

**ADDENDUM NO. TWO**  
**HISTORIC PRESERVATION PROJECT**  
**PROJECT NO. 338-22**  
**CITY OF THORNTON, CO**

TO: Prospective Bidders and all others concerned

DATE: October 21, 2022

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following shall modify the document as part of the original Request for Proposal (RFP) for this Project.

A. Exhibit A has been updated to reflect changes made to the Scope of Work reference within the document. Please refer to Exhibit A Consultant's Expanded Scope of Services, in lieu of Exhibit D.

2. The following questions and answers are provided for additional clarification to the Contract Documents.

**Question 1:** The RFP mentions Exhibit D. Can you please provide this document for review?

**Answer 1:** There was a reformatting where Exhibit D became incorporated into Exhibit A. The Documentation is revised per Addendum 2 to refer to Exhibit A Consultant's Expanded Scope of Services, in lieu of Exhibit D Scope of Services under Exhibit A in lieu of Exhibit D.

3. This Addendum becomes part of the Contract Documents. All other conditions and requirements of the Contract Documents will remain unchanged. Receipt of this Addendum must be acknowledged in the space provided on the Bid Proposal Form in the Project Manual.

**END OF ADDENDUM NO. TWO**

\_\_\_\_\_  
Jim Jensen  
Contracts Manager

\_\_\_\_\_  
Date

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## REVISED EXHIBIT A

### CONSULTANT'S GENERAL SCOPE OF SERVICES

General Project Description: The City of Thornton is seeking proposals for Consulting Services that will aid in the Planning and designing of a Historic Preservation Plan. This Plan will involve community input and involvement, Historical Study, a pathway to obtaining Certified Local Government (CLG) Status, a Prioritized implementation Schedule, and aid in setting the precedent for Historical Preservation within the City of Thornton.

The requested services with this RFP are outlined and prioritized as shown in Exhibit A Consultant's Expanded Scope of Services Scope of Work. The City of Thornton requests Consultants to provide pricing that meets the highly prioritized line items and provide an add service to pick up a larger scale of services, as outlined as medium and low prioritization. In addition to this, request for hourly billable rates is requested in Exhibit C.

The City of Thornton has a budget allocating **forty-five thousand dollars (\$45,000.00)** for the performance of services as prescribed and sought by this RFP. The Consultant is to analyze Exhibit A Consultant's Expanded Scope of Services, Expanded Scope of Services, a prioritization chart of tasks and services, and provide a proposal for a list of deliverables that can meet the budget. The City of Thornton will analyze the proposals for best value added from each consultant and subsequently award the project using the best added value as the basis.

In addition to the base budget, the City of Thornton will be applying for a History Colorado (State Historic Preservation Office) Planning Grant for the sum of approximately **fifteen thousand dollars (\$15,000.00)**. If the City is awarded the grant, as an add alternate on the bids, using the fifteen thousand dollar (\$15,000) grant funds, the City requests each Consultant to provide a list of additional deliverables that could be achieved based on the prioritization chart in Exhibit A Consultant's Expanded Scope of Services, Expanded Scope of Services. However, performance of the additional deliverables is solely contingent on the City's receipt of the History Colorado Planning Grant funds. If the City is not awarded the grant funds, Consultants' alternate bids based on the prioritization chart in Exhibit A Consultant's Expanded Scope of Services, Expanded Scope of Services will not be evaluated as part of the RFP by the City unless and until sufficient funds are appropriated and allocated into the budget to pay for the alternate additional deliverables submitted with each RFP by the Consultants for this project.

Thornton requires Consultant to provide **Historic Preservation Planning and Design Services** on an as-needed basis. These Services may be required for routine scheduled projects or on an expedited basis.

Consultant shall perform the Services in accordance with the specific Task Assignment Scope of Work (SOW) issued by Thornton.

For scheduled, non-expedited Services, Consultant shall prepare a Not-to-Exceed (NTE) fee proposal based on the personnel billable rates, estimated reimbursable expenses, and the requirements listed in Exhibit C Schedule of Charges for each SOS provided by Thornton. The schedule for performance of non-expedited Services for a given Task Assignment shall be as mutually agreed by the Parties and as stated in the written Task Assignment SOS.

Services may be needed on an expedited basis due to a condition that poses a threat to public health or welfare or to mitigate a negative impact to Thornton, such as minimizing the cost of ongoing damage. For expedited Services, Thornton may issue a Purchase Order to Consultant based on a verbal SOS and/or a verbal fee estimate, provided these verbal understandings are followed up as soon as possible with written documentation, which shall be incorporated into the Agreement documents by reference. Consultant will be compensated based on actual labor hours incurred multiplied by the personnel billable rates in Exhibit C, plus approved reimbursable expenses. If Thornton and Consultant later mutually agree upon a NTE fee, the NTE fee will be incorporated into the SOS, in which case the compensation will be subject to limitation by the NTE fee. The schedule for delivery of the expedited Services to Thornton shall be as mutually agreed to by the Parties.

## **CONSULTANT'S EXPANDED SCOPE OF SERVICES**

### **Introduction**

To guide future and on-going historic preservation efforts, the city of Thornton is seeking to create a Historic Preservation Plan (here in referred to as the HPP; or "the Plan"). Thornton's history "officially" started at its incorporation in 1956, around the time of a big population boom occurring post-World War II. Prior to Thornton's incorporation, most of the area served as unincorporated agricultural land or small rural railroad towns, such as Eastlake. Further, prior to settlement and the Colorado Gold Rush, the Thornton area was home to several indigenous tribes.

On June 15, 2021, Thornton City Council gave direction to city staff to seek Certified Local Government (CLG) status; Thