplishments, we don’t take them for granted. They motivate us every day to surpass clients’ expectations. We’d like the opportunity to demonstrate it again to the Town of Hayden. Baseline has no plans to sell or merge its company, as they are committed to being an Evergreen Company, remaining independent for the next 100 years.
KEY PERSONNEL

Baseline’s local project team has the personal ties and professional expertise to perform the design, engineering, and construction management services required by the US 40 Sidewalk Project. Our team has successfully completed numerous projects with similar needs, including the City of Steamboat Springs/CDOT US Highway 40 West Sidewalk Connection, Phase II project.

In 1998, Baseline started its civil engineering business. However, our principals and subconsultants have many years of previous experience. During the past 22 years, we have consistently provided clients with valuable solutions in the private development and public infrastructure improvement arenas. As we have proven on our local projects, we never fail to complete awarded work. The project team is ready to continue delivering a technically-sound product and efficient customer service on the US 40 Sidewalk Project.

Civil engineering design services will be spearheaded and completed from Baseline’s Steamboat Springs regional office with support from local subconsultants and professionals in our Golden, Colorado, headquarters. Combining the resources of our offices gives the Town of Hayden access to 50 exceptional professionals who can cover any engineering, surveying, or planning need. Having a local office in Steamboat Springs is critical to the success of the project. Our office allows us to meet regularly in person, visit project locations for field reconnaissance, maintain good working relationships with local contractors, and close proximity during construction phase services will prove extremely valuable.

In this section, we identify our key team members according to their project roles. Resumes in Appendix A provide additional details about why they’re critical to successful delivery and meeting the Town’s project goals. Our licensed engineers are registered professional engineers in the State of Colorado and our subconsultants are all local to the Routt County area.

TOWN OF HAYDEN/CDOT

Chris Rundall, PE, LEED AP
Project Manager/Point of Contact

Engineering

Noah Nemmers, PE
QA/QC

Zack Henrichs, PE
Project Engineer

Steve Batchelder, PE
Project Engineer

Kyle Seyedian, EIT
Staff Engineer

Sarah Foster, PE, CFM
Floodplain Manager

Subconsultants

Willy Whelan, PLS
Survey - Whelan Land Surveys

Kelly Colfer, MS
Wetlands Delineation/404 Permitting - Western Bionomics

Larry Risinger, SR/WA
ROW/Land Acquisition - Universal Field Services, Inc.

Kae McDonald, PhD
Historical/Cultural - Flattops Archaeological Consultants

Brian Len, PE
Geotechnical Engineer - Northwest Colorado Consultants, Inc.
PROJECT MANAGER

Chris Rundall, PE, LEED AP, Baseline Division Manager/Owner – Chris joined Baseline in 2004. He has 19 years of experience and has been a Steamboat Springs resident for 15 years. Chris will serve as project manager to the Town of Hayden. He has designed and managed several nearby projects including the RV and Pedestrian Bridge Improvements at Routt County Fairgrounds Hayden, Ski Time Square/Mt. Werner Circle Roundabout, Complete Streets 4B project, Oak Street Sidewalks in Steamboat Springs, as well as the National Renewal Energy Lab (NREL)/Department of Energy (DOE) Research Road Roundabout and Access Road in Golden project. Chris’ design work was instrumental in Baseline receiving Engineering News-Record Mountain States’ Best Projects Award of merit for the NREL and Department of Energy’s (DOE) Moss Street Extension project in Golden and the Ski Time Square/Mt. Werner Circle Roundabout. Chris has recent experience with projects involving CDOT partnering and permitting. He has served as construction project manager on behalf of owners on several recent projects, including projects involving Davis Bacon wages and Buy America requirements.

QA/QC

Noah Nemmers, PE, Baseline Civil Engineer Division Manager/Owner – Noah joined Baseline in 2010. He has 20 years of experience in large-scale project design and staff management. Noah’s broad range of expertise with private and government clients includes overseeing: entitlement processes, engineering design, permitting, land surveys and platting, maintenance of traffic planning, and construction administration. He was QA/QC reviewer on the City of Steamboat Springs’ Highway 40 West Sidewalk Connection project and the Ski Time Square/Mt. Werner Circle Roundabout. Noah assisted Chris Rundall in the same capacity on the City’s Lower Spring Creek Extension project. Additional examples of Noah and Chris synchronizing their expertise includes NREL/DOE’s Research Road Roundabout in Golden where they worked with CDOT and many other stakeholders. Noah also leads the charge at Baseline for incorporating SUE into our designs. Noah has recent experience with projects involving CDOT partnering and permitting.

PROJECT ENGINEERS

Steve Batchelder, PE, Baseline Senior Project Engineer – Steve joined Baseline in 2008. He has over 20 years of experience working on an extensive range of land-development projects throughout Colorado. He assisted Chris Rundall with Baseline’s work on Routt County’s Minor Bridges project where Steve performed drainage analysis and prepared plans to replace five drainage structures. He supported Chris on the City of Steamboat Springs’ Central Park Drive Reconstruction roundabout project. To improve traffic flow and safety, Steve designed a roundabout and bus pullout relocation for a busy intersection at an existing retail development. He also prepared construction documents for 1,500 feet of roadway and worked with the City to remain within budget by value engineering. Steve also has contributed to several other roundabout projects including: Ski Time Square/Mt. Werner Circle Roundabout, NREL’s Moss Street Extension project, Alameda and C470 Roundabout, Yale Avenue Extension and Roundabout, and Red Rocks Drive Roundabout.

Zach Henrichs, PE, Baseline Project Engineer – Zach has eight years of experience and has lived in Steamboat Springs for three years. Zach assisted Chris Rundall with Steamboat Springs’ Central Park Drive Reconstruction project, Oak Street’s sidewalk improvements, the US40 South Hotels Trail Connection, and Rocky Mountain Youth Corps’ Field House. He conducted field inspection for the Yampa Well Treatment Facility Improvements project. He’s currently assisting with design for US Highway 40 Sidewalk Connection and the Complete Streets 4B projects. Zach is also our local SUE lead and keeps Baseline aligned with updates in legislations and requirements regarding SUE.

Kyle Seyedian, Baseline Staff Engineer – Kyle has lived in Steamboat Springs for three years and has extensive civil
engineering knowledge. His experience ranges from well development to material preparation for specific projects. For the City, he has worked with Chris on the Complete Streets 4B project and US Highway 40 and Indian Trail Intersection, and Howelsen Hill Rodeo Grounds Contestant Parking. Kyle has served as the field engineer/inspector at the Xcel Energy Hayden Station Ash Disposal Facility, ensuring construction conforms to design plans and materials meet specifications. Prior to joining Baseline, he worked with Chicago Bridge and Iron in Denver on water remediation projects at Fort Carson, Colorado Springs, CO and FE Warren Air Force Base, Cheyenne, WY. In addition, Kyle has worked on a variety of projects involving activated carbon water filtration, drilling and well injections, and UXO dig points. This broad experience allows him to complete multiple aspects of projects with feasibility, constructibility and efficiency.

Sarah Foster, PE, CFM, Baseline Project Engineer – Sarah is a certified floodplain manager and recently passed her PE examine. She has developed well-rounded, diverse, civil engineering experience in a short timeframe. Her expertise spans individual house sites, subdivisions, city sewer lines, solar panel farms, floodplain mapping, bridge design, town infrastructure improvements, and forest restoration. Working as both a designer and a drafter, Sarah worked on a variety of different civil engineering projects including: floodplain mapping, bridge and culvert design, drainage and floodplain studies, road improvements, local town infrastructure improvements, stormwater designs, subdivision designs, and grading plans.

SUBCONSULTANTS
Baseline has selected subconsultants with deep, local knowledge to collaborate with us. Each one has been a reliable partner in their specific disciplines. Our long-term relationships are testimonials to the successful synergies of our firms and our shared philosophy in delivering excellent client service. This same team is currently completing the US Highway 40 West Sidewalk Connection project for the City of Steamboat Springs and CDOT.

Land Surveying - Whelan Land Surveys
Whelan Land Surveys is a full-service professional land surveying firm established in 2013. Its principal, William Whelan, is a Colorado professional land surveyor and certified federal surveyor firm, and has been performing land surveying in the Yampa valley for over 20 years. Whelan Land Surveys’ mission is to provide accurate, on-schedule and cost-effective services. Whelan Land Surveys provides professional surveying services to many municipalities, and is in its second term of providing on-call survey services to the City of Steamboat Springs.

In 2017, Whelan Land Surveys completed the design survey and ROW plans for the CDOT/City of Steamboat Springs Fish Creek US 40 Underpass Trail Project No. TAP M251-026. During that time, Whelan Land Surveys became familiar with the process to complete CDOT Design and Review/Right of Way Plans, including revisions. Currently, Whelan Land Surveys is working with CDOT to revise the ROW plans for the US Highway 40 West Project No. C0402-088, after completion of the intersection improvements.

Willy Whelan, PLS, Whelan Land Surveys, Principal/Owner – After practicing land surveying in Northwest Colorado for over 20 years, Willy knows what truly makes projects successful providing not only vast experience, but an open communication to resolve issues in a timely manner to keep on schedule. A few of his notable project include:

- CDOT/City of Steamboat Springs - Fish Creek US40 Underpass Trail Project ROW Plans
- CDOT - Steamboat Highway 40 West Construction Staking and Revision of ROW Plans
- City of Steamboat - Mount Werner & Ski Time Square Roundabout
- City of Steamboat - Yampa Street Improvement Projects (Phase 1 & 2).
Environmental Engineering - Western Bionomics

Western Bionomics has provided natural resource consulting services in Steamboat Springs and the Rocky Mountain West since 1994. They provide expertise to private, public, and government entities in the disciplines of wetland and wildlife biology, with experience conducting Clean Water Act Section 404 permitting, CDOT design and review processes, NEPA wildlife and botany analyses, Phase I environmental site assessments for real estate, baseline documentation reporting for conservation easements, wildlife management planning, and public land permitting.

Kelly Colfer, Western Bionomics LLC, Principal Biologist – Kelly has more than 30 years of experience in documenting/assessing natural resource values; Phase I site assessments; wetland delineation, permitting and mitigation planning; biological and ecological resource valuation and analysis; and environmental impact assessments. The City of Steamboat Springs has relied on his expertise many times including: Butcherknife Outfall & Workman Park, Emerald Trail water line, Lagoon Court and Casey's Pond sidewalk. His extensive Routt County experience consists of completing projects for the Yampa Valley Land Trust, Snowmass Mountain Ski Area and the Buttermilk Improvement Plan. Kelly has also served the US Forest Services' Routt National Forest Supervisors Office as Assistant Environmental Impact Statement Appeals Coordinator. Baseline has utilized Western's expertise as a subconsultant since 2011.

Geotechnical - Northwest Colorado Consultants (NWCC)

NorthWest Colorado Consultants, Inc. (NWCC) is a professional organization of geotechnical and environmental engineers, geologists and inspectors providing consulting, design, construction observation, materials testing and special inspection services for a wide variety of projects.

Civil and structural engineering design and inspections for structural members, bridges, and roadways are included in the NWCC project portfolio. NWCC has the necessary computer facilities to perform most geotechnical analyses as warranted. The computer software includes the AutoCAD drafting package, SLOPE/W slope stability program and the CDOT Rockfall Simulation Program. NWCC has a fully equipped, AASHTO-accredited in-house materials testing laboratory. The testing capabilities include soils, asphalt, aggregate, masonry, and concrete.

Brian Len, PE, Northwest Colorado Consultants, Inc., President and Senior Principal Engineer – Brian has more than 30 years of experience concentrating on geotechnical and environmental engineering, construction observation and materials testing. His geotech expertise covers investigations for bridges, roadways, and distressed structures. Brian's work in the City of Steamboat Springs includes all the core trails within the Yampa River Corridor. He also is responsible for the review and approval of soils, foundation and environmental project work and materials engineering and construction observation review. He is also responsible for negotiating fees and contracts, budgets, technical review, proposal preparation, and work schedules. His team has been a reliable subconsultant to Baseline since 2008.

ROW/Land Acquisitions - Universal Field Services (Universal)

Universal Field Services, Inc. (Universal) has provided coordinated land and right of way acquisition services throughout the United States since 1958. In addition, they've delivered relocation assistance services since the Uniform Act and related laws and regulations took effect. Universal provides a full range of land and right of way acquisition services for government agencies, engineering companies, public utility companies, pipeline companies, and electric transmission. Among its past and present clients are Federal, State, and Local government agencies. A significant amount of its work for government agencies is performed under federal rules and regulations, and all of it has been accomplished in full conformity with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act as well as State laws and guidelines. Notable project include:
128th Avenue & Washington Street and 128th Avenue & Claude Court, Thornton, CO - Universal acquired property interests (fee acquisitions, permanent easement, and temporary easement) on seven parcels around two intersections in the City of Thornton, CO. This project included roadway widening to allow the addition of turn lanes, as well as construction of sidewalks, traffic control systems, and drainage improvements. Universal prepared appraisal waiver valuations where applicable on these parcels.

Larry Risinger, SR/WA, Universal Field Services, Project Manager - Larry has worked with Universal for over 27 years and has been providing right-of-way acquisition and relocation services for projects in Colorado for CDOT and municipalities since 1994. For CDOT’s US 85 project, he completed 26 acquisitions, five residential relocations, seven business relocations, and 164 personal property moves. For a CDOT Fort Morgan project, he acquired additional ROW for 13 parcels and two relocations for a highway interchange improvement project. He is a knowledgeable and highly capable right of way management professional with decades of solid performance reflecting wide-ranging experience and achievement in the practice of right of way services, contracts and administrative management. Most of his projects have involved acquisition and relocation assistance services in Colorado for local public agencies. Applicable License/Credentials – Colorado Real Estate Employing Broker’s License No. E01326668; Senior Designation (SR/WA) from the International Right of Way Association.

Kae McDonald, PhD, Flattop Archaeological Consultants, Principal Investigator – Kae earned her PhD from the University of Colorado in 1994, and has worked as a cultural resource management field archaeologist for more than 35 years. Her field experience has included projects primarily in Utah, Colorado, and Wyoming, and has been permitted by both the Bureau of Land Management (BLM) and USFS as a crew chief and principal investigator since 1991. All of the projects undertaken by FAC have been completed under her direction. Her local project include: US 40 Sidewalk Extension - Class I Literature Review, Watson Creek Bridge Replacement - Class III Cultural Resource Inventory, and Emerald Trail Roadway Improvements - Class III Inventory.

DBE Subconsultants
Baseline is a CDOT-certified emerging small business (ESB). When we can, we include other ESB or disadvantaged business enterprise (DBE) partners to our project teams. For this project, we have assembled the strongest team for the Town, who have worked together on many several local projects, ensuring the best outcome, while none are certified DBEs. Should the Town require DBE team members, Baseline is able to participate and seek additional teaming partners.

“I think they do a great job! Baseline gets the job done when they say they will. Reliable. Can do jobsite visits as needed with little notice as well.” — Sarah Fox, Owner/CEO, Fox Construction Inc.

“Baseline has been excellent, and all the work done so far has been top flight.” — Curt Freese, Community Development Director, Town of Berthoud
QUALIFICATIONS

CDOT EXPERIENCE & PREQUALIFICATION EVIDENCE

Baseline is a certified emerging small business (ESB) and is a prequalified firm with Colorado Department of Transportation (CDOT). Baseline has provided design services with CDOT for many projects throughout the years and are familiar with its requirements in roadway design and policies/procedures that will benefit the Town’s US Highway 40 Sidewalk Project. In addition, we also hold a master pricing agreement with CDOT through 2020.

CDOT AND SIMILAR PROJECT EXPERIENCE

Baseline’s portfolio of similar projects with CDOT and other governmental entities show that we believe in a high level of professional excellence without sacrificing honesty, integrity, and respect. It also conveys that we are conscientious about dedicating ourselves to the communities we serve, rapidly responding to clients’ needs, meeting budget and deadline requirements, and maintaining our reputation for accurately estimating costs. We instill this philosophy in all subconsultants that we engage on projects. We look forward to having you contact our references so they can share how we have delivered on our philosophy.

Highlighting our experience that directly relates to engineering services for the US Highway 40 Sidewalk Project, we present similar projects as our references and client contacts.

US HIGHWAY 40 WEST SIDEWALK CONNECTION, PHASE II
OWNER: CITY OF STEAMBOAT SPRINGS

Baseline is currently providing design, property acquisition, and engineering services for a 2,200 lf of an 8-ft-wide detached, shared-use concrete sidewalk to connect existing sidewalks along US Highway 40 in Steamboat Springs, that also accounts for the future four-lane improvement of US Highway 40. This project is funded by a Federal Highway Administration grant and administered by the Colorado Department of Transportation (CDOT). The CDOT Design Review process was followed for this project. The Federal Uniform Act will be adhered to for easement and ROW acquisition. The construction for this project is scheduled for 2021 with a target bid date of second quarter of 2021.

BUDGETED CONSTRUCTION COST: $2,009,000
ACTUAL CONSTRUCTION COST: TBD - Ongoing
REFERENCE: City of Steamboat Springs, Mike Buerskens | 970.871.8273 | mbeurskens@steamboatsprings.net

OAK STREET SIDEWALK
OWNER: CITY OF STEAMBOAT SPRINGS

Baseline contracted with the City of Steamboat Springs to provide engineering design services in support of design and construction of an aggressive public infrastructure investment program in the downtown area. The project included sidewalks, curb & gutter, streetscape elements, and drainage infrastructure for Oak Street and various side streets to the south of Oak Street, as well as the 8th and Oak parking lot. Private property issues were resolved, including private property impacts, easement negotiations, construction-related impacts, and explanation of legal requirements, property assessments, and financing to private owners. This project duration spanned three years. Baseline was involved throughout construction, reviewing material submittals and pay applications, performing inspections, and coordinating with the contractor and City.

BUDGETED CONSTRUCTION COST: $1,500,000
ACTUAL CONSTRUCTION COST: $1,450,000
REFERENCE: City of Steamboat Springs, Ben Beall | 970.871.8293 | bbeall@steamboatsprings.net
RODEO GROUND PHASE 3 PARKING LOT
OWNER: CITY OF STEAMBOAT SPRINGS

Baseline is the civil engineer leading the design team for parking lot improvements at the Howelsen Hill Rodeo Grounds. The project involves paving and expanding an existing gravel parking area between the main rodeo arena and the ice arena. The project is funded by a Congestion Mitigation and Air Quality Improvement Program (CMAQ). The CMAQ program is administered by CDOT. The project is a Local Agency project that went through the CDOT Design Review Process, including clearance from CDOT special units.

Baseline worked with several City departments with input from key stakeholders such as the Rodeo Board, Ice Arena, and Winter Sports Club. Baseline prepared documents for Development Plan approvals thru the City Planning Department and then completed the CDOT design review process. The improvements include landscaping, irrigation, sidewalk, asphalt paving, curb and gutter, lighting, stormwater quality pond, and extensive storm sewer. Baseline has completed the bid documents with construction slated for summer of 2021.

BUDGETED CONSTRUCTION COST: $1,983,000
ACTUAL CONSTRUCTION COST: TBD - Ongoing
REFERENCE: City of Steamboat Springs, Ben Beall | 970.871.8293 | bbeall@steamboatsprings.net

SKI TIME SQUARE/MT. WERNER CIRCLE ROUNDABOUT
OWNER: CITY OF STEAMBOAT SPRINGS

A 2019 Engineering News-Record merit award winning project, Baseline design a 120-ft-diameter roundabout at Ski Time Square and Mt. Werner Circle. We relied on our knowledge of the City’s Design Criteria for Roads & Drainage and sidewalks, AASHTO Road Design Standards, as well as experience in applying these standards. We performed work in every key phase starting with schematic design, then into design development, and finally construction documents, while incorporating critical elements to improve the overall arrival experience, such as safety, wayfinding, and right-of-way. Our work involved meetings with tenants/owners from properties adjacent to the roadway to solicit feedback. Challenges we overcame included adjusting the center of the roundabout early in the design to minimize impacts to adjacent properties while conforming to design considerations for the function of the roundabout. The project had an aggressive design and construction schedule as well as budget. The project was complete on schedule and under budget. As the engineer of record, Baseline completed inspections during construction to ensure the work conformed to the approved plans and specifications. We reviewed materials submittals and shop applications and coordinated with the contractor and City.

BUDGETED CONSTRUCTION COST: $1,400,000
ACTUAL CONSTRUCTION COST: $1,350,000
REFERENCE: City of Steamboat Springs, Danny Paul | 970.871.8210 | dpaul@steamboatsprings.net

“The City’s relationship with the Project Team was a partnership that exceeded our expectations and resulted in a successful project that was completed on schedule and under budget. A tremendous new asset to the community and visitors alike, the roundabout will keep traffic flowing smoothly and allow for a shortened transit bus turn-around which will lend to an improved guest experience.” — Danny Paul, EIT, Project Manager & Civil Engineer, City of Steamboat Springs
CDOT EXPERIENCE

While no two projects are exactly the same, Baseline provides the following projects, demonstrating our team’s past CDOT experience. The Town benefits from our collective expertise for its US Highway 40 Sidewalk Project.

<table>
<thead>
<tr>
<th>TEAM</th>
<th>CDOT OR SIMILAR PROJECTS</th>
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</table>
| **BASELINE ENGINEERING CORPORATION** | Baseline’s projects with CDOT:  
- CDOT State Non-Road Projects, Various Locations  
- US Highway 40 West Sidewalk Connection, Phase II, Steamboat Springs  
- US Highway 40 West Striping Reconfiguration, Steamboat Springs  
- NREL Research Road Extension (Moss Street Extension), Golden  
- Buena Vista Highway 24 Additional Turn Lanes, Buena Vista  
- Kipling Intersection, Lakewood  
- State Highway 93 Widening, CDOT R6, Golden  
- 8th Avenue Infrastructure & Rehabilitation, Garden City  
- Alvarado Road Reconstruction, Clear Creek County |
| **WHELAN LAND SURVEYS** | Whelan Land Surveys completed the design survey and ROW plans for the following CDOT projects:  
- Fish Creek US 40 Underpass Trail Project No. TAP M251-026  
- US Highway 40 West Project No. C 0402-088  
Other similar projects completed include:  
- US Highway 40 West Sidewalk Connection, Phase II, Steamboat Springs  
- Mount Werner & Ski Time Square Roundabout, Steamboat Springs  
- Yampa Street Improvement Projects (Phase 1 & 2), Steamboat Springs |
| **WESTERN BIONOMICS** | Western Bionomics has completed the wetland permitting for the following CDOT design and review projects in Steamboat Springs:  
- US Highway 40 West Sidewalk Connection, Phase II, Steamboat Springs  
- US Highway 40 sidewalk between Riverside Drive and Riverside Plaza in Steamboat  
- US Highway 40 at Indian Trail Bus Stop  
- US Highway 40 at Dougherty Road Bus Stop  
- US Highway 40 at Dougherty Road Utility Boring  
- Colorado Highway 13 Hazard Tree Removal Migratory Bird Survey  
- US Highway 40 Muddy Pass Repair Migratory Bird Survey  
- US Highway 40 Casey’s Pond Sidewalk Wetland Permitting and Migratory Bird Survey |
| **NORTHWEST COLORADO CONSULTANTS, INC.** | NWCC completed geotechnical investigations, construction observation, and materials testing for the following similar projects:  
- US Highway 40 West Sidewalk Connection, Phase II, Steamboat Springs  
- US Highway 40 - Sage Creek Culvert Replacement, Hayden  
- South Trail Extension-Yampa River Core Trail Pedestrian Bridges, Steamboat Springs  
- West Lincoln Park Bridge, Steamboat Springs  
- US Highway 40 - Hayden Station Rail Bridges, Hayden  
- Pine Street Bridge Replacement, Steamboat Springs |
| **UNIVERSAL FIELD SERVICES, INC.** | Similar CDOT projects where Universal completed appraisals and property relocations:  
- US Highway 40 West Sidewalk Connection, Phase II, Steamboat Springs  
- 128th Avenue & Washington Street & 128th Avenue & Claude Court, Thornton  
- US Highway 24, CDOT R5 |
| **FLATTOPS ARCHAEOLOGICAL CONSULTANTS** | Flattops completed Class I Literature Review, Class III Cultural Resource Inventory for the following similar projects:  
- US Highway 40 Sidewalk Extension, Steamboat Springs  
- Watson Creek Bridge Replacement, Routt County  
- Emerald Trail Roadway Improvements, Routt County |
COST ESTIMATING EXPERIENCE

We have a wide range of experience providing cost estimating services for governmental agencies, districts, towns, cities, and private clients similar in size and scope requested by the Town.

Having worked in the City of Steamboat Springs and Routt County over the past 10 years, we have gained an in-depth familiarity with the prevailing materials and labor markets in the area. We have worked on very similar local infrastructure projects and have a database of unit costs.

We also track cost escalation from year to year from discussions with contractors, suppliers, and vendors to understand trends. We apply these factors to our unit costs when preparing estimates that span one or more construction seasons to ensure they are accounted for in the project budget.

COST ESTIMATING EXAMPLES

**Oak-Lincoln Alley Reconstruction Project**
Engineers Estimate: $1,176,000
Actual Construction Cost: $1,070,000

**Alvarado Road Reconstruction Project**
Engineers Estimate: $2,300,000
Actual Construction Cost: $2,300,000

**NREL Research Road (Moss Street) Extension Project**
Engineers Estimate: $5,400,000
Actual Construction Cost: $5,200,000

**Central Park Drive Reconstruction Project**
Engineers Estimate: $1,321,000
Actual Construction Cost: $1,310,000

CONSTRUCTION MANAGEMENT

Baseline provides construction management services on many projects. Baseline provides bid assistance and review, onsite inspection, progress meetings, conformance review, payment applications, schedule monitoring, quality checks, change orders, progress monitoring, etc. All projects require a degree of balance between design and construction.

For Black Hawk, we are the owners representative where we administer, manage, and oversee construction observation and coordination obligations for all phases of the residential work programs, from project inception to completion and closeout for the Historic Restoration and Community Preservation Fund project.

For the Town of Berthoud, Baseline does construction inspection for ADA sidewalk projects and are currently performing construction management services for the Town's new recreation center.

For Hayden, Baseline will ensure that the project is construction the way it was designed.

BASELINE’S PHYSICAL WORK LOCATIONS

Our regional office in Steamboat Springs will serve as the primary contact and work location for the Town’s US 40 Sidewalk Project and is 32-minutes away from Hayden’s Town Hall. This office has spearheaded similar design and construction inspection needs for numerous public agency clients. Combining the expertise of our four additional offices—Golden, Denver, Loveland, and Colorado Springs—means Baseline can offer 50 exceptional professionals to staff any project need.

As displayed on the map below, our Steamboat Springs offices is very close to Hayden, making our response time quick and efficient for any task order.

As communication is paramount, Baseline can be onsite at any location within Hayden quickly. Our team also takes advantage of technology that adds to cost efficiency. In addition to email and internal/external meetings with screen share capabilities, and phone calls, Baseline integrates Zoom and video/phone conferencing for face-to-face interactions, ensuring clear communications across all parties.

With our regional office in Steamboat Springs, our project manager is within a 32-minute drive and can respond quickly and efficiently to any Hayden meetings or project inspections.
PROJECT APPROACH & SCHEDULE

Baseline Engineering Corporation is prepared to be the lead consulting engineer for the US Highway 40 Sidewalk Project in the Town of Hayden. Baseline has assembled a consultant team made up of Whelan Land Surveys, Northwest Colorado Consultants, Western Bionomics, Universal Field Services, and Flattops Archaeological Consultants. Given the vast experience of this group we are confident that we will exceed the Town and CDOT’s expectations.

Having closely studied the “Request for Proposal and Statement of Qualifications for Design, Engineering Services and Construction Project Management” documentation and having recently visited the site, Baseline and our team have a firm grasp of the tasks and process ahead of us. This project will draw on the experience we have gained from similar projects throughout the years. We are very familiar with the CDOT design review process and local agency project process. The Reference Project section of our proposal offers insight into our team’s work with similar sidewalk improvement projects, as well as our experience with navigating the CDOT process and permitting.

The basic project approach is listed below in steps and also graphically shown in the excerpt from the CDOT Local Agency Manual.

- **Milestone 1: Project Initiation & Data Collection**
  1. Background information gathering. This includes:
     - Review critical resource materials provided by the Town.
     - Attend a design scoping review meeting with the Town and CDOT.
  2. Prepare project design schedule.
  3. Conduct pre-survey meeting with the Town and CDOT. We will coordinate with the Town on existing survey information that the Town already has for the project area. We will propose the most cost-efficient approach to completing the existing conditions survey. This may involve having Whelan Land Surveys compile the Town’s survey information from Dowling and supplementing where necessary.
  4. Conduct field work associated with the soils investigation/geotechnical report.
  5. Conduct in person weekly project progress meetings with Town’s PM.

- **Milestone 2: Preliminary Engineering (FIR)**
  1. Collaboration with the Town and CDOT staff and project team.
  3. Prepare existing conditions map including establishing right-of-way (ROW) limits to determine the areas needed to construct the project.
  4. Completion of preliminary plans, which will include: a title sheet, typical sections, general notes, sidewalk plan, and profile sheets with existing topography and utilities, proposed alignments, slope catch points, profile grades, cross sections, existing right-of-way, drainage plan, and access plan. The plans will clearly show the distinct sidewalk segments which will correlate with the different schedules in the cost estimate. The preliminary plans will show needs for ROW and easement acquisition, if necessary.
  5. Prepare preliminary drainage study to ensure conformance with Town and CDOT standards.
  6. Prepare preliminary engineer’s opinion of probable construction costs and project specifications.
We will create different cost estimate schedules for each of the sidewalk segments.

7. Conduct in-person weekly project progress meetings with Town’s PM.

8. Attend Field Inspection Review (FIR) meeting with Town and CDOT and address any comments with plans and specifications.


**Milestone 3: ROW & Environmental Clearances**

1. Evaluation of impacts to historical properties per Section 106 of the National Historical Preservation Act, if applicable.

2. Coordinate with CDOT ROW, environmental and utility divisions to obtain clearances.

3. The Town does not anticipate needing any easement or additional right-of-way to complete the project. However, should easement or right-of-way acquisition be necessary, then we will prepare right-of-way plans and descriptions and any other needed work required for appraisals and acquisitions in accordance with federal requirements and CDOT standards, including title clearance, appraisal services, certified negotiating agent, and processing of acquisition in accordance with Federal Uniform Act provisions, if applicable.

4. Conduct in-person weekly project progress meetings with Town’s PM.

**Milestone 4: Final Engineering (F&O) & Acquisition Negotiation**

1. Finalize the soils investigation/geotechnical report, providing final recommendations for sidewalk subgrade construction, sections, and grading.

2. Completion of final plans.

3. Finalize the drainage study to ensure conformance with Town and CDOT standards.

4. Prepare final engineer’s opinion of probable construction costs and project specifications.

5. Perform title searches for any private parcels that will be impacted due to construction, if applicable.

6. Perform appraisal services for required easements, if applicable.

7. Perform property acquisition services, if applicable.

8. Conduct in-person weekly project progress meetings with Town’s PM.

9. Attend Final Office Review (FOR) meeting with Town and CDOT and address any comments with plans and specifications.

10. Attend post-FOR revision meeting with Town and CDOT.

**Milestone 5: ROW Clearance & Plans, Specifications & Estimate (PS&E)**

1. The plans, specifications, and engineer’s opinion of probable construction costs will be finalized for bidding purposes.

2. Collaboration with Town and CDOT staff on right-of-way clearance.

3. Conduct in-person weekly project progress meetings with Town’s PM.

4. Coordinate with the Town on bid advertisement to ensure all Federal and State requirements are met.

5. Attend pre-bid meeting with Town, CDOT, and contractors. Prepare meeting minutes.


**Milestone 6: Construction Phase Services**

1. Act as the Town’s liaison with the contractor, CDOT, and FHWA.

2. Prepare agenda and attend preconstruction meeting.

3. Arrange for materials testing during construction and review reports.

4. Conduct inspections during construction to ensure conformance with approved plans and specification. Provide daily inspection reports as well as periodic progress reports.

5. Review contractor’s progress schedule.

6. Review contractor’s material submittals.

7. Interpret and provide clarification to contractor on contract documents through RFI and Field Change processes.

8. Complete all compliance documentation as applicable (Davis Bacon wages, Buy America, etc.) as applicable.

9. Conduct weekly construction coordination meetings. Prepare agenda and minutes.

10. Review contractor pay applications and forward to the Town.

11. Conduct punchlist walk through with contractor, Town, and CDOT at substantial completion.
12. Issue Certificate of Substantial Completion.
13. Conduct final inspection with contractor, Town, CDOT, and FHWA.
14. Provide final project closeout.
15. Complete as-built survey and prepare record documents of storm sewer and other utilities.

- Deliverables
  Baseline deliverables will include:
  - Surveys
  - Reports
  - Environmental documents
  - ROW plans
  - FIR plans & cost estimate
  - FOR plans and specifications
  - Final plans, specifications & estimate (PS&E) package
  - Advertisement/bid plans, specifications, cost estimate, construction plan package
  - Meeting minutes
  - Professional engineer stamped record sets

- Potential Challenges
  One the main challenges we anticipate will be working with private property owners on access modifications to improve the safety at the access points onto US Highway 40. In light of this we have identified more time during the preliminary design phase of the project to work through these issues. This approach will ensure an efficient process as we move forward with the subsequent phases of design.

We understand the physical conditions of designing a project in a small mountain City’s environment. In our interactions with public and specific stakeholders (such as adjacent property owners and elected or appointed officials), we foster energized collaboration. One of the most consistent comments we receive from our municipal clients is our ability to be positive, open, responsive, and professional.

- Quality Control
  Quality control for all our projects begins in the early stages of all our projects is provided through review from multiple levels of company expertise including planning, survey, drainage design, traffic, and ultimately ending with our company president. Our schedule control comes through constant oversight of the various work efforts and our use of Microsoft Project to track tasks in a simple and easy-to-follow Gantt chart. We take great pride in our ability to accurately estimate design costs and evaluate risk through proper levels of contingency. We factor them into our project budgets.

Success Story - Central Park Drive Reconstruction Project, Steamboat Springs, CO

Another example demonstrating our in-depth knowledge of the City’s Design Criteria for Roads & Drainage and sidewalks, as well as Experience in applying these standards, was the Central Park Drive reconstruction project. Baseline performed work in every key phase: conceptual design development, preliminary engineering, and construction document design. Our work involved conducting public meetings with tenants/owners from properties adjacent to the roadway to solicit feedback.

Challenges we overcame included allowing more time during the design phase so we could work with private property owners on access, bus stop and sidewalk modifications that would improve safety onto Central Park Drive. This project won the “2016 Best in Colorado for City Street or New Construction” award from the Colorado Asphalt Pavement Association.
# MILESTONE SCHEDULE

<table>
<thead>
<tr>
<th>TARGET DATE</th>
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<tbody>
<tr>
<td>AUG 20, 2020</td>
<td>Town selects consultant team based on qualifications</td>
</tr>
<tr>
<td>AUG 21 - SEPT 11, 2020</td>
<td>Prepare scope and fee proposal and review/negotiate with Town</td>
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<tr>
<td>SEPT 18, 2020</td>
<td>Execute contract</td>
</tr>
<tr>
<td>SEPT 21, 2020</td>
<td>Hold kickoff meeting with Town staff</td>
</tr>
<tr>
<td>SEPT 22 - OCT 16, 2020</td>
<td>Review resource documents &amp; conduct field survey and geotech work</td>
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<tr>
<td>OCT 19, 2020</td>
<td>Hold design scoping review meeting with Town and CDOT staff</td>
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<tr>
<td>OCT 20 - DEC 23, 2020</td>
<td>Complete 30% preliminary engineering</td>
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<tr>
<td>DEC 24, 2020 - JAN 21, 2021</td>
<td>Town and CDOT staff reviews preliminary design</td>
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<tr>
<td>JAN 22, 2021</td>
<td>Hold FIR meeting with Town and CDOT staff</td>
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<tr>
<td>JAN 25 - MAR 19, 2021</td>
<td>Complete 90% engineering design &amp; environmental/historical/ROW clear-</td>
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<tr>
<td>MAR 22 - APR 16, 2021</td>
<td>Town and CDOT staff review 90% design documents</td>
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<td>APR 19, 2021</td>
<td>Hold FOR meeting with Town and CDOT staff</td>
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<tr>
<td>APR 20 - JUNE 15, 2021</td>
<td>Prepare 100% plans, specifications &amp; estimate (PS&amp;E)</td>
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<tr>
<td>JUNE 16 - JULY 14, 2021</td>
<td>Town and CDOT staff review PS&amp;E documents</td>
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<tr>
<td>JULY 15 - AUG 12, 2021</td>
<td>Finalize bid documents</td>
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<tr>
<td>AUG 13 - SEPT 10, 2021</td>
<td>Bid process</td>
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<tr>
<td>OCT 2021 &amp; APRIL/MAY - OCT 2022</td>
<td>Construction</td>
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**NOTE:** This schedule was updated based on feedback from Town of Hayden that no easements or right-of-way acquisition is anticipated in order to complete the project. If easements and right-of-way are necessary, then the ROW plan preparation and acquisition process will extend the design review process with anticipated bidding occurring in March of 2022.

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Baseline’s completed Oak Street Sidewalk project in Steamboat Springs (pictured on the right), is very similar in requirements to the Hayden US 40 Sidewalk Project (pictured on the left).
RESUMES

In Appendix A, Baseline provides resumes for team members who will serve the Town of Hayden's needs for Professional Engineering and Construction Management Services on the US Highway 40 Sidewalk Project. Their resumes provide additional details about our public and private clients who have benefited from their expertise.

Our project team’s successful track record on previous projects with similar needs puts us in the best position to maximize time and cost efficiencies for the Town of Hayden, US Highway 40 Sidewalk Project. Baseline is confident that, if awarded, our project manager, Chris Rundall, will be diligent in monitoring activities to ensure a high-quality project that is on time and within budget. In addition, due to our extensive project experience in the mountains of northwest Colorado, we have developed deep knowledge of the prevailing materials and labor markets in Routt County and can deliver a fair and competitive price to the Town.

Baseline is a CDOT-certified ESB, a prequalified consultant, and holds an approved master pricing agreement through 2020.

SUMMARY

In closing, Baseline Engineering Corporation has always taken great pride in not only providing sound and cost-effective design, but also in customer service through our responsiveness and communication skills. We also implement a Quality Assurance/Quality Control approach on every project. With many procedures in place to exceed the Town of Hayden’s expectations and achieve our standard of excellence, we have the same, high level of technical knowledge and experience as larger firms. However, we feel our deep local ties and superior service will be a successful match on this collaboration with the Town of Hayden and CDOT staff. Thank you for this opportunity and considering Baseline Engineering Corporation.

“Baseline is easy to work with, and they understand how to bring project constituents together to expedite a timely and successful project completion.” — Brian Larsen, Project Manager, NREL
Chris has over 21 years’ experience related to land development and construction. It includes civil engineering, construction management, and geotechnical engineering. He has worked in private and public sectors. Before joining Baseline, Chris spent three years as the City of Steamboat Springs’ staff civil engineer. He gained extensive experience in review of land development projects as part of the Technical Advisory Committee, project administration, civil design, and construction inspection. This diverse experience is apparent in his design work, which is thorough, practical and consistently results in a quality end product. Following are examples of his expertise:

**Design of Three Culverts (Cow Creek Culvert Design), Routt County, CO** – Project manager for design of three minor structures that convey Cow Creek along County Road 33. Replacement of the three structures included single span structures in compliance with CDOT design specifications.

**Mt. Werner Road Roundabouts, Steamboat Springs, CO** – Project manager for the design of two intersections on Mt. Werner Road for the western on/off-ramps of Highway 40 and Steamboat Boulevard, consisting of: roundabouts on Mt. Werner Road at Highway 40 on/off-ramps intersections; Complete Streets features, including pedestrian connections, bicycle facilities, basic and enhanced landscaping treatments (plantings, fencing, decorative rocks, public art, etc.), lighting and wayfinding signage; stormwater culverts and permanent water quality infrastructure; and survey collection, including Subsurface Utility Engineering (“SUE”) Plan. All roundabout improvements were within the CDOT right-of-way and CDOT FIR and FOR review processes were followed.

**US Highway 40 Sidewalk Phase II and III, Steamboat Springs, CO** - Project manager for the design, property acquisition, and engineering services for a concrete sidewalk connecting to existing sidewalks with a detached sidewalk along US Highway 40 that accounts for the future four-lane improvement of US Highway 40. Project funded by the Federal Highway Administration Grant and administered by CDOT.

**Central Park Drive Reconstruction, Steamboat Springs, CO** – Provided conceptual analysis of roadway improvements to this busy, multi-use, public road serving an adjacent shopping center and commercial businesses. Preferred option included roundabout at one intersection along with bicycle and pedestrian improvements and adjustments to roadway geometry. Prepared preliminary and final design for roadway improvements along with a final drainage report. Also coordinated with business owners and City representatives, and performed construction administration. Project was awarded 2016 “Best in Colorado Award” (City Street or New Construction category) from Colorado Asphalt Pavement Association.

**Ski Time Square & Mt. Werner Circle Roundabout, Steamboat Springs, CO** – Project manager for the design of a 120-ft-diameter roundabout at Ski Time Square and Mt. Werner Circle. Completed the schematic design, design development, and finally construction documents, while incorporating critical elements to improve the overall arrival experience, such as safety, wayfinding, and right-of-way. The project also involved meetings with tenants/owners from properties adjacent to the roadway to solicit feedback. This project won the 2019 *Engineering News-Record* Mountain State Award of Merit for Best Small Project.

**Complete Streets 4B, Steamboat Springs, CO** – Project manager for the design for a segment in the arrival corridor of the Mountain Urban Renewal Area that included the roadway finish improvements within the City right-of-way, pedestrian connections, bicycle accommodations, lighting, wayfinding, landscaping, and other safety and aesthetic treatments.
NOAH NEMMERS, PE
Civil Engineering Division Manager

**Expertise:**
- Subsurface Utility Engineering
- Master Planning
- Infrastructure Planning
- Earthwork Analysis
- Drainage Design
- Roadway Design
- Stormwater Management
- Hydraulics/Hydrology
- QA/QC
- Management

**Education:**
- BS Civil Engineering
  - Southern IL University

**Registrations:**
- State of Colorado Professional Engineer No. 39820
- State of Wyoming Professional Engineer No. 12072
- State of Idaho Professional Engineer No. 13007
- State of Illinois Professional Land Surveyor No. 35-003640

**Certifications:**
- ACEC - Subsurface Utility Engineering for Governmental Agencies
- EUSI Utility Investigation School, Colorado School of Mines

**Noah** is a civil engineering manager with over 20 years of experience in large-scale project design and staff management. He is responsible for the site development and infrastructure design of residential subdivisions, industrial parks, commercial parcels, utilities, and roadways that includes subsurface utility engineering. Noah has a broad range of expertise having worked for both private and government clients overseeing entitlement processes, engineering design, permitting, land surveys and platting, maintenance of traffic planning, and construction administration. In addition to engineering, he has a survey background and expertise in the field of land surveying in respect to preparing plats, writing legal descriptions, topographic mapping, and boundary analysis. Recent projects under Noah’s supervision include:

**US Highway 40 West Sidewalk Connection-Phase II, Steamboat Springs, CO** - Providing quality review of design and engineering services for a 2,200 lf of an 8-ft-wide detached, shared-use concrete sidewalk to connect existing sidewalks along US Highway 40 in Steamboat Springs, that also accounts for the future four-lane improvement of US Highway 40. Designs are currently to SUE level B. By the FOR review, SUE level A will be completed. This federally-funded project is administered by CDOT.

**8th Street Infrastructure Realignment and Rehabilitation Project, Garden City, CO** – Managed the realignment and rehabilitation road project. Completed survey, traffic analysis, drainage plan design, and conceptual and final design for realignment and rehabilitation spanning over five City blocks.

**Project Manager, Kipling Intersection Improvements, Lakewood, CO** - Oversaw surveying and engineering services for the City of Lakewood for drainage design and intersection improvements along Kipling Street at the Hampden, Mississippi, and Exposition intersections. Managed the environmental impact study preparation and coordinated with City Public Works for survey control and drainage report submittals to CDOT.

**Project Manager, MIRADOR/NASCO JV 6TH Avenue Renovation, Phase 1 Realignment, Buckley Air Force Base, Aurora, CO** – Overseeing design services that require 35%, 65%, 100% design drawings; construction survey services; demolition plans; stormwater plans and design; project manual; QA control plan; record drawings and construction site inspections. Ensuring work is in compliance with Department of Defense Antiterrorism/Force Protection Standards.

**Project Manager, Welby Station, City of Thornton, CO** - Managed a Brownfield redevelopment on 182 acres by RTD Original Thornton at 88th Station at N Line. Infrastructure master planning, site grading, earthwork balance, and coordination between multiple private utility districts. The project exists within an unmapped floodplain resulting from undetained development upstream of the site. Drainage improvements consisted of outfall improvements with large box culverts in 88th Avenue and open channel analysis through the site using CUHP/SWMPP. The improvements were coordinated with the City of Thornton and Urban Drainage.

**Hance Ranch, Wheat Ridge, CO** - Managing professional services for transit-oriented development by RTD Station at G Line. Providing: ALTA survey, outline development plan, final site development plan, civil plans (SUE level B), construction documents, final drainage report, traffic impact report, subdivision plat as well as support at meetings (pre-application, initial/submittal, neighborhood) and hearings.

**Indigo at Red Rocks, Lakewood, CO** - Managing civil design for a 98-acre community. Work includes street design, grading, drainage, and erosion control design, for the approval of a series of subdivision plats that included SUE-level B. The goal for this site is to create 79 single-family detached residential lots on the east side of McIntyre and 471 single- and multi-family units west of McIntyre.

36
Expertise:
Roadway Design
Drainage Design
Stormwater Facility
Infrastructure Planning
Water & Wastewater Design
Hydraulics/Hydrology
Commercial Development
Residential Subdivisions
3D Models and Visualization
QA/QC

Education:
BS, Civil Engineering
Colorado School of Mines, Golden, CO

Registration:
State of Colorado
Professional Engineer
No. 37112

Steve Batchelder, PE
Senior Project Engineer

Steve has a wide range of transportation, water, wastewater, and land development expertise over the past 20+ years. He has worked on projects throughout Colorado, Arizona, Nevada, North Dakota, and Utah. His eye for detail consistently produces high-quality designs. Following are examples of Steve's project experience:

**Ski Time Square and Mount Werner Circle Roundabout, Steamboat Springs, CO**
- Schematic to final design for a busy intersection in Steamboat Springs near the base area of the resort. Built a 3D model of the project during preliminary design to help convey the design intent to the project stakeholders and public in a clear and effective way. Project was awarded 2019 “Award of Merit: Small Project” by ENR Mountain States.

**US Highway 40 Sidewalks and Intersection Redesign for CDOT, Steamboat Springs, CO**
- Helped manage the creation of construction documents and visualization aids for sidewalk along US Highway 40 and adding signalization at an existing intersection taking into account future expansion of the highway and all the affected property owners.

**Squaw Pass Road Improvement Plans, Clear Creek County, CO**
- 6.7 miles of roadway rehabilitation and widening to provide an uphill bike lane. Preparation of grading, plan and profiles, cross sections, and cost estimate. Coordination with geotechnical engineer for retaining wall and pavement designs.

**Central Park Drive Reconstruction, Steamboat Springs, CO**
- Provided final construction drawings for roundabout on this busy, multi-use, public road serving an adjacent shopping center and commercial businesses. Goals of roundabout were to improve traffic flow and safety, and relocate bus pullout. Project was awarded 2016 “Best in Colorado Award” (City Street or New construction category) from Colorado Asphalt Pavement Association.

**8th Street Infrastructure Realignment and Rehabilitation Project, Garden City, CO**
- Project engineer for a road realignment and rehabilitation project. Completed traffic analysis, drainage plan design, and conceptual and final design for realignment and rehabilitation spanning over five City blocks. Also created a 3D model of the proposed improvements to aid in visualization for stakeholders.

**Hance Ranch, Wheat Ridge, CO**
- Providing road and drainage design for transit-oriented development (11818 W. 52nd Avenue) by RTD Station at G Line. Tasks entail: building West 51st Avenue, widening 52nd Avenue and Tabor Streets and handling off-site drainage that needs to bypass project site.

**MIRADOR/NASCO JV 6TH Avenue Renovation, Phase 1 Realignment, Buckley Air Force Base, Aurora, CO**
- Carrying out design services that require 35%, 65%, 100% design drawings; traffic design; demolition plans; stormwater plans and design; project manual; QA control plan; record drawings and construction site inspections. To meet Department of Defense Anti-terrorism/Force Protection Standards, performing calculations for vehicle approach and velocity to meet force protection requirements. Utilizing information to design and locate passive barriers.

**NREL/DOE Moss Street Extension & Research Road Roundabout, Golden, CO**
- Contributor to the design for roundabout and roadway extension on this project receiving Engineering News-Record Mountain States’ Best Projects Award of Merit.

**8th Street Infrastructure Realignment and Rehabilitation Project, Garden City, CO**
- Project engineer for a road realignment and rehabilitation project. Completed traffic analysis, drainage plan design, and conceptual and final design for realignment and rehabilitation spanning over five City blocks. Also created a 3D model of the proposed improvements to aid in visualization for stake holders.
ZACHARY HENRICHS, PE
Project Engineer

Zachary has an extensive civil engineering background. His experience includes geotechnical engineering, construction materials testing, site development, roadway design, infrastructure improvements, and land subdivisions. Prior to joining Baseline, he worked with the Wyoming Department of Transportation to develop testing procedures to determine and estimate the strength of subgrade soils. Since joining Baseline, Zach has worked on a variety of municipal and private projects involving site layout and design, subsurface utility engineering, construction inspection, and drainage impact studies. This broad experience allows him to complete multiple aspects of a project with feasibility, constructability, and efficiency in mind. Following are examples of his projects:

US Highway 40 West Sidewalk Connection-Phase II, Steamboat Springs, CO - Prepared civil design, property acquisition, and engineering services for a 2,200 lf of an 8-ft-wide detached, shared-use concrete sidewalk to connect existing sidewalks along US Highway 40 in Steamboat Springs. The project is designed to meet ASCE 38-02 Subsurface Utility Engineering Quality Level A for proposed utilities including storm sewer, water main, electrical, and various utility relocations. This project is federally-funded and administered by CDOT for complete PS&E review process.

Routt County Minor Structures, Unincorporated Routt County, CO - Perform hydrologic analysis using HEC-HMS to generate flow values for multiple existing culverts beneath various County Roads for creek crossings. Determine appropriate culvert sizing by producing hydraulic model using HEC-RAS. Write structure selection letter summarizing alternative designs, costs, and solutions. Prepare construction plans and bid documents for culvert replacement.

Oak Street Sidewalk Improvements, Steamboat Springs, CO - Working on a design/build approach for a multi-block, multi-year streetscape project. Project consists of office design for site plans with cost estimates and field design for final grading and extent of work. Scope includes storm sewers, curb and gutter, sidewalk, street lights, and landscaping. Requires constant coordination with City, contractor, and property owners.

Central Park Drive Reconstruction, Steamboat Springs, CO – Conducted construction inspection and oversight for circle intersection improvement and roadway reconstruction project. Completed daily oversight and quality control inspections for construction of earthwork, storm sewer, sidewalk, asphalt paving, etc. Project was awarded 2016 “Best in Colorado Award” (City Street or New Construction category) from Colorado Asphalt Pavilion Association.

Pine Grove Road Median Project, Steamboat Springs, CO – Design and field fit median for Pine Grove Road. Identify MUTCD and CDOT requirements for proposed pedestrian crossings mid-block with rectangular rapid flashing beacons. Analysis vehicle turning movements for city bus, and snow removal operations for restricted left turn lanes.

Mt. Werner Road Roundabouts, Steamboat Springs, CO – Prepared detailed conceptual cost estimate and plans for a roundabout intersection at the off ramp of US HWY 40 and Mt. Werner Drive. Detailed conceptual plans are used for aid in budgeting purposes and to provide direction for preliminary design.

US40 South Hotels Trail Connection, Steamboat Springs, CO – Produced concept designs and cost estimates for multiple proposed routes for 2A Trails Committee. Provided concept that outlined trail routes, grading, easement acquisition and wetlands impact. Design details included pedestrian safety and mitigation of visual obstructions through use of innovative landscaping and vertical elevation differences. Completed final design upon Committee's route decision.
SARAH FOSTER, PE, CFM
Project Engineer

Expertise:
Hydraulic Modeling/HEC-RAS
Stormwater Design
Transportation and Roadway Design
AutoCAD Civil 3D
Floodplain Management
Erosion Control

Education:
BS Civil Engineering, Montana State University
BS Earth Sciences, Montana State University
Stream Management Academy - 2019-2020

Registration:
State of Colorado
Professional Engineer No. 0056970

Certifications:
Certified Floodplain Manager
Transportation Erosion Control Supervisor, Colorado
Temporary Erosion and Sediment Control Supervisor, Washington
Low Impact Development Training
FEMA 101 Training
Floodplain Delineation Using 2D HEC-RAS, Urban Watersheds Research Institute

Organizations:
Engineers without Borders
Society of Women Engineers
Tau Beta Pi
Phi Kappa Phi

Sarah has developed a well-rounded, diverse, civil engineering experience in a short time-frame. Her expertise spans individual house sites, subdivisions, city sewer lines, solar panel farms, floodplain mapping, bridge design, town infrastructure improvements, and forest restoration. Following are examples of Sarah’s public- and private-sector experience:

Indigo at Red Rocks, Lakewood, CO – As a project engineer, she completed the drainage analysis for the entire 98 acre site and a more detailed analysis for each smaller phase within the project. She calculated the stormwater impacts due to the development and designed a drainage system complete with extended detention basins, storm drain systems, and swales.

Hugo Floodplain, Hugo, CO – As a Certified Floodplain Manager and project engineer, she worked to use all available information and data to map the 100-yr floodplain of the Big Sandy Creek with base flood elevations through the town of Hugo, so that future infrastructure projects could be designed and implemented with minimal threat of flooding.

Encompass Engineering and Surveying – As design engineer, Sarah designed and drafted projects ranging from individual house sites to subdivision and city sewer lines to solar panel farms. Her responsibilities also included many of the water-related aspects of projects, such as watershed basin modeling, drainage reports, floodplain mapping, and downstream analyses. She consistently delivered complete designs and plans for all deadlines, while bringing innovative ideas to projects.

Russell Planning and Engineering– Working as both a designer and a drafter, Sarah worked on a variety of different civil engineering projects including: floodplain mapping, bridge and culvert design, drainage and floodplain studies, road improvements, local town infrastructure improvements, storm water designs, subdivision designs, and grading plans. Additionally, she spent time on projects as the construction administrator, providing input and guidance where needed in the field. She became highly efficient at using AutoCAD, Civil 3D, HEC-RAS, and HydroCAD.

Lewis and Clark National Forest, Montana – Sarah spent a season working for the Forest Service as an engineering technician, where she was part of the road decommissioning crew. Sarah surveyed old logging roads to be obliterated, in order to restore the forest to a more natural state in accordance with the Heritage Act and to restore the natural watershed balance. She helped out on a variety of side projects, including laying, staking, and surveying new trails, fish stocking, exploratory caving, fencing, backcountry cabin restoration, remodeling, demolition, data entry, and office work.
KYLE SEYEDIAN, EIT
Staff Engineer

Kyle has extensive civil engineering knowledge. His experience ranges from well development to material preparation for specific projects. Prior to joining Baseline, he worked with Chicago Bridge and Iron in Denver, Colorado on water remediation projects at Fort Carson, Colorado Springs, CO and F.E. Warren Air Force Base, Cheyenne WY. In addition, Kyle has worked on a variety of projects involving activated carbon water filtration, drilling and well injections, and UXO dig points. This broad experience allows him to complete multiple aspects of projects with feasibility, constructibility and efficiency. Following are examples of his projects:

**Staff Engineer, Mount Werner Complete Streets Segment 4B, Steamboat Springs, CO** – Staff engineer for intersection improvement developmental design. Implement local and national codes to develop improvements to increase safety for pedestrians and vehicles. Prepare drainage plan, site plan, demolition plan, grading plan, and ownership map. Use the design development plans to prepare an accurate cost estimate for the project.

**Staff Engineer, Howelsen Hill Rodeo Grounds Contestant Parking, Steamboat Springs, CO** – Staff engineer for truck and horse trailer parking lot design. Use national standards and research successful designs to aide in design development. Maximize number of parking spaces and use AutoCAD Civil 3D to analyze turning movements in order to ensure safe and efficient design. Prepare drainage and site plan. Use planset to develop accurate cost estimate.

**Staff Engineer, Highway 40 & Indian Trail Intersection, Steamboat Springs, CO** – Work under professional engineers as staff engineer, assist in drafting four-way intersection at an existing three way intersection. Use local and CDOT standards to guide design. Perform turning movements using AutoCAD Civil 3D. Assist in preparing CDOT 30% FIR planset including, site plan, demolition plan, grading plan, utility plan, and right of way plan. Use planset to prepare accurate cost estimate.

**Staff Engineer, Routt County Minor Structures Cow Creek, Steamboat Springs CO** – Worked as staff engineer to provide the County of Routt with replacement storm sewer features at three existing locations along Routt County Rd 33. Sized box culverts to convey required design storms using AutoCAD Hydraflow analysis tool. Prepared site base and grading for the project. Prepared construction documents and cost estimate for each individual location.

**Field Engineer, Fort Carson, Colorado Springs, CO & FE Warren Air Force Base, Cheyenne, WY** – As field engineer on early stage, active and completed ground water remediation projects, Kyle assisted with well logs, soil sampling, water sampling, well development, and granular activated carbon water filtration. He prepared project orders from project designs and specifications for materials intended for projects. He collected and recorded data for drill and well injections. He used survey equipment to locate well locations. He oversaw construction and operations of in-situ groundwater injection system and tracked hazardous waste.

**Field Engineer, Lowry Air Force Base, Aurora CO** – Worked as field engineer on an unexploded ordnance reacquisition project. His goal was to locate unexploded ordnance, unexploded bombs, or explosive remnants of war training efforts. He calibrated survey equipment, synchronized location points onto the equipment, marking the UXO locations with paints and flags, and extracting field data points onto a database at the end of each day.

**Water & Sanitary Service On-Call Inspections, Steamboat Springs, CO** – Inspect newly installed water and sanitary sewer service lines on behalf of the City of Steamboat Springs on an on-call basis. Verify new construction conforms to national and local utility and plumbing codes and standards. Work with contractors to resolve problems in the field. Prepare and submit as-built diagrams and inspection report forms for the City of Steamboat Springs.
Professional Experience

Professional Land Surveyor, Certified Federal Surveyor  2013-Present
Owner/Principal, Whelan Land Surveys  Steamboat Springs, Colorado

- Quoting jobs, scheduling, research and computations
- Coordination with engineers, architects, realtors, lenders and attorneys for various projects
- Manage customer relations
- Knowledgeable in all Colorado Land Surveying Laws and Revised Statutes
- Completion of Certified Federal Surveyor Program. Acknowledgement that all cadastral services are performed in accordance with BLM standards.

PLS, CFedS, Colorado Cadastral Surveyors  2014-Present
Steamboat Springs, Colorado

- An employee owned company dedicated to providing Cadastral and other Surveys to Government Agencies in the Rocky Mountain Region.
- Perform Public Land Survey System (PLSS) and non-PLSS Surveys as required by Government Agencies for Public Land Projects.
- Utilize Quality Control methods that insure precision of measurement and accuracy of procedure adhering to State and Federal Survey Standards, Boundary Law and PLSS procedures.

PLS, Environmental Compliance Coordinator  2011-2013
Precision Excavating Inc.  Hayden, Colorado

- Surveyor in responsible charge for construction survey work and required documentation required by contract.
- Participated in estimating project survey costs to ensure compliance with budget while maintaining quality requirements
- Performed preliminary topographical and project control survey checks
- Provided necessary calculations for construction layout
- Utilized CDOT Survey Manual as a reference source for statewide surveying policies, procedures and information
- Implemented cost efficient and expedient survey methods, while maintaining accuracy and tolerances in conformance with engineering plans
- Interpreted engineering plans, including the implementation of approved variations from plans and specifications to prevent delays
- Served as liaison between supervisory personnel, public utilities and subcontractors
- Conveyed essential information during pre-construction meetings
- Kept accurate and detailed records of survey data and project activities
- Reviewed and validated applicable environmental permits and conditions
- Inspected project work sites to evaluate environmental permitting and regulatory compliance
- Prepared environmental compliance reports and interacted with agencies

**Party Chief**

**Landmark Consultants Inc.**

Steamboat Springs, Colorado 2005-2011

- Responsible for all aspects of field land surveying activities
- Investigated and resolved technical failures of all data collectors, GPS, total stations and robotics
- Evaluated project elements and determined scope of work
- Prepared survey maps, plats and reports
- Researched public records related to land surveys
- Consulted with allied professionals and regulatory agencies
- Prepared and negotiated proposals and contracts
- Computed, analyzed and adjusted survey data, converting data to appropriate datum
- Determined levels of precision and order of accuracy
- Ensured proper field methods and procedures
- Utilized computer aided drafting systems
- Performed boundary, topographic, and construction surveys including design of horizontal and vertical alignments for road construction, slope staking, grade and utility staking

**Party Chief**

**D&D Inc.**

Steamboat Springs, Colorado 2000-2005

- Proficient with survey equipment including RTK GPS, total stations, data collectors and digital levels
- Determined the appropriate number of horizontal and vertical control points to be established and the relationship of the control to construction lines, grades and offsets
- Proficient in the direct interpretation of an approved set of construction plans
- Recognized erroneous architectural and/or engineering plans and lack of sufficient information for proper layout

**Instrument-Rodman-Party Chief**

**Drexel, Barrell & Co**


- Proficient with total station and automatic level survey equipment.
- Recognized the proper methodology for construction surveying.
- Performed on several different field crews. Gained invaluable experience being exposed to the diversity of land surveying projects.
- Became aware that various survey methods can deliver the same answer.
D&D Inc. Steamboat Springs, Colorado

- Rodman on two man conventional survey crew.
- Introduced to the importance of accurate and complete field notes.
- Performed on various residential and commercial construction projects.

Education and Professional Certifications

- Bachelor of Science degree in Geography, James Madison University
- Colorado Licensed Professional Land Surveyor # 38277
- Certified Federal Surveyor # 1635
- Member, Professional Land Surveyors of Colorado
- Member, National Society of Professional Surveyors

Skills/Competencies

- Strong problem solving skills regarding complex land surveying activities
- Excellent oral/written communication and interpersonal skills. Ability to clearly communicate with clients, staff, and sub-contractors
- Outstanding organizational and multi-tasking skills
Kelly Colfer
Principal Biologist

Education: PhD. Coursework, Rangeland Ecology, Colorado State University
M.S. Rangeland Ecology, Colorado State University
B.A. Biological Sciences, University of Northern Colorado

Areas of Expertise: Baseline Documentation/Assessment of Natural Resource Values
Phase I Environmental Site Assessment
Wetland Delineation, Permitting, and Mitigation Planning
Biological and Ecological Resource Evaluation and Analysis
Environmental Impact Assessment

Professional History:

Western Bionomics Inc., 1994 - Present. Principal Biologist

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<th>Recent Projects</th>
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<td>Baseline Documentation Rpt - LK Lime Kiln Ranch</td>
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- Conceptualized, designed, and implemented research to examine the effects of selective woodland thinning on biological diversity.
- Designed and conducted an investigation of the effect of temporal and spatial variations in water usage by Gambel oak on community dynamics.
- Coordination of baseline vegetation inventory and analysis.
- Statistical analysis and data interpretation.
- Prepared research and budget proposals for submission to USDA, NSF, US Forest Service.


- Investigated the effects of timber harvest and habitat perturbation on nesting success and survival of northern goshawks.
- Conducted inventory for nesting accipiters on the Santa Fe National Forest in New Mexico.
- Trapped adult raptors and captured nestlings for radio collaring, banding and collection of morphological data.
- Operated radio telemetry equipment to examine patterns of fledgling habitat exploration and migration.
- Conducted timber stand examinations in nesting territories to establish habitat preference of nesting goshawks.
- Prepared research and budget proposal for submission to US Forest Service.
- Aerial photo interpretation and mapping.
- Responsible for the review and editing of photos, maps and documents for accuracy and content prior to inclusion in official record of agency actions.
- Managed the administrative record of documentation and research for NEPA projects including:
  - Two Forks Reservoir and Williams Fork Diversion EIS
  - Lake Catamount Ski Area EIS
  - Muddy Creek Reservoir EIS
- Coordinated a system for retrieval of comprehensive records which documented Agency NEPA activity.
- Drafted and edited responses to public appeals of NEPA activities such as the Lake Catamount Ski Area Record of Decision.

- Conducted and directed the inventory and monitoring of vegetation and utilization trends.
- Planned, developed, and implemented projects in accordance with the Land and Resource Management Plan of the Routt National Forest.
- Responsible for designing and implementing appropriate management strategies to improve and/or optimize ecological integrity of wilderness ecosystem.
- Implemented ecological restoration projects in disturbed areas.
- Conceptualized, edited, and produced an award winning educational video.
- Developed and managed community volunteer program.

- Designed and implemented research techniques and conducted inventory of commercial harvests of fish in the Bering Sea commercial fishery.
- Conducted an investigation into the effects of commercial fishing pressure upon fecundity and survival of molting female tanner crabs.

Awards:
- U.S. Forest Service Certificate of Merit. In recognition of excellent work on the organization and indexing of the Two Forks/Williams Fork Administrative Record.
- U.S. Forest Service Certificate of Merit. For originating, developing, and producing a regional land use video.
- U.S. Forest Service Certificate of Merit. In recognition of extra effort in organization of community volunteers.
- U.S. Forest Service Certificate of Appreciation. In recognition of commitment, support and hard work on the Lake Catamount Final EIS Appeals Transmittal letter and appeal record.

Professional Organizations:
- Society of Wetland Scientists
- The Wildlife Society
- Environmental Assessment Association, Certified Environmental Inspector
- Society of Range Management
- Aircraft Owners and Pilots Association
- Professional Ski Instructors of America
Areas of Expertise

Geotechnical Investigations
Subsoil & Foundation Investigations
Slope Stability Evaluation
Construction Observation & Materials Testing
Brine Water Disposal Facilities
Solid Waste Landfill Design & CQA
On-Site Wastewater System Design & Construction
Phase 1 Environmental Site Assessments

Years of Experience

With NWCC: 26 Years (1992)
With GEC: 8 Years (1984-1992)
With Chen: 6 Years (1978-1984)
With MTE: 2 years (1977-1978)

Education

BS/Civil & Environmental Engineering/1983/University of Colorado, Denver, Colorado

Registration/Certification

1988/Professional Engineer - Colorado/#25750

Certified Environmental Consultant, EAA
Certified Environmental Inspector, EAA

Project Specific Experience

Geotechnical Engineering

Trout Creek Reservoir and Dam: Senior Principal Engineer/Project Manager responsible for geotechnical and borrow investigations for a 75-foot high, 1,800 foot long earthen dam with a proposed reservoir having a total storage capacity of approximately 30,000 acre-feet. The investigations as of this date have included multiple soil borings, test pits, groundwater monitoring and materials laboratory testing. The project is to be completed in 2014.

The Memorial Hospital: Senior Principal Engineer/Project Manager responsible for geotechnical investigation and foundation design recommendations, as well as the Phase 1 Environmental Assessment for this 80,000 square foot hospital facility recently constructed in Craig, Colorado. These investigations included multiple soil borings, groundwater monitoring, materials laboratory testing and compilation of results into comprehensive geotechnical and environmental reports. Also directed CQA field and laboratory personnel and testing during facility construction including drilled pier observations and concrete testing, and special inspections for reinforcing steel, structural masonry, structural steel structure and fireproofing. The project was completed November 2009.

Williams Energy Cryo Plant: Senior Principal Engineer/Project Manager responsible for geotechnical investigation, on-site waste water system design, slope stability evaluation and foundation design recommendations for this 40-acre natural gas processing facility recently constructed in Rio Blanco County, Colorado. The investigations included multiple soil borings, groundwater monitoring, materials laboratory testing and compilation of results into comprehensive geotechnical reports. Also directed CQA field and laboratory personnel and testing during facility construction including drilled pier observations and concrete testing, and special inspections for reinforcing steel and structural steel. The project was completed July 2009.

Pond 12 Slide – Yoast Coal Mine: Senior Principal Engineer/Project Manager responsible for geotechnical and geologic hazard investigations and slope stability evaluation for this relatively large landslide that occurred in a reclaimed section of the Yoast Coal Mine in Routt County, County. This investigation included multiple soil borings and test pits, groundwater monitoring, materials laboratory testing and compilation of
results into comprehensive geotechnical reports and plans for remediation of the slide. The slide remediation is to be completed in 2010.

**Routt County Justice Center:** Senior Principal Engineer/Project Manager responsible for geotechnical and environmental investigations for this 50,000 square foot judicial facility constructed in Steamboat Springs, Colorado. This investigation included multiple soil borings and test pits, groundwater monitoring, materials laboratory testing and compilation of results into comprehensive geotechnical and environmental reports. Also directed CQA field and laboratory personnel and testing during facility construction including foundation excavation observations, compaction testing and concrete testing, and special inspections required for reinforcing steel, structural masonry, structural steel structure and fireproofing. The project was completed 2007.

**Fly Gulch/Well A-12 Slide, Moffat/Routt County, CO:** Senior Principal Engineer/Project Manager responsible for geotechnical and geologic hazard investigations and slope stability evaluation for a 14 mile long access road to be constructed to the Well A-12 drill site. A three mile stretch of the new roadway was constructed across the Fly Gulch Slide. The Fly Gulch Slide, which is one of the largest landslides in northwest Colorado, was approximately 3 miles in length and ranged from ½ to 1 mile in height. This investigation included multiple soil borings and test pits within the subject slope failure and along the roadway alignment, as well as groundwater monitoring, materials laboratory testing and compilation of results into comprehensive geotechnical reports and plans for construction of the roadway. The project was completed in 2006.

**Steamboat Springs, Craig, Routt and Moffat Counties:** Senior Principal Engineer responsible for geotechnical investigations, pavement evaluations and designs, slope stability investigations and design recommendations for numerous roadways, residential, commercial, industrial and institutional building construction projects.

**Environmental Engineering**

**West Garfield County Landfill, Rifle, CO:** Senior Project Engineer responsible for preparation and review of design and construction documents for phased landfill construction, including vertical expansion, clay lined landfill cells, a double lined HDPE hazardous waste cell with leachate collection and leak detection systems, and geocomposite lined (GCL) septage ponds. Directed CQA field and laboratory personnel and testing during landfill construction including cell embankment and subgrade construction, GCL and clay liner installations and leachate collection system (LCS) construction.
Great Divide Disposal Facility, Moffat County, CO: Senior Project Engineer responsible for preparation and review of design and construction documents, including geotechnical and hydrogeologic characterization investigations to determine the suitability of the site for the development of a drill field brine water disposal facility. The facility design includes several lined evaporation ponds utilizing double liner systems with leak detection systems, run-on and run-off storm water management systems, load out pad and roadways. Directed CQA field and laboratory personnel and testing during facility construction including pond embankment and subgrade construction, plastic liner (HDPE) and clay liner installations and leak detection systems construction. Prepared final CQA reports.

Milner Landfill, Routt County, CO: Senior Project Engineer responsible for directing CQA field and laboratory personnel and testing during landfill construction including cell embankment and subgrade construction, GCL and clay liner installations, leachate collection system (LCS) construction, leachate holding pond, composting areas and solidification basin. Prepared final CQA reports.

Four Mile Creek Recycling Facility, Moffat County, CO: Senior Project Engineer responsible for preparation and review of geotechnical and hydrogeologic characterization investigations to determine the suitability of the site for development of a drill field brine water and contaminated soil recycling/disposal facility. Directed CQA field and laboratory personnel and testing during facility construction including pond embankment and subgrade construction and clay liner installations. Prepared final CQA reports. Completed 2005 to 2007.

Professional Societies/Affiliates
American Society of Civil Engineers
Environmental Assessment Association

Chronology
1992 – Present: Northwest Colorado Consultants, Inc., Senior Principal Engineer/President, Steamboat Springs, Colorado

1984 - 1991: Ground Engineering Consultants, Senior Project Engineer/Vice President, Lakewood, Colorado

1978 - 1984: Chen and Associates, Staff Engineer/Senior Engineering Technician, Denver, Colorado

1977-1978; Michigan Testing Engineers, Engineering/Laboratory Technician, Lansing, Michigan
Universal Field Services, Inc., Vice President, Texas Region

Larry began his career as a surveyor in Texas after graduating from Stephen F. Austin University. He joined Universal and became a skilled right of way agent and went into leadership roles where he became the Vice President for Texas and Colorado. The following is a sample list of projects that Larry managed:

Current experience includes:
- **Abrams-Kiewit Joint Venture, TX (Loop 375-Border Highway West Extension)** – This border highway design and construction project in El Paso, Texas requires 36 acquisitions and 170+ relocations.

- **Texas Department of Transportation**
  - **SH 121 Outer Loop to North of FM 455, Collin County** – Providing 38 acquisitions and 1 relocation.
  - **SH 146 Red Bluff to the Harris / Galveston County Line** – Providing 30 acquisitions for a road improvement project in Seabrook, Texas.

Completed projects include:
- **Cobb Fendley & Associates, TX (Segment 3A NTE Mobility Partners-Relocation Services)** – Universal provided right of way services for the IH-35W South Toll Road Project in Tarrant County, TX. The project included 26 acquisitions and 94 relocations.

- **Raba Kistner Infrastructure, TX** – The IH-35W South Toll Road Project in Tarrant County, TX, included 26 parcels being acquired.

- **Texas Department of Transportation** – Projects on I-35, US 380 and FM 981 involved 31 acquisitions, title and condemnation support.

- **Community Housing Development Association, CO (Canterbury East & South Apartments)** – Provided relocation services for 22 residents of 2 apartment complexes. The tenants were moved once and then returned to their apartment after the renovation is complete.

- **Denver Regional Transportation District, CO (FasTracks West Corridor)** – Provided 75 acquisitions and 15 relocations.

- **Utah Department of Transportation**
  - **US 85** – Completed 26 acquisitions, 5 residential relocations, 7 business relocations and 164 personal property moves.
  - **Fort Morgan** – Acquired additional right of way for 13 parcels and 2 relocations for a highway interchange improvement project.

- **Utah Department of Transportation (114th Street Project)** – Oversight responsibilities for Universal’s Senior Agent/In-House Manager for this complex, multi-agency project.

**QUALIFICATIONS**

- Larry has been active in the right of way industry since 1990 when he came to work for Universal to work on the Super Collider Project in Texas. He’s the Vice President for Texas, Colorado, New Mexico, Utah, and Wyoming. He is familiar with all phases of the land acquisition and relocation processes. His work as a surveyor in Texas is useful for issues involving title and legal descriptions.

**UNIQUE EXPERTISE**

- Strong background in local public agency, transit, government, pipeline, and electric transmission projects
- Survey experience makes him invaluable on large projects
- Excellent attention to detail and very good communication and relationship building skills

**EDUCATION**

- BS, Geology, Stephen F. Austin State University in Nacogdoches, Texas
- Various International Right of Way Association courses

**AFFILIATIONS/AWARDS/LICENSES**

- Colorado Real Estate Employing Broker - License No. E01326668
- Member, International Right of Way Association
- Senior Designation (SR/WA)
- Texas Professional Land Surveyor, #4880
QUALIFICATION HIGHLIGHTS

- Significant experience managing large and small consulting projects every year for private firms and government entities throughout western Colorado and Utah.
- Ability to plan, budget, and schedule projects for their on-time completion.
- Ability to integrate projections and recommendations with other documentation, and communicate the results on schedule.
- Experience reviewing data and professional literature for content.
- Additional skills and experience include grant writing, fund raising, publicity and public relations, and display development.
- A strong academic background and extensive training in a variety of computer word processing programs, accounting programs, spreadsheets, GIS, database manipulation, and transcription.
- Notary Public (Commission expires 2/6/2021)
- Quickbooks Pro/Premier 2015 Certified (April 5, 2017)

CULTURAL RESOURCE PERMITS

- USFS Region 2 Special Use Permit No. 20208
- Utah BLM Permit #17UT79229 for Great Basin area of Utah
- Utah State Principal Investigator Permit #111
- Colorado BLM Permit #C-66106 Statewide except San Juan and La Jara Field Offices
- Colorado State Permit #73667
- Cultural Resource special use permits for Nevada and Wyoming BLM and Utah/USFS may be acquired on a per-project basis

EDUCATION

1994    Ph.D., University of Colorado
        Anthropology, emphasis Archaeology
        Dissertation: A Spatial and Temporal Examination of Prehistoric Interaction in the
                    Eastern Great Basin and on the Northern Colorado Plateau.

1989    M.A., University of Colorado
        Anthropology, emphasis Archaeology
        Thesis: A Reanalysis of Archaeological Materials from Roth and Luster Caves.

1983    B.S. Brigham Young University
        Major - Archaeology/Anthropology
        Minor - Museology
EXPERIENCE

2002 - present  Flattops Archaeological Consultants, P.O. Box 1893, Carbondale, Colorado. Principal Investigator. Solicit and complete government and private consulting archaeological contracts primarily in western Colorado. Project administration typically requires client and agency contact, research, field work, and reporting. A list of completed projects is available upon request.

2010 - 2016  Colorado Mountain College, Central Services, Glenwood Springs, Colorado. Anthropology/Archaeology Adjunct Faculty and Accuplacer Placement Testing Administrative Assistant and Proctor. As CMC adjunct faculty, I taught Introduction to Archaeology, Physical Anthropology, and Cultural Anthropology at the Aspen and Rifle Campuses of Colorado Mountain College. All of these courses required the incorporation of standard competencies for Statewide Guaranteed Transfer Courses. I am also familiar with on-line learning formats including Blackboard and Canvas and have utilized these formats for communication with students. As the Administrative Assistant for the Accuplacer Placement Testing Program, I was responsible for a variety of administrative tasks as well as maintaining student records using the Datatel/Ellucian program and proctoring Accuplacer Placement tests.

2006 - 2007  Metcalf Archaeological Consultants, Inc. Mike Metcalf, Principal Investigator
1997 - 2001  P.O. Box 899, Eagle, Colorado, 81631
1991 – 1995  Full-time Staff Archaeologist. Responsibilities included serving as project administration for inventory and excavation projects throughout the western slope of Colorado and Utah, and providing laboratory support for ceramics, shell, worked bone, and textile analysis. During my tenure, I completed the final draft of the Colorado Interstate Gas - Uinta Basin Lateral data recovery report—a 31-volume series covering data recovery at over thirty prehistoric sites in northwestern Colorado. Other projects completed under my lead include the test excavations of the Cardiff Coke Ovens (5GF461), the El Moro Coke Ovens (5LA7589), and data recovery at the Fallen Deer Site (5SM2578). A full list of completed projects is available upon request.

2002 - 2003  Turner, Collie and Braden, Glenwood Springs, Colorado 81601
Office Manager. Performed all aspects of office management including, but not limited to: phone and office reception; project management and tracking; submission of invoices, accounts payable, and timesheets to the corporate headquarters in Denver, Colorado.

2001 - 2002  Washington Infrastructure, Glenwood Springs, Colorado 81601
Office Manager. Performed all aspects of office management including, but not limited to: phone and office reception; project management and tracking; submission of invoices, accounts payable, and timesheets to the corporate headquarters in Denver, Colorado using accounting software.
Statement of Qualifications

FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES

CDOT Project Number: MTF M615-004
CDOT Project Code: 23845

July 2, 2020

SGlobal
July 2, 2020

Town of Hayden
c/o Mathew Mendisco – Town Manager
178 West Jefferson Ave
Hayden, CO  81639
Via email: Mathew.mendisco@haydencolorado.org, julianna.brown@haydencolorado.org

RE: Request for Qualifications for Professional Engineering and Construction Management Services – Highway 40 Sidewalk Project

Dear Mr. Mendisco and Ms. Brown:

SGM is pleased to present our team’s Statement of Qualifications and Work Plan for the Multi-Modal Grant Sidewalk Project. Our Team is excited to pursue this engineering design project and continue to demonstrate to the Town and to CDOT our diversified expertise. Our large, discipline-diverse staff can fill all the needed technical aspects of this project, primarily from our Glenwood Springs office. We specialize in providing practical, appropriate solutions for rural mountain communities, and will bring our extensive CDOT Local Agency experience to this project to increase safety and improve connectivity for the residents of Hayden.

We have assembled a group of professionals with considerable technical capabilities and will be able to produce on-the-ground solutions for all facets of this project, including sidewalk design, surveying, right-of-way, environmental, utility engineering, drainage design, and construction management. Some of unique aspects of SGM’s firm-wide capabilities include:

- A large, dynamic surveying and right-of-way team with extensive CDOT local agency experience. Our surveyors have done hundreds of CDOT projects throughout Colorado and are known for quick response to client requests.
- SGM has recently added the talents of Alex Nees to our Environmental Services Team. Alex serves as a contract consultant to CDOT in their Environmental Clearances program, giving him a unique perspective of performing and reviewing environmental clearance documentation.
- SGM has recently created our own in-house Subsurface Utility Engineering (SUE) Team capable of locating and determining depths of existing utilities, as well as coordinating or designing any required relocations based on the project needs.

SGM will work with the Town to define a final scope of work that is tailored to fit your goals. The Team we have designated for this project has the immediate availability to take on this project, and with over 100 engineers, surveyors, and support staff company-wide, we have the extra resources needed to meet any project demands.

SGM is already a prequalified consultant with CDOT through January 31, 2021 in the following disciplines: SE, EN, CE, BR, BI, ME, MA, MC, SA, SU, EL, TP, TR, HD, and HY.
SGM brings true one-shop stop qualifications with an experienced and efficient design staff, led by Rick Barth, PE a former City Engineer for the Town of Rifle, who fully understands the issues and budgets of projects like this one. If you require additional information, please contact Rick at 970.384.9088, or via e-mail at rickb@sgm-inc.com.

Thank you for your consideration and we look forward to your response.

Sincerely,
SGM

Dan Cokley, PE, PTOE
Principal-in-Charge
Company Background and Overview

Firm Profile

SGM was founded in 1986. For 34 years, SGM employees have lived, worked, and raised families in Western Colorado communities we have helped build. As a result, SGM’s services are delivered with unparalleled authenticity and pride. The resulting success of our clients has supported SGM’s growth to over 100 employees – the largest employee-owned, full-service engineering, surveying, and consulting firm based in western Colorado. This success has been made possible by SGM’s commitment to quality service and long-term client relationships. In addition to its headquarters in Glenwood Springs, SGM also has offices in Grand Junction, Gunnison, Durango, Aspen, Salida, and Meeker to provide hands-on, rapid response service to our clients. As we’ve grown, so has our expertise – SGM has specialists in the following technical and engineering fields, specific to this project:

- Municipal Public Works, Roads, Streets, Trails, Highways and Bridges
- Traffic Engineering (PTOE)
- Civil Engineering
- Municipal Stormwater and Drainage
- Land Surveying and GIS Mapping
- Structural Design
- Subsurface Utility Engineering (SUE)
- Construction Inspection and Administration
- Environmental Inventory and Assessments

Firm Capability

SGM is currently recognized by the Colorado Department of Transportation (CDOT) (CDOT) as a “Pre-Qualified Consultant” in the following disciplines through January 31, 2021.

SE  Structural Engineering
ME  Mechanical Engineering
BI  Bridge Inspection
BR  Bridge Design
CE  Civil Engineering
EL  Electrical Engineering
HD  Highways and Street Design
HY  Hydraulics
EN  Environmental Engineering
MA  Engineering Management (Contract Admin)
MC  Engineering Management (Construction)
SA  Sanitary Engineering
SU  Surveying
TP  Transportation Engineering
TR  Traffic Engineering

Work Location

SGM’s headquarters is located at 118 West 6th St., Suite 200 in Glenwood Springs, CO and is approximately a two-hour drive to the project site or Town offices. All design support will occur from our Glenwood Springs headquarters, and our environmental services will be supported from our Grand Junction office.
Past Project Experience for the Town of Hayden

SGM has worked for the Town of Hayden as Town Engineer from 2010-2013. Projects completed by SGM under that contract are listed below.

- Hayden Managerial Services
- Hayden WWTP Outfall Project including a Preliminary Engineering Report
- Miscellaneous Water Engineering Services
- Airport Zone Improvements (consulting)
- Hospital Hill Water Storage Tank Coatings Project

Our most recent work for the Town was the Golden Meadows Pump Station Emergency Generator project in 2014-2017.

SGM is familiar with the area around Hayden and would like to re-establish our professional connection with the Town and its current engineering and planning staff.

SGM is rooted in western Colorado – we understand the nuances of engineering and construction in mountain communities.
Meet the SGM Team

SGM has gathered a proven team of highly and uniquely qualified individuals with knowledge of the project scope, location, and challenges to be overcome. We have comprised our team, in part, because of their proven ability to work together to anticipate and quickly react to ever-changing challenges and opportunities that develop during the course of most designs. Our team structure reflects the importance SGM places on making sure the Town of Hayden (Town), as well as the local residents and stakeholders, have a qualified and experienced team to work with, and that has the time to contribute in meaningful ways to ensure the success of this project. Team members were chosen on the strength of their technical engineering design skills, ability to manage a multi-disciplinary team, time commitments on current projects, and experience in public outreach and developing consensus from diverse interests on a desired solution. We believe our combined skills bring the strongest, most pragmatic team together for this project.

The SGM Team will provide:

- Project-relevant experience and qualifications
- Extensive CDOT project experience and familiarity with CDOT design criteria and project documents
- Quick response combined with a high level of capability and flexibility
- Over 30 years of experience in Colorado’s Western and Central Mountain Communities

SGM has been serving the engineering needs of towns, cities, agencies, municipalities, utility districts, and private enterprises throughout the Western Slope since 1986, now with 65 Professional Engineers and a total staff of 123 to meet your needs.
Rick Barth, PE (22 yrs of experience / 7 yrs with SGM / 50% available) will serve as the Project Manager. He is a senior engineer, brings over 20 years of professional experience to SGM. With multiple years of private development as a designer and project manager, and municipal experience as a City Engineer and Public Works Director, Rick lends his expertise in development, review and constructability for various elements of engineering endeavors. He has worked on everything from sidewalks to roads, minor drainage to reservoirs, and numerous utility projects. Rick’s history adds great value from scoping and budgeting to construction. He re-joined SGM in 2018. Rick is located in the SGM Glenwood Springs Office and will be the Town’s main point of contact, manage the design team and coordinate all submittals and reviews with CDOT.

Dan Cokley, PE, PTOE (29 yrs experience, all with SGM / 25% available) will serve as Principal-in-Charge and perform the Roadway Quality Assurance / Quality Control (QA/QC), ensuring overall quality control and client satisfaction for the project. Dan has designed and managed roadway projects throughout the Western Slope of Colorado. Dan will review all design documents before submittal and will assist Rick in handling CDOT coordination. Dan is based in Denver and currently working on the U.S. 40 Sidewalk project in Craig, CO, so he is frequently travelling through Hayden. Dan’s most recent CDOT Local Agency project experience includes serving as Project Manager and Engineer for the El Jebel Road Improvements project, Rio Grande Trail, SH 13 Enhancements and South Canyon Trail projects, and as a QA/QC resource for the US Hwy 50 Enhancement project.

Ashley Cline, PE (5 yrs of experience, all with SGM / 50% available) will serve as the Design Manager. She has worked for SGM since 2015 and has been involved with the design of many types of roadways and trails. She has a well-rounded background with AutoCAD Civil 3D Site Design project experience in new roadway design, street reconstruction, roadway drainage, utility design, and the production of plans to CDOT standards and criteria. Ashley’s most recent projects include the Red Mountain Subdivision Street and Utility Reconstruction in Glenwood Springs, South Midland Avenue Reconstruction in Glenwood Springs, Eagle Valley Trail in Eagle County, and the 14th Street Pedestrian Bridge & Trail Project in Glenwood Springs. Ashley is located in the Glenwood Springs office and will supervise all aspects of the project, which includes road, sidewalk, drainage and utility design.

Jake Livermore, PE (9 yrs of experience / 1 year with SGM / 80% available) will serve as the Construction Project Manager. Jake has nine years of experience managing and inspecting Department of Transportation roadway construction projects ranging from rural resurfacing to full interstate reconstruction projects. As a construction project engineer and inspector, Jake has proven himself capable in roles varying from inspector to project leader on projects of varying complexity and size and has played a key role in the successful delivery of these projects. Some of Jake’s area of expertise includes constructability and staging reviews, change and risk management, and implementation of complex staging and traffic control, all of which lend themselves well to large multi-discipline municipal construction projects. He has a proven ability to adapt to challenges that are often encountered in urban reconstruction projects while still maintaining schedule and budget and delivering projects to the satisfaction of the client and the public. Jake is located in Glenwood Springs; his most recent projects include inspection work for Snowmass Water & Sanitation District, the Town of Basalt, the City of Glenwood Springs, and private road work near Glenwood Springs.
Alex Nees, MS (14 yrs of experience / 2 years with SGM / 30% available) will serve as the Environmental Clearance Manager for this project. Alex is a consulting biologist with more than a decade of experience in the private and public sectors, focusing on infrastructure and development projects on federal lands. He has extensive experience with multi-agency coordination for the design and approval of transportation projects, specializing in NEPA and environmental assessment of linear projects such as roads, rail, and pipelines. **Alex currently works as an embedded consultant in Region 3 of CDOT, managing the environmental clearance process for State Highway projects throughout the Region. Alex is located in the Grand Junction office.**

Bob Brandeberry, PLS (19 yrs of experience / 15 yrs with SGM / 50% available) Bob is SGM’s Survey Manager and brings over 19 years of experience to the project and will be responsible for coordinating all surveying work, documentation of field work and updates to project base mapping. Bob is a professional land surveyor with experience performing the field work and map preparation of boundary and rights-of-ways surveys within the Public Lands Survey System, ALTA surveys, subdivisions, design surveys, topographic mapping, monitoring surveys, GPS control networks and construction surveys. **He has been the surveyor of record for many CDOT Local Agency projects throughout Western Colorado which required CDOT ROW plans, easement, and ROW acquisitions, following the rules set forth in the Uniform Act. Bob is based out of Glenwood Springs and will oversee all surveying and right-of-way documentation aspects of the project.**

**Capacity**

The biosketches above show the designated managers SGM will use on this project. Additional designers and engineers will assist these managers throughout the design process. The following Table shows the capacity of the design staff positions and the amount of their time that is already committed to other projects for the remainder of 2020. All uncommitted time is available for use on the Multi-Modal Grant Project.

<table>
<thead>
<tr>
<th>Project Management and Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Monthly Capacity (Hours)</td>
</tr>
<tr>
<td>Committed Hrs.</td>
</tr>
<tr>
<td>%</td>
</tr>
<tr>
<td>Designated staff Available Hrs.</td>
</tr>
<tr>
<td>SGM</td>
</tr>
</tbody>
</table>

2020

July  Aug  Sept  Oct  Nov  Dec
Relevant Project Experience and References

SGM has provided engineering, permitting, and construction management and supervision on many projects similar in scope to the Town's Design, Engineering Services and Construction Management Project. These projects included roadway corridor design using Local, CDOT, AASHTO and MUTCD criteria and many have involved coordination with CDOT. SGM also has a history of providing Colorado agencies and municipalities with sidewalk, bike path design, bridge/retaining wall design, and environmental services. The projects below demonstrate our ability to provide the Town with a cost-effective and constructible project. We encourage you to contact our clients to hear for yourself the professionalism and quality of service our firm delivers.

<table>
<thead>
<tr>
<th>Current or Past (within the last 3 years) CDOT Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description / Highlights</td>
</tr>
<tr>
<td>• ARRA enhancement grants from CDOT</td>
</tr>
<tr>
<td>• Pedestrian improvements, parkway, ped crosswalk, sidewalks on both sides, safer pedestrian access and lighting</td>
</tr>
<tr>
<td>SH133 McClure Pass to Redstone Resurfacing (2016) / CDOT Region 3 / TR 133A-045 PCN 20915 Roland Wagner, PE (CDOT), 970.945.7629</td>
</tr>
<tr>
<td>• Construction surveying</td>
</tr>
<tr>
<td>• Construction observation and management</td>
</tr>
<tr>
<td>• 14 lane miles HIR paving</td>
</tr>
<tr>
<td>• Full chip seal</td>
</tr>
<tr>
<td>• 12,000 LF guardrail replacement</td>
</tr>
<tr>
<td>I-70 MM 124.2 Project Specific Emergency Rockfall Mitigation (2016) / CDOT Region 3 / NHPP 0702-368 PCN 21433 / GWS Residency Roland Wagner, PE (CDOT), 970.945.7629</td>
</tr>
<tr>
<td>• Project management / Construction management</td>
</tr>
<tr>
<td>• 4 rockfall fences – largest in U.S.</td>
</tr>
<tr>
<td>• Helicopter operations / full closure of I-70</td>
</tr>
<tr>
<td>• Extensive stakeholder coordination</td>
</tr>
<tr>
<td>• Construction surveying</td>
</tr>
<tr>
<td>SH 82 Wall Repair MP 32 (2017) / NHPP 0821-106 PCN 21198 / CDOT Regions 3 / GWS Residency Roland Wagner, PE (CDOT), 970.945.7629</td>
</tr>
<tr>
<td>• In-situ repair of 2,650 LF of MSE wall</td>
</tr>
<tr>
<td>• 350 soil nails</td>
</tr>
<tr>
<td>• 1,300 SY shotcrete facing</td>
</tr>
</tbody>
</table>
Current or Past (within the last 3 years) Local Agency Projects

**South Frontage Road Widening and Roundabout – Vail (2017 – 2018)**
Tom Kassmel, PE, Town Engineer, 970.479.2235
- Roadway widening from 2 lanes to 4 lanes
- New 2-lane roundabout
- 2-tiered, gravity block retaining walls
- Engineering and surveying

**SH-82 Basalt Underpass (2017)**
TAP M060-004 PCN 20824 / Town of Basalt
Brian Killian (CDOT), 970.683.6285
- SGM Design
- Phased construction next to major intersection
- High groundwater table, shoring

Current or Past (within the last 4 years) Similar Projects for other Local Agencies

**Wood and B Streets Reconstruction (2018 - current); Salida, Colorado**
David Lady, Public Works Director, 719.539.6257
- Full roadway and sidewalk reconstruction
- Pedestrian ramp reconstruction
- Driveway design and connections

**S. Midland Avenue Reconstruction (2017 - current), Glenwood Springs, CO**
Terri Partch, PE, City Engineer, 970.384.6413
- Full Roadway reconstruction
- New sidewalks/bike path
- Retaining walls and soil nail walls
- New stormwater drainage system

**U.S. 40 Sidewalk (2018 - current), Craig, CO**
Peter Brixius, City Manager, 970.826.2023
- CDOT Local Agency project, funded by a safety enhancement grant
- over 6,000 linear feet of sidewalk, along with ADA ramps, curb and gutter, retaining walls, and guardrail
- SGM provided cost estimating, FIR / FOR / Construction Documents that were approved through the CDOT Local Agency process

**Commercial Street Improvements (2016) Trinidad, Colorado**
Tom Beach, Public Works Director, 719.846.9843 ext 126
- Street reconstruction
- New sidewalks and crosswalks
- Utility replacement
Work Plan

Project Scope
The Multi-Modal Options Fund (MMOF) was created during the 2018 Colorado legislative session. MMOF funds may be used for an array of capital, construction, operations and planning projects, including but not limited to bicycle, pedestrian, ride sharing, or transit projects. MMOF may also be used in conjunction with TAP funds for capital projects that fall into eligible project categories in both programs (primarily pedestrian and bike projects). The Safe Routes to School (SRTS) program promotes walking and bicycling to school through infrastructure improvements, enforcement, tools, safety education, and incentives. Nationally, 10%–14% of car trips during morning rush hour are for school travel. SRTS initiatives improve safety and levels of physical activity for students. SRTS programs can be implemented by a department of transportation, metropolitan planning organization, local government, school district, or even a school.

The Town of Hayden has received MMOF funding to add or replace sidewalks and ADA-compliant pedestrian ramps on both sides of Highway 40 from Shelton Lane (east end) to 6th Street (west end). The Town plans to apply for SRTS funding in the fall to supplement MMOF funds. The improvements will be phased based on funding availability and will ultimately provide the needed connectivity between residential areas, the school, and downtown businesses. Existing sidewalks within a portion of the project limits will remain, although some existing pedestrian ramps may need to be replaced if they are not compliant to current Americans with Disabilities Act (ADA) standards.

Critical Issues

CDOT Reviews and Approvals – Review periods for CDOT at FIR and FOR submittals should be built into the project design schedule so the schedule will reflect an accurate date for when For Construction plans will be ready. The level of CDOT involvement, to be defined at the start of the project, will have an impact on the project scope, cost, and schedule.

ROW Research and Definition – Determining the location of ROW and property lines is essential so the proposed facilities can be designed accordingly.

Non-compliant existing sidewalks need to be evaluated and may require replacement per CDOT requirements –
All substandard sidewalks or ramps within the project limits, such as the mid-block crossing in front of the post office with non-compliant pedestrian ramp and no receiving
ramp, and the non-corner crossing at Poplar Street, may need to be considered for replacement, based on the usual CDOT requirement that all facilities meet the most current standards.

**Replacement of Existing Non-directional Pedestrian Ramps** – The project area contains many pedestrian ramps that are in poor condition and do not meet the latest standards. These ramps have excessive grades, no truncated domes, and are of non-directional design. These may require replacement with directional ramps which direct the pedestrian to the correct crosswalk. If required by CDOT to be replaced, they would be designed to the current CDOT M-standard details.

**Project Deliverables**

Typical CDOT projects are completed in four phases:

- Project Development
- Field Inspection Review (FIR) which is a preliminary design (30%) level
- Final Office Review, which is final design to a 90% level
- For Construction documents which takes design and all project documents to 100% complete

Below is a list of deliverables that typically would be expected in a project like this. The final list of deliverables will be determined at the project kickoff meeting.

**General Deliverables**
- Meeting Minutes
- Monthly Progress Reports provided with invoices

**Project Development Phase**
- Design Scoping Review Meeting defines the scope, schedule, and budget
- Ownership and right-of-way research to define property lines, ROW, easements, etc.
- Base map development from project surveying activities

**FIR Phase**
- FIR Design plans
  - Summary of Approximate Quantity tabulation
  - Typical sections
  - Roadway Plan sheets
  - Removal and demolition plans
  - Utility plans
  - Erosion Control plans
  - Driveway and pedestrian ramp details
  - Phasing plan
- Preliminary Engineer’s Opinion of Probable Costs

**FOR Phase**
- CDOT Review Comment Summary and Resolution Form
- FOR Design plan sheets
  - Lighting layout sheets
  - Traffic Control plan
Town of Hayden

RFQ – Design, Engineering Services and Construction Project Management

- FOR Comment Resolution Form completed with final dispositions
- Construction Plans
- Final Opinion of Probable Project Cost

Project Concept

Topographical and Boundary Survey
Following the project Design Scoping Review meeting and initial site visit, SGM will conduct a full topographical survey of the site using our own in-house team led by Bob Brandeberry, PLS. The limits of the survey will be finalized in the Design Scoping Review Meeting. Prior to the survey, the underground utilities will be located and marked with paint or flagging. All above ground features will be identified and located, as well as underground utilities. Survey and base topo files (as AutoCad files) will be created to CDOT drafting standards. SGM will also research the existing highway right-of-way, property lines, and easements so the line work can also be shown on the design plans.

Preliminary Design (FIR)

Objective
Develop a set of preliminary design plans based on accepted design criteria and showing all the project elements to a level of detail sufficient to define the relationship of elements together as one and to give a preliminary quantity takeoff and construction cost estimate.

Sidewalk, Curb and Gutter, and Pedestrian Ramp Design
The sidewalk design will begin with the conceptual design provided by the Town. Cross section elements will be verified to ensure they meet the defined project design criteria. It is not anticipated that the conceptual design geometry will be changed significantly, just more detail will be added, unless it is decided during the kickoff meeting to extend the sidewalk on the north side of the highway further to the west.

All design will be to CDOT and Town standards. The design effort will include sidewalk design and the layout of all pedestrian ramps at driveways and access points to ensure they are ADA compliant. The proposed design will be created using AutoCad Civil 3D. All AutoCad files can be converted to Microstation files if needed for final submittal to CDOT.

Utility Coordination and Layout
The horizontal location of all existing utilities will be part of the created topographic base file. Once design has progressed far enough to identify potential conflict locations, it will be determined if the depth of the existing utility needs to be identified by utility potholing. All existing utilities and proposed relocations will
be shown on utility layout plans that will be part of the Preliminary Plan Set. Utility Quality Level D, in compliance with SB18-167 and ASCE 38, is anticipated for this project.

**Construction Phasing and Traffic Control, and Permanent Signing and Striping**

Construction for this project will mostly occur along the edges of Highway 40. All work within CDOT ROW requires a traffic control plan. SGM will provide a basic phasing plan in preliminary design showing the stages of construction, and a more detailed Traffic Control plan in final design using CDOT’s typical traffic control applications found in the S standards as a guide. Permanent signing and striping plans will show final crosswalk markings and any added signs, including new flashing beacons, if added.

**Right-of-Way Plans and Exhibits**

It is assumed that all proposed improvements will occur in CDOT Highway 40 right of way (ROW). All property boundaries and existing easements will be researched, surveyed and included in the project base mapping so the design will fit within the right-of-way limits. Right-of-Way plans to CDOT format and individual easement and property acquisition exhibits are not included in this scope of work but could be added if needed.

**Final Design (FOR)**

**Objective**
Provide a complete Plans, Specifications & Estimate (PS&E) package that contains all the detail and callouts needed for construction for the Final Office Review (FOR) submittal prior to advertisement.

**Task Description**
In this stage, the design team will incorporate all review comments from the FIR review. All project elements, including calculations, plans, specifications, and estimates will be completed to a 95% level. All design details, applicable standard drawings, and utility information are consolidated into the plan package. The FOR submittal package will be submitted to the Town and CDOT for final comments. We would expect only minor changes to the plan at this point.

**CDOT Special Use Permit**

Work in CDOT’s highway right-of-way will require submittal of a Special Use Permit (SUP). SGM will provide a CDOT SUP submittal that consists of the application and the final construction plans. SGM will coordinate the final approval of the SUP with the appropriate CDOT contact as needed.

**For Construction Documents**

**Objective**
Provide a complete PS&E package that is bid ready. This work element is the culmination of all the effort by the design team. For this project to be ultimately successful (on time and within budget) the PS&E work element requires careful production and QA/QC on the part of SGM. These documents will be carefully and clearly put together and reviewed to avoid ambiguity and confusion during bidding and construction.
Construction Management Services

**Expertise.** The SGM Team includes Construction Management staff who have successfully managed and completed Local Agency projects and a variety of CDOT highway projects. We understand the construction process, but just as importantly, we understand the Local Agency process. *The experience that we have gained and the relationships that we have developed with Western Slope CDOT staff will be brought to bear on this project.*

**Project Execution.** The Construction Management phase of the project will start with a Pre-Construction phase that will include a kick-off meeting with the contractor, Town staff, and CDOT staff. SGM will conduct these meetings. The Pre-Construction phase also includes initial submittals and baseline construction scheduling. SGM is very familiar with the CDOT Local Agency requirements and we have developed a pre-construction submittal checklist and document log to manage this important step in the project.

Once construction begins, the SGM designated construction manager (CM), Jake Livermore, PE will perform as-needed inspections on the project. The construction schedule will dictate the number of weekly inspections needed, but we will have the flexibility to meet whatever schedule is needed based on the pace of construction. Weekly project meetings will be held for the project. The CM will be responsible for conducting these meetings and documenting meeting discussions and action items to the contractor, Town, and CDOT. The CM will also be onsite regularly to monitor the construction and address issues that may arise.

The Project Closeout phase will begin as the construction wraps up. Final documentation for the project will likely be limited to preparing As-Built plans and providing inspection reports. However, the final documentation may be more extensive to meet CDOT requirements. The biggest key to project closeout is not what happens at the end of the project but the proactive contract administration that occurs throughout the construction phase. This includes timely submission of materials documentation, quantities documentation, full execution of Contract Modification Orders, and materials testing. SGM’s designated CM is intimately familiar with the requirements to bring the project across the finish line.

**Project Documentation.** The CM assigned to the project will be ultimately responsible for project documentation. The CM will ensure Form 205s are submitted and approved prior to subcontractor work, baseline schedules and monthly updates are submitted, and monthly Equal Employment Opportunity and On the Job Training interviews are completed, if required. The CM will also be responsible for reviewing and approving pay estimates and Contract Modification Order (CMO) administration. Our CM’s strong background in daily documentation of activities and management of contractor progress by schedule maintenance and resource tracking will ensure contractor timeliness and avoid duration disputes if changes occur during the construction.

**Project Communication.** The CM will be responsible for weekly construction meetings and disseminating information through regular updates to the Town Project Manager.
Environmental Permitting

SGM has the in-house ability to complete the CDOT 128 Form. If the sidewalk impact wetlands under the jurisdiction of the U.S. Army Corps of Engineers (USACE), per section 404 of the Clean Water Act. SGM will complete a delineation to identify and characterize wetlands and other waters of the U.S., in accordance with current utilizations of the “1987 Corps of Engineers Wetland Delineation Manual.” These data will be used to help inform the sidewalk design process. Upon finalization of design, a Nationwide 14 (Linear Transportation Projects) permit application will be prepared on behalf of the Town of Hayden for submittal to the USACE, to allow for impacts associated with the project. The issuance of a federal permit requires compliance with applicable federal laws, including the Endangered Species Act, National Historic Preservation Act, and other protective statutes. SGM will complete all field assessment and documentation necessary to demonstrate compliance with federal statutes, including biological surveys and eagle surveys as stipulated by the USACE.

The proposed sidewalk alignment appears to be within the CDOT right-of-way associated with Highway 40 and would require permitting from CDOT prior to construction. Typically, CDOT considers a complete and approved USACE permit to be evidence of adequate environmental compliance and mitigation, therefore SGM is not currently proposing any additional field assessment to support the access permit process.
Estimated Schedule

The following table shows a tentative design schedule for this project. Schedule variables include the notice to proceed date, the amount of topographical surveying required, and the final scope of work definition. SGM has used our past experience on projects of similar design, and our past experience with CDOT coordination to compile this tentative schedule. SGM has the resource availability to accelerate this schedule to fit the Town’s needs. We also understand this project will be constructed in phases, so we can tailor a schedule for the final design and construction documents of specific phases as needed. It is expected that the entire project will be designed together through the conceptual and preliminary phases to ensure project uniformity.

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Notice of Award (Estimated)</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Notice to Proceed/ project kickoff meeting</td>
<td>July 27</td>
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<tr>
<td>Data Collection / Topographical Survey</td>
<td>July 27- August 14th</td>
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<tr>
<td>Conceptual Design</td>
<td>August 17- August 28</td>
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<td>Conceptual Design Review Meeting</td>
<td>September 2nd</td>
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<tr>
<td>Preliminary Design</td>
<td>September 8th- September 25th</td>
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<td>Environmental Investigations</td>
<td>September</td>
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<td>Initial contact with CDOT/ Initial public engagement</td>
<td>September</td>
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<tr>
<td>Preliminary Design Submittal</td>
<td>September 28th</td>
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<tr>
<td>Preliminary Design Review Meeting with Town/CDOT</td>
<td>October 21st</td>
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<td>Final Design</td>
<td>October 22nd – November 20th</td>
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<td>Final Design Submittal</td>
<td>November 23rd</td>
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<tr>
<td>Final Design Review Meeting/ Final CDOT approval</td>
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<td>Bid Documents</td>
<td>January 2021</td>
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<tr>
<td>Construction</td>
<td>Spring/Summer 2021</td>
</tr>
</tbody>
</table>
We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors. We develop and maintain lasting client relationships and are committed to our local communities.

GLENWOOD SPRINGS
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004
970.945.5948 fax
Work Plan

Project Scope

The Town of Hayden has received a Multi-Modal Options Fund (MMOF) grant to add new sidewalks and ADA-compliant pedestrian ramps on both sides of Highway 40 from Shelton Lane (east end) to Pine Street, and on the north side of the highway from Poplar Street to 8th Street (west end). The MMOF grant covers all project design and will fund part of the construction. The Town plans to apply for Safe Routes to School (SRTS) funding in the fall to supplement MMOF funds to complete the remainder of the construction. Therefore, the improvements will be constructed in phases based on funding availability and will ultimately provide the needed connectivity between residential areas, the school, and downtown businesses. Through this project, the Town envisions adding a six-foot-wide attached sidewalk with curb and gutter along Highway 40 on both sides.

Critical Issues

CDOT Design Scoping Review (DSR) Meeting – A DSR meeting will be held early in the project to get initial buyoff from CDOT of the project scope. The DSR will be the time to get some input from CDOT about specific project elements such as the desired shoulder width on Highway 40, a new signalized crossing at Shelton, and whether pedestrian crossings of Highway 40 at a non-signalized street corner would be allowed. SGM proposes holding this meeting after a conceptual layout has been created so that all project issues are identified and can be fully discussed at the DSR.

CDOT Reviews and Approvals – Review periods for CDOT at FIR and FOR submittals should be built into the project design schedule so the schedule will reflect an accurate date for when For Bid and For Construction plans will be ready. The level of CDOT involvement and approval process, to be defined at the DSR meeting, will have an impact on the project scope, cost, and schedule.

Right-of-Way (ROW) Research and Definition – Determining the location of ROW and property lines is essential so the proposed facilities can be designed accordingly. To avoid additional CDOT required right-of-way processes, all construction activities should be confined to the Highway 40 ROW.

Type of pedestrian ramp to design at each corner – Directional pedestrian ramps are preferred over non-directional ramps so that pedestrians are clearly led in the direction that they should go to cross a street or Highway 40. CDOT may dictate what type of ramp to use based on whether they will allow crossing of Highway 40 at non-marked or signalized street corners. A current CDOT project is replacing ramps in the Downtown area, so the design team can potentially use the same ramp types being installed there.
Project Deliverables

Typical CDOT projects are completed in four phases:

- Project Development
- Field Inspection Review (FIR) which is a preliminary design (30%) level
- Final Office Review (FOR), which is final design to a 90% level
- For Construction documents which takes design and all project documents to 100% complete

SGM proposes creating a Conceptual Design of the proposed sidewalks during the Project Development phase so that all design elements can be presented and discussed at the DSR meeting. Below is a list of deliverables that typically would be expected in a project like this. The final list of deliverables will be determined at the project kickoff meeting.

General Deliverables

- Meeting Minutes
- Monthly Progress Reports provided with invoices

Project Development Phase

- Conceptual design of sidewalks and drainage plan
- Design Scoping Review Meeting defines the scope, schedule, and budget
- Ownership and right-of-way research to define property lines, ROW, easements, etc.
- Additional topographical survey if needed

FIR Phase

- FIR Design plans
  - Summary of Approximate Quantity tabulation
  - Typical sections
  - Roadway Plan sheets
  - Removal and demolition plans
  - Utility plans
  - Erosion Control plans
  - Driveway and pedestrian ramp details
  - Phasing plan
- Preliminary Engineer’s Opinion of Probable Costs

FOR Phase

- CDOT Review Comment Summary and Resolution Form
- FOR Design plan sheets
  - Lighting layout sheets
  - Traffic Control plan
- FOR Comment Resolution Form completed with final dispositions

Construction Documents

- For Bid Plans of 1st construction phase
- Final Opinion of Probable Project Cost
Project Approach

Conceptual Design and Scope Definition with CDOT
Since the topographic survey of the project site has already been completed, and will be provided to the Design Team, SGM proposes doing a conceptual design of the 6 foot attached sidewalk to establish the basic footprint of the project and identify any grading or drainage constraints. This conceptual design can then be used during the DSR meeting with CDOT and specific project issues can be fully discussed.

Topographical and Boundary Survey
Following the project DSR meeting and conceptual design, SGM will determine if any additional topographic survey is needed to augment the survey already completed. SGM will contract with Dowling Land Surveyors to do the additional survey, since they conducted the original. Possible additional survey will be needed for the proposed drainage outfall location and also the existing edge line of Highway 40 so the new curb and gutter can be designed off of this. Existing utilities, including waterlines and sewer lines that run along the cross streets, need to be included in the files given to the Design Team.

Preliminary Design (FIR)

Sidewalk, Curb and Gutter, and Pedestrian Ramp Design
The conceptual layout, with any revisions requested by CDOT and the Town, will become the basis for preliminary sidewalk design. Cross section elements will be verified to ensure they meet the defined project design criteria. All design will be to CDOT and Town standards. The design effort will include sidewalk design and the layout of all pedestrian ramps at driveways and cross streets to ensure they are ADA compliant. The proposed design will be created using AutoCad Civil 3D. All AutoCad files can be converted to Microstation files if needed for final submittal to CDOT.

Storm Drain Design
With the addition of curb and gutter along Highway 40, the current drainage patterns will be changed. For the west segment from 8th Street to Poplar Street, the curb flow will drain east to west towards Dry Creek. For the east segment, Shelton Street to Pine Street, the runoff also flows west, so a new outfall for the curb flows will need to be established for this segment. Curb flow can be directed either into the existing curb and gutter system west of Pine Street, if capacity is available, or to a new system of pipes and ditches that will outfall to the existing ditch north of Lincoln Street by the railroad tracks. The new outfall would potentially run along Pine Street or Aspen Street. Additional survey will be required along the cross street that is chosen as the outfall location, if that option is selected.
Utility Coordination and Layout
The horizontal location of all existing utilities will be part of the provided topographic base file. Once the drainage design has progressed far enough to identify potential conflict locations between proposed drainage features and existing utilities, it will be determined if the depth of the existing utility needs to be identified by utility potholing. All existing utilities and proposed relocations will be shown on utility layout plans that will be part of the Preliminary Plan Set. Subsurface Utility Engineering, in compliance with SB18-167 and ASCE 38, is not anticipated for this project based on the total area of disturbance and the minimum excavation expected.

Lighting and electric power requirements for this project will be coordinated with Yampa Valley Electric Association. Existing street and pedestrian lighting will be maintained, and if additional lighting is needed, the Design Team will consider ground mounted solar pedestrian lighting which the Town has used with success.

Construction Phasing and Traffic Control, and Permanent Signing and Striping
Construction for this project will mostly occur along the edges of Highway 40. All work within CDOT ROW requires a traffic control plan. SGM will provide a basic phasing plan in preliminary design showing the stages of construction, and a more detailed Traffic Control plan in final design using CDOT’s typical traffic control applications found in the S standards as a guide. Permanent signing and striping plans will show final crosswalk markings and any added signs, including new flashing beacons, if added.

Right-of-Way Plans and Exhibits
It is assumed that all proposed improvements will occur in CDOT Highway 40 ROW. All property boundaries and existing easements provided by the Town will be included in the project base mapping so the design will fit within the right-of-way limits. Right-of-Way plans to CDOT format and individual easement and property acquisition exhibits are not included in this scope of work but could be added if needed.
Environmental Permitting

SGM has the in-house ability to complete the CDOT 128 Form. If the sidewalk impact wetlands under the jurisdiction of the U.S. Army Corps of Engineers (USACE), per section 404 of the Clean Water Act. SGM will complete a delineation to identify and characterize wetlands and other waters of the U.S., in accordance with current utilizations of the “1987 Corps of Engineers Wetland Delineation Manual.” These data will be used to help inform the sidewalk design process. Upon finalization of design, a Nationwide 14 (Linear Transportation Projects) permit application will be prepared on behalf of the Town of Hayden for submittal to the USACE, to allow for impacts associated with the project. The issuance of a federal permit requires compliance with applicable federal laws, including the Endangered Species Act, National Historic Preservation Act, and other protective statutes. SGM will complete all field assessment and documentation necessary to demonstrate compliance with federal statutes, including biological surveys and eagle surveys as stipulated by the USACE.

The proposed sidewalk alignment appears to be within the CDOT ROW associated with Highway 40 and would require permitting from CDOT prior to construction. Typically, CDOT considers a complete and approved USACE permit to be evidence of adequate environmental compliance and mitigation, therefore SGM is not currently proposing any additional field assessment to support the access permit process.

Final Design (FOR)

Task Description
In this stage, the design team will incorporate all review comments from the FIR review. All project elements, including calculations, plans, specifications, and estimates will be completed to a 95% level. All design details, applicable standard drawings, and utility information are consolidated into the plan package. The FOR submittal package will be submitted to the Town and CDOT for final comments. We would expect only minor changes to the plan at this point.

CDOT Review and Approvals
It is anticipated that the CDOT review and approval process will follow their standard Local Agency project process. This will be confirmed at the DSR meeting. Induced in this process is the standard CDOT reviews of the FIR and FOR designs, and the Environmental Clearance using Form 128.

For Construction Documents
Provide a complete PS&E package that is bid ready. This work element is the culmination of all the effort by the design team. The For Bid and For Construction documents will be for only the portion of the project that the Town wishes to construct, based on available funding. Construction documents for the later phases can also be made created at this time so they are "shovel ready" or can be compiled at a later time so that all information is current at the time of actual construction. The Construction documents include the plans, bidder instructions, technical specifications, a bid tabulation of quantities, and an Engineer’s Estimate of Probable Costs (EOPC) for the Town’s budgeting purposes.
Construction Management Services

Expertise. The SGM Team includes Construction Management staff who have successfully managed and completed Local Agency projects and a variety of CDOT highway projects. We understand the construction process, but just as importantly, we understand the Local Agency process. *The experience that we have gained and the relationships that we have developed with Western Slope CDOT staff will be brought to bear on this project.*

Following the completion of the Design Phase, the Town will negotiate a scope and fee with SGM to provide Construction Management services. These services may include construction observation, review of contractor documents, and material testing.

Project Execution. The Construction Management phase of the project will start with a Pre-Construction phase that will include a kick-off meeting with the contractor, Town staff, and CDOT staff. SGM will conduct these meetings. The Pre-Construction phase also includes initial submittals and baseline construction scheduling. SGM is very familiar with the CDOT Local Agency requirements and we have developed a pre-construction submittal checklist and document log to manage this important step in the project.

Once construction begins, the SGM designated construction manager (CM), Jake Livermore, PE will perform as-needed inspections on the project. The construction schedule will dictate the number of weekly inspections needed, but we will have the flexibility to meet whatever schedule is needed based on the pace of construction. Weekly project meetings will be held for the project. The CM will be responsible for conducting these meetings and documenting meeting discussions and action items to the contractor, Town, and CDOT. The CM will also be onsite regularly to monitor the construction and address issues that may arise.

The Project Closeout phase will begin as the construction wraps up. Final documentation for the project will likely be limited to preparing As-Built plans and providing inspection reports. However, the final documentation may be more extensive to meet CDOT requirements. This includes timely submission of materials documentation, quantities documentation, full execution of Contract Modification Orders, and materials testing. SGM’s designated CM is intimately familiar with the requirements to bring the project across the finish line.

Project Documentation. The CM assigned to the project will be ultimately responsible for project documentation. The CM will ensure Form 205s are submitted and approved prior to subcontractor work, baseline schedules and monthly updates are submitted, and monthly Equal Employment Opportunity and On the Job Training interviews are completed, if required. The CM will also be responsible for reviewing and approving pay estimates and Contract Modification Order (CMO) administration.

Project Communication. The CM will be responsible for weekly construction meetings and disseminating information through regular updates to the Town Project Manager.
Estimated Schedule

The following table shows a tentative design schedule for this project. Schedule variables include the notice to proceed date, the amount of additional topographical surveying required, and CDOT review times. SGM has used our past experience on projects of similar design, and our past experience with CDOT coordination to compile this tentative schedule. SGM has the resource availability to accelerate this schedule to fit the Town's needs. We also understand this project will be constructed in phases, so we can tailor a schedule for the final design and construction documents of specific phases as needed. It is expected that the entire project will be designed together through the conceptual, preliminary and final phases to ensure project uniformity. Construction documents will be created as funding for each phase becomes available.

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<thead>
<tr>
<th>Task</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Notice of Award (Estimated)</td>
<td>August 20, 2020</td>
</tr>
<tr>
<td>Notice to Proceed/ Kickoff meeting</td>
<td>September 8/September 10</td>
</tr>
<tr>
<td>Conceptual Design using current topographical mapping</td>
<td>September 11 - September 30</td>
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<tr>
<td>Additional Topographical Mapping</td>
<td>October 2 - October 16</td>
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<tr>
<td>Design Scoping Review Meeting with CDOT</td>
<td>October 1</td>
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<tr>
<td>Preliminary Design (FIR)</td>
<td>October 2 - October 23</td>
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<tr>
<td>Environmental Investigations</td>
<td>October</td>
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<tr>
<td>Public Meeting</td>
<td>October</td>
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<tr>
<td>Preliminary Design Submittal (FIR)</td>
<td>October 28</td>
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<tr>
<td>Preliminary Design Review Meeting with Town/CDOT</td>
<td>November 18</td>
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<td>Final Design (FOR)</td>
<td>November 19 – December 17</td>
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<td>December 18</td>
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<td>Final Design Review Meeting/ Final CDOT approval</td>
<td>January 15, 2021</td>
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<td>Bid Documents</td>
<td>February 2021</td>
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<tr>
<td>Construction</td>
<td>Spring/Summer 2021</td>
</tr>
</tbody>
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July 2, 2020, rev August 14

Town of Hayden
178 West Jefferson Avenue
Hayden, CO 81639

Attn: Mathew Mendisco, Town Manager

Subject: Hwy 40 Sidewalk Project (emailed to: mathew.mendisco and julianne.brown@haydencolorado.org)

Mathew, Julianne and members of the selection committee:

In accordance with your direction and as a result of our video discussion and interview held on Wednesday, August 12th, Drexel Barrell has fine-tuned our statement of qualifications to reflect the clarifications we discussed.

Drexel Barrell will substitute Hayden surveyor Gordon Dowling, PLS in place of Jeff Gustafson or William Waylan previously identified. Gordon’s firm has substantial base mapping along the project alignment of which we were previously unaware. Attention to fine detail is critical to project success and his proximity to the project, US 40 surveys, and knowledge of local infrastructure will help facilitate a successful outcome.

After learning more about the Town’s existing drainage infrastructure and potential outfall points, we have added hydraulics engineer Michelle Iblings, P.E. to address storm runoff, sedimentation, and water quality infrastructure needed if a Dry Creek or other offsite discharge is determined to be the best feasible solution.

You requested that we provide a tentative design schedule which is also attached. Once underway, we can adjust it to reflect actual start dates and increased understanding of specific project requirements. However, we have successfully completed many projects with schedule requirements very similar to the attached. Baring factors beyond our control, we are confident this is a realistic schedule.

We hope to be working with you soon on this important and exciting project. Please do not hesitate to contact me at mike@drexelbarrell.com or 303-442-4338 if you have any further questions.

Sincerely,

Drexel, Barrell & Co.

Michael D. Middleton, P.E.,
President

Enc: Updated Organization Chart, Project Schedule
Town of Hayden, Colorado
US 40 Sidewalk Project, Sheldon Ln to 6th Street
For Drexel, Barrell & Co. Proposal of July 2, 2020 at 4 PM

Juliane Brown
Town Manager

Mathew Mendisco
Client Project Manager

Jason Huddle
CDOT Project Manager
Region 3, Grand Junction

Michael D. Middleton, P.E. (27/47 yrs exp)
Managing Principal
Resource Allocation, Client Satisfaction

Derek F. Schuler, P.E., PTOE
Sr. Transportation/Traffic Eng (2/26 yrs exp)
Project Manager

Kate Varnum, MSE, P.E.
Sr. Civil Engr (5/19 yrs exp)
Sr. Project Engineer

Michelle Iblings, MSCE, P.E., PH, CFM
Sr. Hydrology / Hydraulics Eng (2/19 yrs exp)
Storm Drainage / Water Quality

Kurt Crawford, P.E.
Transportation / Traffic Engr (4/9 yrs exp)
PS&E

Tyler Smeenk, E.I.T. (4/14 yrs exp)
SUE ID + Coord
Construction Admin + Inspection
## Town of Hayden US 40 Sidewalks Design Schedule

*Drexel, Barrell & Co.*, Prepared August 17, 2020

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
<th>Duration</th>
<th>Start Date/Time</th>
<th>Finish Date/Time</th>
<th>Predecessors</th>
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<td>ROW / Easement Acquisition</td>
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<td>12</td>
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<td>0 days</td>
<td>3/26/21 5:00 PM</td>
<td>3/26/21 5:00 PM</td>
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<tr>
<td>13</td>
<td>Advertise + Award</td>
<td>45 days</td>
<td>3/29/21 8:00 AM</td>
<td>5/29/21 5:00 PM</td>
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*All durations in working days*
Town of Hayden
US 40 Sidewalk Project
Design, Engineering and Construction Management

Hayden Sidewalks Construction
(3rd Street SRTS Project)
Drexel Barrell Project

Drexel, Barrell & Co. • 1800 38th Street, Boulder, CO 80301
Phone: 303.442.4338 • Fax: 303.442.4373
www.drexelbarrell.com
July 2, 2020

Town of Hayden
178 West Jefferson Avenue
Hayden, CO 81639

Attn: Mathew Mendisco, Town Manager

Subject: Hwy 40 Sidewalk Project (emailed to: mathew.mendisco and julianne.brown@haydencolorado.org)

Mathew, Julienne and members of the selection committee:

Drexel, Barrell & Co. is excited to submit our qualifications for the US 40 Sidewalk Engineering and Construction Management Services project. Our team has the in-depth Hayden experience and relevant qualifications to provide all services required for this project.

As one of Colorado’s most experienced consultants (founded in 1949, celebrating our 71st anniversary this year), we have provided designs of sidewalks, trail and multimodal projects across Colorado including for Hayden. Many of these projects were under the auspices of CDOT / Federal-funding requirements, monitoring and approval such as this project. The types of funding included DOLA, Safe Routes to School, Community Development Block Grants (CDBG), Greenway Foundation, HUD, TIGER, and others.

Drexel Barrell has been an active partner in the engineering and surveying of Routt County since the 1970’s. We engineered and surveyed most of the Steamboat Ski Area and surrounding infrastructure including the original and Base Area Redevelopment in 2010. Drexel Barrell designed the new 1 MG West Area Water Tank and ½ mile of 16-inch water line starting construction in July.

Our prior Hayden projects include:

- Sidewalk replacement construction management / inspection, south side of Jefferson Ave. / US 40 from 3rd to 6th Street (US TIGER Grant with CDOT R3 oversight);
- Poplar Street roadway, drainage and sidewalk improvements design + inspection from Jefferson to Dry Creek;
- 3rd Street Safe Routes to School / Sidewalk Improvements design + inspection from Jefferson Ave. to Breeze Basin Blvd. (CDOT R3 oversight);
- Harvest to Harvest Safe Routes to School design (CDOT R3 oversight);
- Yampa Valley Regional Airport Water Supply Investigation and Report (for the Airport Authority / Routt County);

Sr. Transportation Engineer Derek F. Schuler, P.E., PTOE will lead our team as Project Manager. Derek has over 25 years of transportation and traffic engineering experience; including with CDOT- and Federally-administered projects (RCR 179 / Trout Creek Bridge replacement for Routt County is one example).

Tyler Smeenk, EIT is an experienced design and construction engineer / inspector who will be providing part-time inspection for the Steamboat Water Tank mentioned above (starting in July 2020 through
summer 2021). We have included Tyler on the team as it would be cost-effective for Hayden to also have Tyler provide CM services depending upon the construction schedule.

The information submitted in this statement of qualifications is true and accurate to the best of my knowledge and belief. We agree to comply with the terms and conditions as described in the RFP. I have full authority to submit this proposal on behalf of Drexel, Barrell & Co and bind the company to the obligations and conditions of this potential contract.

Please do not hesitate to contact me at mike@drexelbarrell.com or 303-442-4338 if you have any questions or wish to schedule an interview.

Sincerely,

Drexel, Barrell & Co.

Michael D. Middleton, P.E.,
President

Enc: Qualifications
For over seven decades, Drexel, Barrell & Co. has been a leader in the Colorado engineering and surveying community. Over that time we have had an unwavering commitment to premier quality while delivering projects on time and within budget.

Since 1949, our public and private sector clients have found us to be a trusted resource to provide civil engineering, land surveying, transportation engineering, water resources engineering, construction administration, and more. We handle complex projects by combining time-tested engineering and surveying practices with innovative approaches. We evaluate the unique needs of each project and provide solutions to create a foundation for the project’s success.

Drexel Barrell has a staff of the field’s top technical personnel in our Colorado offices. Key staff qualifications include advanced technical degrees, along with Professional Engineer (PE), Professional Land Surveyor (PLS), Certified Floodplain Manager (CFM), and Leadership in Energy and Environmental Design Accredited Professional (LEED AP). We strive to apply the latest in sustainable design and construction practices on all of our projects. Our core services include all facets of civil engineering, land surveying, transportation and traffic engineering, water supply, wastewater engineering, urban drainage, flood control, and construction engineering.
SECTION 1
Project Understanding and Approach

Because the US 40-Sheldon Lane to 6th Street project is receiving funding through a TAP Grant from the State of Colorado (and possibly Safe Routes to School, or others), the project will be administered through CDOT R3 (Grand Junction and Craig). Adhering to grant conditions and CDOT oversight will be vitally important to maintain funding eligibility.

CDOT and the design / construction process typically requires a multi-step process including:

- **Project Kickoff / Initial Meeting** to review project requirements, expectations, team member responsibilities, collect available client and CDOT supporting documentation, etc. This may include a field walk to observe site conditions and to identify areas of note or concern;

- **Field Inspection Review (FIR)**, corresponding to the conclusion of Preliminary Engineering plans. All field surveys, geotechnical, environmental investigations / clearances and related will typically be completed during this stage. The FIR typical involves meeting on-site to verify preliminary plans match field conditions and that no site conditions impacting plans and construction has been overlooked. Anything identified at this stage is added to the plans and specifications either before or during the FOR stage below;

- **Final Office Review (FOR)** to review the final engineering plans. This is usually conducted in the office or by teleconference and represents approximately 95% plan completion;

- **Final Plans, Specifications, and Estimates (PS&E)**, essentially, 100% complete, bid-ready documents (based on client and CDOT with modifications to meet project and local agency requirements), including contract documents, specifications, quantity takeoffs, final engineers estimate of construction cost, instructions to bidders. If indicated, plans may include related drainage improvements, landscaping enhancements, and perhaps LED street lighting (if desired);

- **Construction Phase Services** to monitor construction progress and quality, provide full- or part-time inspection, respond to contractor RFI’s (requests for information), review contractor pay requests, conduct project
closeout and prepared record as-constructed drawings.

Depending upon the input and recommendations received during the Kickoff Meeting, the process may add a Conceptual Plan stage (before FIR) to identify and clarify alternatives and expected costs to insure the project stays within available funding. Drexel Barrell will prepare all plans and supporting documentation in the above-prescribed format and as may be fine-tuned during the Kickoff Meeting.

EXPERIENCE

Drexel Barrell has completed many US 40 projects, and projects involving CDOT R3 in Routt County, other CDOT regions and other relevant projects. These include:

- **US 40 / Fish Creek Pedestrian / Bicycle Underpass**, opened October, 2019. Drexel Barrell designed this project for the City of Steamboat Springs (Danny Paul + Ben Beall, Public Works). It included retrofitting the existing Fish Creek triple-cell box culvert beneath US 40 / Lincoln and extending trail connections on each end while achieving a FEMA zero-rise in the Creek. CDOT R3 provided review, oversight, and approvals.

- **US 40 Median and Parkway Beautification Plans**, one mile-from N. Pine Grove to S. Pine Grove (for the City of Steamboat Springs);

- **Traffic Studies** for US 40-adjacent projects requiring CDOT reviews (including Fairfield Inn, and others);

- **Construction Phase Services** for the Town of Hayden for US 40 Sidewalk Improvements (TIGER Grant, 2009+);

- **Safe Routes to School Design**, for the Town of Hayden, US 40 to Breeze Basin Blvd along 3rd St (Hayden Valley Elementary, 2009);

- **Safe Routes to School** projects for Commerce City (2016), Craig (2017), Erie (2007), and Estes Park (2019);

- **Poplar Street Improvements Design and Construction Phase Services** for the Town of Hayden, (US 40 to the Routt County Fairgrounds, 2009);

- **US 40 Highway Access Permits** in Winter Park (Lakota), Granby (mixed-use development),

- **Fontaine Blvd Multi-Modal Improvements (1-mile)**, El Paso County (Federal grant, CDOT R2 administered, 2015);
- **US 40 Sewer Improvements Design** at Steamboat Campground (for the City of Steamboat Springs);
- Independent plan reviews of **Alpine Mountain Ranch Metropolitan District** access to US 40 for Routt County;
- **Bicycle, Pedestrian and Landscape Master Plan** for the City of Wheat Ridge (> 5 miles, with Complete Streets pioneer Charlier & Associates).

Other Routt County experience includes serving as surveyor and civil engineer for the 2010 **Steamboat Unbridled** (redevelopment of Base Village), **Burgess Creek Restoration and CLOMR/LOMR**, and **five bridge replacement projects** for Routt County Public Works (one currently in design with CDOT R3 / Federal funding and oversight).

**TEAM**

Drexel Barrell is accustomed to leading multi-disciplinary projects and meeting stringent local and state design requirements. **Michael D. Middleton, P.E., Managing Principal** will oversee quality, schedule, and performance. Drexel Barrell operated a Steamboat Springs office from 2005-2012, and Mike served as the Principal-in-Charge.

Our core team consists of the following accomplished individuals:

**Project Manager:** **Derek F. Schuler, P.E., PTOE** will manage the team. Derek will perform and direct the project’s transportation and traffic engineering elements including CDOT liaison and managing the team in the performance of their duties. Derek has 26-years progressive experience in transportation and traffic engineering.

Before joining Drexel Barrell, Derek was employed by the Jefferson County Transportation & Engineering Division where he led a team designing multi-modal roadways, intersections, and vehicle and pedestrian signal installations.

Derek has recent experience managing CDOT and federally funded design projects. A recent example is **SH 95 / Sheridan Boulevard Widening Improvements** from Turnpike Drive to 92nd Ave (TIGER Grant). The project includes a new vehicle and pedestrian underpass of Sheridan Blvd. connecting the Westminster RTD Park ‘n Ride to **Downtown Westminster** (the redevelopment of the old Westminster Mall).
Traffic and Transportation Engineer Kurt Crawford, P.E. will support PM Schuler for roadway and pedestrian crossing analysis and design. He is experienced in multi-modal and Safe Routes to School projects.

Tyler Smeenk, EIT will provide construction services including preparing bid documents, specifications, and serving as construction inspector. Tyler will be providing part-time construction inspection for Steamboat’s 1 MG West Area Water Tank and Pipeline project starting later this summer with completion scheduled for Fall, 2021.

Patrick C. O’Hearn, PLS, Associate will provide survey QA/QC oversight and coordinate the services of the Routt County surveyor we will use for this project. Pat previously worked in our Steamboat Springs office and has surveyed numerous Routt County projects, including some currently on-going (Steamboat West Area 1 MG Water Tank). On several occasions, Pat has been an on-call surveyor for the City of Steamboat Springs and for Routt County.

Kate Varnum, MSE, P.E., will provide Independent Peer Review of the plans, specifications and construction cost estimates.

SUBCONSULTANTS

Drexel Barrell understands the desire to keep as much of the spending on services in the local Routt County economy as feasible, especially with reduced work hours due to Covid19. Drexel Barrell will utilize the following subconsultants:

Geotechnical: NWCC, Steamboat Springs (Brian Len, President): We have used Brian and his company for most, if not all of our Routt County projects (including Hayden’s Poplar Street project that Drexel Barrell designed);

Surveying: Whelen Land Surveys (William Whelen, PLS); or, Landmark Surveys, Inc. (Jeff Gustafson, PLS). Both are former Drexel Barrell employees and we have collaborated with both on Routt County and Steamboat projects during the last 3 years;

Environmental: Kelly Colfer of Western Bionomics in Steamboat will provide any environmental investigations and assessments. Western Bionomics has teamed with us on several Steamboat projects, including the US 40 / Fish Creek Underpass and the restoration of Burgess Creek (from underground culvert to surface waterfalls, including FEMA LOMR).

Right-of-way and easement acquisition: Western States Land Services, Inc. of Loveland (John Doty, President, CDOT-listed). We have collaborated with Western States on CDOT and Federally-administered projects including the US 40/Fish Creek Pedestrian Underpass in Steamboat, several Routt County bridge
replacements, 7-miles of WCR 49 right-of-way for Weld County Public Works, 58th Ave. Improvements for Adams County Public Works, and Safe Routes to School projects.

Federal acquisition regulations strictly prohibit local agencies (e.g., the Town or its employees) from making contact with private property owners regarding acquiring easements and rights-of-way. Violations risk loss of funding.

Western States understands the procedural steps necessary to meet all CDOT and FAR funding requirements. They will conduct all easement or right-of-way acquisitions, including property owner communication and contact, valuations, and negotiations.

If the project requires, Drexel Barrell will provide design for LED street lighting through Markus Vahling, P.E. of MV Consulting, Denver who designed the US 40 / Fish Creek Underpass lighting).

We will contract with a local private utility locator / pothole firm to comply with SB 18-167 requirements (if available, Geri Bruggink, Underground Utility Locating Consultants, LLC in Oak Creek).

METHODS AND MEANS

Field Survey/Utilities: Drexel Barrell will provide a field topographic survey including underground utility location to accurately identify existing improvements, grades, slopes, above- and below-ground utilities, landscaping, and other existing features pertinent to the design. All survey shots will be to Town / CDOT accuracy standards and based upon relevant horizontal and vertical control datum (NAVD 88 unless otherwise indicated). Drexel Barrell will establish project benchmarks as needed for use later by the contractor.

Providing a precise, accurate, and complete horizontal and vertical survey within the project limits underpins the entire project. Drexel Barrell will accurately identify and locate all existing above- and below-ground utilities, crossings, and obstructions, compile this to 1=20’ to 1=40’ base mapping will help ensure the most accurate plan and profiles possible and minimize potential construction cost overruns later.
Drexel Barrell’s survey/utility program will include:

- Obtaining client and property owner right-of-entry permission to survey;
- Collecting all available agency and utility above- and below-ground mapping affecting the proposed improvements, including power lines, vaults, water, sewer, storm, gas, electric, telephone, irrigation laterals and head gates;
- Subcontracting with a private underground utility location service to precisely locate and mark the horizontal position and depth of all power, telephone, oil and gas company, fiber optic, and other underground utilities where their location is critical to project design;
- Establishing horizontal and vertical ground control based upon section and aliquot control for horizontal and NAVD 88 for vertical.
- Providing field cross-sections at 20’ average intervals, and of all marked underground utilities;
- All survey services will be performed to Town and CDOT standards and requirements as appropriate.

CONSTRUCTION COST ESTIMATING

Drexel Barrell and our team take great care and pride in providing our clients with accurate and reliable quantity takeoffs and construction cost estimates. Our goal is to be the equivalent of the number 2 or 3 low bidder. With escalating construction costs due to high demand and fixed contractor availability, we strive to ensure our clients have the most accurate quantity takeoffs and up-to-date unit costs from a variety of sources. These include the contractors, clients, and reliable cost estimating sources.

MANAGEMENT CONTROLS

BUDGET / COST CONTROL METHODOLOGY

During selection and contract finalization, Drexel Barrell envisions a defined-scope contract on a time-and-materials basis with a maximum-not-to-exceed fee limit. Drexel Barrell has operated under this scenario numerous times. We include a reasonable contingency for unanticipated work items in our fees to avoid
annoying change order requests.

Drexel Barrell uses *Deltek Vision* project management and cost accounting software to manage the budget and costs of our projects. All employees enter their time daily, allocated by the hours spent on each project. Drexel Barrell enters the contract tasks into our PM system so that employees may align their work efforts directly to the approved scope of work.

Each month, the Drexel Barrell Project Manager conducts billing reviews of all project charges, comparing these to contract terms and billing limits for reasonableness. Our in-house controller reviews all invoices to double-check we are billing in accordance with the contract terms and conditions.

We invoice charged time meeting the contract terms and limits, usually during the first 10 days of the month for the preceding month. We write-off (do not bill) any charges not meeting contract criteria.

**QUALITY CONTROL METHODOLOGY**

With seven decades of proven experience, Drexel Barrell employs extensive procedures and checklists to ensure our projects meet all applicable quality control standards.

For this project, Drexel Barrell will employ a three-stage quality control approach consisting of:

- **The first Q/C stage is by the project manager.** The PM will use Drexel Barrell’s standard plan content checklists to ensure that our plans and reports display all relevant information accurately and correctly.

- **The second stage is what we call our “Independent Peer Review.”** The independent reviewer will not be involved in the preparation of the plans or specifications, and will provide a fresh set of eyes not otherwise clouded by having worked on the project.

- **Finally, Principal-in-Charge Michael D. Middleton, P.E. will spot-check plans and documents before submittal to ensure they meet our standards.** Mike is a former City and County Engineer and has a good eye for quickly identifying corrections.
SCHEDULE MAINTENANCE

Drexel Barrell will prepare a CPM project schedule in Microsoft Project (or equivalent) identifying the important tasks, durations, milestones, deadlines, and critical path relationships. After acceptance by the client, Drexel Barrell will monitor the schedule weekly and update it periodically to ensure completion of all project deliverables when promised.

Drexel Barrell conducts a weekly “Scheduling Meeting” each Tuesday in which senior staff reviews the progress of each active project versus contract. We identify projects requiring additional resources to maintain commitments to our clients and allocate needed resources to ensure meeting our project commitments.

OFFICE PROXIMITY

Drexel Barrell will staff this project from our Boulder office. We will not charge the Town for mileage or travel time on this project.

INFORMATION SHARING / TECHNOLOGY

Drexel Barrell will open a secure, on-Drexel Barrell premises-file sharing site for the remote sharing of project drawings and documents too large for email. This site will be accessible only to the client and Drexel Barrell staff, with access by outside parties / agencies when authorized by the client.
Town of Hayden, Colorado
US 40 Sidewalk Project, Sheldon Ln to 6th Street
For Drexel, Barrell & Co. Proposal of July 2, 2020 at 4 PM

Juliane Brown
Town Manager
Client Project Manager

Mathew Mendisco
Managing Principal
Resource Allocation, Client Satisfaction

Michael D. Middleton, P.E. (27/47 yrs exp)
Derek F. Schuler, P.E., PTOE (2/26 yrs exp)
Kate Varnum, MSE, P.E. (5/19 yrs exp)
Kurt Crawford, P.E. (4/9 yrs exp)
Patrick C. O’Hearn, PLS (13/42 yrs exp)

Drexel, Barrell & Co.

Dan Roussin
Permit Unit Manager
Region 3

Tyler Smeenk, E.I.T. (4/14 yrs exp)

www.drexelbarrell.com
SECTION 2

Personnel

Principal-In-Charge | Michael D. Middleton, P.E.
Mike was formerly the City Engineer for the City of Broomfield and the Operations Engineer for Boulder County Public Works Department in charge of the County’s road and bridge program. As Principal, Mike will ensure that the project is prosecuted in a professional and technically proficient manner, with proper attention given to each critical issue, and that the resources needed at each stage are available and sufficient to deliver outstanding value to our client.

- Hayden Safe Routes to School
- US 40 / Fish Creek Pedestrian Underpass & Trail - City of Steamboat Springs
- US 40 (Lincoln Avenue) TAP Sidewalks Conceptual Design - City of Steamboat Springs
- Craig Safe Routes to School
- Spring Gulch Trail (Over 3 Miles Of Concrete Trails) - City Of Longmont
- Sheep Draw Trail (2 Miles) - Greeley Culture, Parks and Recreation
- South Platte River Trail & Pedestrian Bridges (1.9 Miles), 108th to 120th - Adams County / UDFCD
- St. Vrain Legacy Trail (1 Mile), SH 52 to Grand View - Dacono

Sr. Transportation/Traffic Engineer | Derek F. Schuler, P.E., PTOE - [Project Manager]
Derek has 27 years of progressively responsible Transportation Engineering and Project Management experience. He is an expert in roadway design, traffic signal design and operations, and implementing multi-modal projects.

- Sheridan Boulevard Multimodal Improvements, US 36 Bikeway Realignment + Sidewalks / ADA Ramps - CDOT & City of Westminster
- Jefferson County Road 93 RRFB Pedestrian Crossing Near I-70, Including 500 Feet of Trail Improvements
- McIntyre Street Widening, Sidewalks + Pedestrian Improvements - Jefferson County
- 144th Avenue Improvements/Traffic Signal Modification + Asphalt Trail - City of Thornton
- 20th Street Multimodal Improvements, 50th to 59th Avenues - Greeley
- McIntyre Street Widening and Sidewalk Improvements - Jefferson County
- York Street Improvements, SH 224 to 78th Avenue - Adams County

Transportation/Traffic Engineer | Kurt R. Crawford, P.E.
Kurt has 9 years experience with an emphasis in transportation and traffic engineering. His experience includes roadway, intersection, pedestrian improvements and bridge design; drainage and utility design; traffic control plans; quantities and cost estimates; and construction inspection.

- US 40 (Lincoln Avenue) TAP Sidewalks Conceptual Design - City of Steamboat Springs
- US 40 / Fish Creek Pedestrian Underpass & Trail - City of Steamboat Springs
- Sheep Draw Trail (2 Miles) - Greeley Culture, Parks and Recreation
- South Platte River Trail & Pedestrian Bridges (1.9 Miles), 108th to 120th - Adams County / UDFCD
- Sheridan Boulevard Multimodal Improvements, US 36 Bikeway Realignment + Sidewalks / ADA Ramps - CDOT & City of Westminster
- Fontaine Boulevard Multi-Modal Improvements - El Paso County
SECTION 2  
Personnel

**Sr. Civil Engineer | Kate Varnum, MSE, P.E. [Independent Peer Review]**  
Kate has 16 years experience in civil engineering. With a masters degree in structural engineering and experience in structural design, utilities design, roadway design and field engineering, Kate is a multi-faceted engineer with a keen eye for detail and meticulous plan preparation skills.

- Las Vegas Street to Hancock Expressway Connection at US Highway 24 - City of Colorado Springs
- 1.5 Miles of 15-inch Sewer Outfall Replacement - City of Trinidad
- Golden Lane Road Bridge Replacement Over Fountain Creek - El Paso County
- Sand Creek Police Substation – City of Colorado Springs
- Colorado Center Water Treatment Plant - Colorado Springs
- Fort Carson Fire Pump House
- Fountain-Fort Carson School District Athletic Fields

**Associate/Sr. Surveyor | Patrick C. O’Hearn, PLS**  
Pat has 42 years of progressive land surveying experience. He serves as Survey Manager for Drexel, Barrell & Co.'s Colorado Springs regional office. Patrick’s extensive experience includes boundary and topographic surveys, section breakdowns, improvement surveys, ALTA/NSPS surveys, construction layout for industrial, commercial, and residential improvements.

- Hayden Safe Routes to School (CDOT Grant and Oversight)
- Alcove Trail, Colorado National Monument - Grand Junction
- US 40 / Fish Creek Pedestrian Underpass & Trail - City of Steamboat Springs
- RCR 67 Bridge Replacement - Routt County
- Slater Creek Bridge Replacement - Routt County
- Chicken Creek Bridge Replacement - Routt County
- Moon Hill Bridge Replacement - Routt County
- Trout Creek Bridge Replacement - Routt County
- Butler Creek Bridge Replacement - Routt County

**Design/Construction Engineer | Tyler J. Smeenk, EIT**  
Tyler has 14 years experience as a civil engineer. His experience includes project design, construction management and inspection, construction safety procedure development, and he was previously certified in ACI Field Concrete Testing Level 1.

- 1 MG Potable Water Storage Tank + 1 Mile 16-Inch Transmission Line, Contract Documents - City Of Steamboat Springs
- Broadway Drainage Improvements Utility Locations And Identification, 52nd to 64th Avenues - Adams County
- Camp George West Underground Utility Locations and Identification - Golden
- Downtown Westminster CM Services, >17,000 Feet Of Streets And Utilities
- South Platte Interceptor Construction Observation - City of Brighton
- Adams Street Reconstruction Design & Inspection - Laramie, WY
- Jacoby Pond Design & Construction Administration- Laramie, WY

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**EDUCATION**  
M.S.: Structural Engineering, University of Manchester, UK

**REGISTRATION**  
Professional Engineer: Colorado

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**EDUCATION**  
B.S.: Civil Engineering, South Dakota School of Mines and Technology, 2006

**REGISTRATION**  
EIT  
Transportation Erosion Control Supervisor;  
Competent Person for Excavation, Trenching and Shoring
# SECTION 3

## Representative Experience

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<th>Construction Year</th>
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<td>City of Steamboat Springs</td>
<td>Danny Paul</td>
<td>600 feet</td>
<td>2018</td>
<td>2019</td>
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<td>Sheep Draw Trail</td>
<td>City of Greeley Culture, Parks and Recreation</td>
<td>Sarah Boyd</td>
<td>2 Miles</td>
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<td>2019 (main segment)</td>
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<td>Clear Creek Trail</td>
<td>Adams County Parks &amp; Community Resources</td>
<td>Marc Pedrucci</td>
<td>1,200 feet</td>
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<td>South Platte River Trail + Two Pedestrian Bridges</td>
<td>Adams County Parks &amp; Community Resources</td>
<td>Marc Pedrucci</td>
<td>2 miles</td>
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<td>2017</td>
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<td>Craig Safe Routes to School</td>
<td>City of Craig</td>
<td>Jim Ferree</td>
<td>2,500 feet</td>
<td>2016</td>
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<tr>
<td>Hayden Safe Routes to School</td>
<td>Town of Hayden</td>
<td>David Torgler</td>
<td>1 mile</td>
<td>2016</td>
<td></td>
<td>$140,000</td>
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<tr>
<td>East 72nd Avenue Safe Routes to School</td>
<td>City of Commerce City</td>
<td>Mike Cates</td>
<td>1 mile</td>
<td>2015</td>
<td>2016</td>
<td>$787,000</td>
<td>Y</td>
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<tr>
<td>Spring Gulch #2 Trail, Drainage Improvements &amp; Pedestrian Underpass</td>
<td>City of Longmont</td>
<td>Steve Ransweiler</td>
<td>2 miles</td>
<td>2014</td>
<td>2015, 2020</td>
<td>$7,300,000</td>
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<td>SH 119 Trail, Spring Gulch to Flor del Llano Park</td>
<td>City of Longmont</td>
<td>Tom Street</td>
<td>6,000 feet</td>
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<tr>
<td>St. Vrain Legacy Trail</td>
<td>City of Dacono</td>
<td>AJ Euckert</td>
<td>1 mile</td>
<td>2010</td>
<td>2010</td>
<td>$350,000</td>
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<td>Pearson Park Trail</td>
<td>City of Fort Lupton</td>
<td>Claud Hanes</td>
<td>500 feet</td>
<td>2009</td>
<td>2010</td>
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<td>UCAR Multi-Use Trail</td>
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<td>2,500 feet</td>
<td>2008</td>
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<td>Fountain Creek Trail &amp; 8th Street Pedestrian Bridge</td>
<td>City of Colorado Springs</td>
<td>Colleen Dawson</td>
<td>1,400 feet</td>
<td>2008</td>
<td>2009</td>
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<td>Y</td>
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<td>Fountain Creek Trail &amp; Low Water Crossing</td>
<td>El Paso County</td>
<td>Colleen Dawson</td>
<td>500 feet</td>
<td>2008</td>
<td>2009</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Erie Safe Routes to School</td>
<td>Town of Erie</td>
<td>Dennis Crock</td>
<td>1 mile</td>
<td>2007</td>
<td></td>
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SECTION 3
Representative Experience

Poplar Street (CR 53) Design + Construction Services - Hayden
Drexel Barrell prepared design surveys and final engineering plans including roadway widening, major storm sewer / drainage improvements, and a new sidewalk (along the west-side) from US 40 / Jefferson to Dry Creek. Design included detailed field and office right-of-way research, topographic surveying and mapping. Drexel Barrell provided construction management services for the Town / CDOT R3 during construction (ARRA / TIGER / Safe Routes to School funding).

3rd Street Safe Routes to School Design and Construction Phase Services - Hayden
Drexel Barrell surveyed, prepared engineering plans, construction documents and provided construction phase services for this CDOT-administered project, from US 40 / Jefferson to Breeze Basin Blvd. The project included designing a new pedestrian bridge over Dry Creek. Services included detailed topographic surveys and right-of-way mapping, sidewalk layout, pedestrian crossings, and grading and drainage plans. Drexel Barrell provided construction management services for the Town / CDOT R3 during construction (ARRA / TIGER / Safe Routes to School funding).

Jefferson Street (US 40) - Hayden
Concurrent with the Poplar and 3rd Street projects above, Drexel Barrell provided construction inspection and contract administration services for the US 40 sidewalks along the south side from 3rd to 6th Streets (ARRA / TIGER grant funding).

Harvest to Harvest Safe Routes to School Project - Hayden
Drexel Barrell surveyed and prepared engineering plans for the Safe Routes to School project for the Town of Hayden from the intersection of Poplar / Harvest to the intersection of Harvest / S. Harvest (770 feet, ±).

SH 119 Trail - Longmont
Under contract with the City of Longmont, Drexel Barrell designed 6,000 lineal feet of trail along the north side SH 119 from Spring Gulch west to Flor del Llano Park at 3rd Avenue. The design incorporated a safety analysis for the pedestrian crossing at County Line Road, and included evaluating conventional ped signals, HAWK, and Rectangular Rapid Flash Beacon solutions.
SECTION 3
Representative Experience

Fish Creek / US 40 Underpass and Trail - City of Steamboat Springs
Under contract with the City of Steamboat Springs, Drexel Barrell provided engineering services for a retrofit design of the existing 3-cell box culvert conveying Fish Creek under US Highway 40. The new design enables pedestrian and bicycle traffic to pass safely under US 40 while continuing to pass Fish Creek through the underpass and maintains zero rise. The federally-funded project design included connections to existing trails on both approaches, and right-of-way appraisals and acquisition and environmental studies per CDOT / FHWA requirements.

US 40 (Lincoln Avenue) TAP Sidewalks Conceptual Design – City of Steamboat Springs
Drexel Barrell provided conceptual design for 2,200 feet of sidewalks along West Lincoln Avenue for a FHWA grant application. The sidewalks design included ROW and easements, utility relocations, retaining walls, property access, and construction cost estimates.

US 287 / 120th Avenue Sidewalk and Pedestrian Improvements - City and County of Broomfield
Commissioned by the City and County of Broomfield, Drexel, Barrell & Co. provided design surveys, engineering, and construction contract support for the addition of 1,600-feet of sidewalk, pedestrian, landscape, and safety improvements along the north side from Main to Emerald Streets. Working within available rights-of-way, existing drive-cuts, and other tight project constraints, Drexel Barrell delivered a project that met the requirements of the Colorado Department of Transportation and the City and County of Broomfield while delivering an improved pedestrian / bicycle experience along this busy urban corridor.
SECTION 3
Representative Experience

South Platte River Trail and Pedestrian Bridges - Adams County
Adams County Parks and Open Space and the Urban Drainage and Flood Control District (UDFCD) jointly funded the design and construction of the last unfinished segment (108th Avenue to 120th Avenue) of the South Platte River Trail between Chatfield Reservoir and Brighton.

The $1.5 million project consisted of 10,000 feet of concrete trail, two new pedestrian bridges, and preservation of eagle nesting areas along the River. The largest bridge (240-feet), required two spans to cross the Platte just south of 120th Avenue. The smaller single-span structure (64-feet) crosses Bull Seep Canal near 108th. Drexel Barrell designed the two new bridges to maintain zero rise in the floodplain.

Drexel Barrell and our team provided design and control surveys, trail design, river hydraulics and floodplain modeling, structural design, geotechnical investigations, endangered species investigations, and construction phase services. Close coordination with the Denver Water Department and Commerce City ensured the new trail blended seamlessly with their facilities along the route.

Spring Gulch Trail, SH 119 Underpass, and Drainage Improvements - Longmont
The City of Longmont commissioned Drexel Barrell to analyze, plan, and engineer 3 miles of new trail along Spring Gulch, from the existing terminus west of CR 1 to the City’s Sandstone Ranch Park south of Ken Pratt Parkway (SH 119), and 1 mile west to east of 3rd Street. Our services included investigations into preserving and enhancing the riparian habitat through the incorporation of native plant species, low impact irrigation, crossing irrigation ditches and the Great Western Railroad, and passing the 100-year storm beneath SH 119 while providing a pedestrian underpass connecting Sandstone Ranch with the new trail to the north.

Drexel Barrell devised an innovative and cost-effective two-stage system that efficiently passes the 100-year storm event while keeping pedestrian passage safe and dry.
SECTION 3
Representative Experience

St. Vrain Legacy Trail and Trailhead - Town of Dacono
Under contract with the Town of Dacono, Drexel Barrell provided comprehensive design engineering, collaboration with CDOT Region 4, and construction engineering and surveying services for the St. Vrain Legacy Trail. This multi-use pedestrian and bike path is one mile in length and follows the alignment of an abandoned Union Pacific railroad line. Stretching from Weld CR 12 northward to the intersection of State Highway 52 and Colorado Boulevard, the trail also connects with and extends the Town of Frederick’s extensive trail network to the north. Drexel Barrell coordinated with CDOT traffic engineers to design signal and crosswalk modifications at SH 52 that allow pedestrians and bicycles to cross safely.

Brodie Avenue Safe Routes to School – Town of Estes Park
The Town of Estes Park engaged Drexel Barrell to design improvements to Brodie Avenue between Community Drive and Fish Creek Road, a distance of 1/3 mile. Issues addressed included solving subsurface groundwater, replacing deteriorating pavement, improving cross-slope grades, widening the street to provide auxiliary parking, designing a Safe Routes to School trail, and improving school crosswalk safety.

Sheep Draw Trail – City of Greeley
3 segments between 71st and 83rd Avenues, including connection to 20th Street totaling 2 miles, two arterial bridge under-crossings, one pedestrian trail overcrossing, floodway zero-rise determinations, new parking lot and RRFB pedestrian signal at 20th Street, CDOT grant, for the City of Greeley.

Clear Creek Trail Replacement - Adams County
Drexel Barrell provided surveying and engineering services for the design of 1,400 feet of trail replacement along Lower Clear Creek between Pecos Street and Broadway Boulevard. Services included trail design, bank stabilization, erosion control, construction cost estimates, permitting, and construction management services. The concrete trail is 10-feet wide with 2-foot crusher fines shoulders on both sides.
SECTION 4

References

Danny Paul
Public Works Engineer
City of Steamboat Springs
(970) 871-8210
dpaul@steamboatsprings.net
“US 40 / Fish Creek Pedestrian Underpass and Trail”

Seth Plas, PE, CFM
Capital Projects Administrator
Department of Community Development
City of Westminster
(303) 658-2096
splas@cityofwestminster.us
“Sheridan Boulevard Pedestrian / Vehicle Underpass and US 36 Trail Connections”

Sarah Boyd
Trails Planner
City of Greeley
(970) 336-4180
Sarah.Boyd@Greeleygov.com
“Sheep Draw Trails (3 Segments: 71st, 20th, and 83rd), RRFB Pedestrian Crossing”

Marc Pedrucci
Natural Resource Manager
Adams County Parks & Community Resources
(303) 637-8014
mpedrucci@co.adams.co.us
“South Platte River (Front Range) Trail, 108th to 120th Avenues, Including Platte River And Bull Seep Pedestrian Bridges”
“Clear Creek Trail, Mariposa to Huron”

Mike Mordi, P.E.
Assistant Public Works Directory
Routt County
(970) 870-5337
mmordi@co.routt.co.us
“Multiple Routt County Bridge Replacement Projects (Chicken Creek, Slater Creek, Green Pipe [RCR 67], Butler Creek, Moon Hill)”
TOWN OF HAYDEN
HAYDEN SIDEWALK ENHANCEMENT
AND SAFE ROUTES TO SCHOOL

HIGHWAY CONSTRUCTION BID PLANS OF PROPOSED
FEDERAL AID PROJECT NO. ES3 M615-002
U.S. HIGHWAY NO. 40
ROUTT COUNTY T6N, R8B W

CONSTRUCTION PROJECT CODE NO. 17084

PROJECT SITE #1

PROJECT SITE #2

PROJECT SITE #3

VICTORY MAP N.T.S.

SHEET NO. INDEX OF SHEETS
1 TITLE SHEET
2 STANDARDS PLAN LIST
3 GENERAL NOTES
4 SUMMARY OF APPROX. QUANTITIES

PROJECT SITE #1 SIDEWALK PLAN AND PROFILE
5 6TH TO 5TH PLAN AND PROFILE
6 5TH TO 4TH PLAN AND PROFILE
7 4TH TO 3RD PLAN AND PROFILE
8 3RD TO 2ND PLAN AND PROFILE

PROJECT SITE #2 SIDEWALK PLAN AND PROFILE
9-13 PEDESTRIAN SIDEWALK PLAN AND PROFILE

PROJECT SITE #3 SIDEWALK PLAN AND PROFILE
14-19 2ND STREET SIDEWALK PLAN AND PROFILE
19-23 TYPICAL SECTIONS AND DETAILS

Contract Information
Prepared By:
Contractor:
Resident Engineer:

Project Information:
Project No. / Code:
Sheet No.:

Computer File Information
Job No.:
File:

Index of Revisions
Revision:

As constructed
Hayden Sidewalks, Routt County, Colorado

COVER SHEET

Project No./Code: ES3 M615-002
17084
CITY OF CRAIG
SAFE ROUTES TO SCHOOL
CONSTRUCTION BID PLANS OF PROPOSED
SIDEWALK IMPROVEMENTS, MOFFAT COUNTY, COLORADO
SECTION 17, T4N, R89W, 6TH P.M.
PROJECT # SARM255-005
CODE # 17910

UTILITY CONTACTS:
ELECTRIC: YAMPA VALLEY ELECTRIC ASSOCIATION 3715 EAST US HWY 40 R.D. BOX 217 CRAIG, CO 81626 970.624.0593
WATER: CITY OF CRAIG WATER DEPARTMENT 320 WEST 4TH STREET CRAIG, CO 81625 970.624.8731 EXT 2001

PROJECT # SARM255-005
CODE # 17910

CONTRACT INFORMATION

DREXEL, BARRELL & CO.
Engineers-Surveyors
1800 38TH STREET
BOULDER, COLORADO 80301
CONTACT PAMELA M. MOREAU, P.E.
(303) 442-4338

DJR DESIGN TRAFFIC ENGINEERS
1800 38TH STREET
BOULDER, COLORADO 80301
CONTACT PAMELA M. MOREAU, P.E.
(303) 442-4338

Contact:
Resident Engineer:
Project Engineer:

PROJECT STATUS: / / ADOPTED: / / REVIEWED: / /

Computer File Information

Date: 11/20/2017
Software: AutoCAD
Full Path: H:\\CRAIG-2014-0000\\32\PLANS\\SHEETS
Opening Files: 20447_CVR.dwg

Index of Revisions

SAFE ROUTES TO SCHOOL
COVER SHEET

Project No./Code
SARM255-005

NO REVISIONS

17910

Sheet Number: 103

1 of 23
Town of Hayden

Town Council Agenda Item

MEETING DATE: August 20, 2020

AGENDA ITEM TITLE: Review and Approve Resolution 2020-13 A Resolution Amending the Hayden Parks and Recreation Board Bylaws for the Town of Hayden, Colorado

AGENDA SECTION: New Business

PRESENTED BY: Josh Jones

CAN THIS ITEM BE RESCHEDULED: Not preferred

BACKGROUND REVIEW: Hayden Parks and Recreation Board voted to approve a mission statement for this department.

“The mission of the Town of Hayden Parks and Recreation Department is to provide well-maintained parks, open spaces, and recreational facilities, a quality offering of youth and adult organized sports, and innovative events that serve to inspire residents and visitors while promoting a healthful lifestyle and positive sense of mountain community.”

RECOMMENDATION: Town Council to approve HPR board mission statement.

MANAGER’S RECOMMENDATION/COMMENTS:
RESOLUTION 2020-13

A RESOLUTION AMENDING THE HAYDEN PARKS AND RECREATION BOARD BYLAWS FOR THE TOWN OF HAYDEN, COLORADO

WHEREAS, the Town of Hayden elected officials created the Hayden Parks and Recreation Board; and

WHEREAS, the Town Council has previously adopted By-Laws and amended the By-Laws for the Hayden Parks and Recreation Board by Resolution 2007-08, Resolution 2008-03, Resolution 2008-19, Resolution 2013-24 and Resolution 2018-11; and

WHEREAS, the Town Council may have adopted additional amendments and/or revision to the Hayden Parks and Recreation Board By-Laws not listed specifically above; and

WHEREAS, the Hayden Parks and Recreation Board has unanimously voted to recommend a new mission statement;

"The mission of the Town of Hayden Parks and Recreation Department is to provide well-maintained parks, open spaces, and recreational facilities, a quality offering of youth and adult organized sports, and innovative events that serve to inspire residents and visitors while promoting a healthful lifestyle and positive sense of mountain community."

WHEREAS, the Town of Hayden Parks and Recreation Board, Town Council and Town Staff have a desire to deliver recreation services that are valued by our citizens and provide a positive, creative and active healthy lifestyle for the town; and

WHEREAS, the Town Council also recognizes the mission statement will be sending a message to the public it serves that it takes their responsibility seriously and the Town of Hayden will keep the mission statement at the heart of its decisions and operations.

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

Section 1. The Town Council of the Town of Hayden hereby amends the bylaws of the HPR Article II changing the HPR mission statement (Exhibit A).

Section 2. This resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED AND RESOLVED THIS 20th DAY OF AUGUST, 2020.

__________________________
J. Timothy Redmond, Mayor

ATTEST:

__________________________
Sharon Johnson, Town Clerk
HAYDEN PARKS AND RECREATION BOARD BYLAWS

Article I – Advisory Board
The Town Council for the Town of Hayden shall appoint a Hayden Parks and Recreation Board which shall act in an advisory capacity to the Town Council.

Article II – Mission Statement
Town of Hayden Parks and Recreation Department is to provide well-maintained parks, open spaces, and recreational facilities, a quality offering of youth and adult organized sports, and innovative events that serve to inspire residents and visitors while promoting a healthful lifestyle and positive sense of mountain community.

Article III - Purpose
The purpose of the Parks and Recreation Board is to plan, direct, and develop recreation activities and events to assist in promoting long-range programs for the development of the Town’s recreation system for youth, adults and senior citizens. The Parks and Recreation Board shall work in cooperation with Parks & Recreation Staff or their designee in achieving an ample diversity of recreation activities to meet the above stated goals and objectives.

Article IV – Board Appointment(s)
Letters of Intent to Serve must be submitted by the November meeting prior to the end of a Board members term. Open Board positions will be posted in November by the Town Clerk or their designee. New and existing Board position applications and renewals will be considered at the December Board meeting and recommendations for appointment/reappointment must be presented to the Town Council at their January meeting for approval consideration.

Section 1. Members
The Hayden Parks and Recreation Board shall consider Board applications and recommend Board appointments to the Hayden Town Council and the Town Council shall select nine members who are citizens of the Town of Hayden. Appointments shall be made upon term renewal and/or as necessary to fill vacant positions. The members shall serve three-year terms expiring on December 31.

Section 2. Terms
Board members shall serve three-year terms unless they are fulfilling a term from a prematurely vacated position.

Section 3. Appointments
Appointments to fill vacancies shall be for the unexpired term and shall be made in the same manner as original appointments.

Section 4. Compensation
No member of the Board shall receive any compensation for such membership.

Section 5. Removal
Members of the Board may be removed by action of the Town Council for malfeasance, violations of the State Ethics Code, for non-excused failure to attend three consecutive meetings of the Board or excessive absences deemed detrimental by a majority vote of the Board. To be deemed excused members must contact Parks & Recreation Staff or their designee in advance of a scheduled meeting. Excused absences for emergencies or illness will need to be noted in the meeting minutes.
Article V – Officers
The officers of the Parks and Recreation Board shall be the Chairperson and Vice-Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Town Council. The Chairperson shall preside at all meetings of the Board, unless prior notice is given to Parks & Recreation Staff or their designee. The officers shall be nominated and elected by ballot to serve for one year (January of each year) or until their Board position is terminated, or until their successors are elected.

Section 1. Duties of the Chairperson and Vice-Chairperson
The Chairperson shall preside over all meetings of the Parks and Recreation Board. The chairperson shall perform all regular duties pertaining to the office of a board president. The Chairperson shall have all powers, rights and privileges of a Board member, including the right to vote. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

Section 2. Special Meetings
Special meetings may be called by the Chairperson of the Board or upon written request by four members of the Board filed with Parks & Recreation Staff or their designee. The purpose of the meeting shall be stated at the time of the request. In cases of emergency, twenty-four hours notice shall be given.

Section 3. Meeting Postings
All meetings shall be posted at designated posting locations at least 24 hours in advance in accordance with the Town Charter. The designated posting locations will be at the Hayden Town Hall and Hayden Post Office.

Section 4. Quorum
A majority of Board members constitutes a quorum and a quorum must be present at any meeting held for the transaction of business to occur, except to adjourn when the presiding officer can declare the meeting adjourned. The affirmative vote of a majority of the members present and voting at a meeting at which a quorum is present shall be necessary and sufficient for the adoption of any resolution and the transaction of any business. In the case of a tie vote, the business item will be added to the next meeting agenda as a consent item for a full vote.

Article VI - Meetings
The Board shall meet monthly per the schedule voted on and approved at the December meeting of each year. Each Board member will be counted on to be in attendance unless communication is received by the Parks & Recreation Staff or their designee or Town Clerk to the contrary.

Article VII – Committees
Standing or special committees shall be appointed by the Chairperson and adopted by a majority of members present at a meeting at which a quorum is present. (Except as otherwise provided, the Chairperson shall appoint members thereof.) The Chairperson shall be an ex-officio member of all committees. Each committee shall be comprised of at least one member of the Parks and Recreation Board and the committee chairperson may appoint citizens at large or qualified professionals to serve on a committee. It shall be the responsibility of each Committee Chairperson to submit reports of each meeting to the Parks & Recreation Staff or their designee for permanent files.
Article VIII – Parliamentary Authority
The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article IX – Amendment of Bylaws
Bylaw changes may be recommended to the Hayden Town Council by the Parks and Recreation Board provided that the proposed change has been approved in writing in the previous monthly Hayden Parks and Recreation Board meeting minutes.

It is hereby certified that these bylaws were adopted by the Hayden Town Council at a duly called meeting held the 20th day of August, 2020.

_________________________________
James M. Haskins
Mayor, Town of Hayden

_________________________________
Sharon Johnson
Town Clerk, Town of Hayden
Town of Hayden

Town Council Agenda Item

MEETING DATE: August 20th, 2020

AGENDA ITEM TITLE: Department of Local Affairs - Peace Officer Mental Health Support Grant

AGENDA SECTION: New Item / Staff Report

PRESENTED BY: Chief Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Yes but not recommended

BACKGROUND REVIEW: The Peace Officer Mental Health Support grant program as managed by the Department of Local Affairs (DOLA) for the State of Colorado provides financial assistance to law enforcement agencies to assist in mental health services for Colorado Peace Officers and Law Enforcement Staff. The Town of Hayden is seeking a portion of these grant monies for the purpose of providing both preventative on-going mental health counselling for the staff of the Hayden Police Department and crisis assistance as needed as a result of critical incidents.

- The grant is expected to assist in setting up an on-going mental health evaluation and a wellness program for the staff of the Hayden Police Department to be administered in collaboration with Mental Health Professionals who are specifically trained in the traumas, stresses and impacts associated with the profession of Peace Officer.
- Establish and enter into agreements with these same Mental Health Professionals to be available and respond as needed when an officer is involved in a critical incident and request the grant monies be used to off-set the costs associated with both the agreement and responses.

RECOMMENDATION: DOLA requires a resolution from the Town of Hayden Council expressing support, agreement and understanding of this grant request, Staff is requesting that the Hayden Town Council adopt this resolution in support of both seeking the grant and implementing the programs if or when the grant monies are awarded.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with this recommendation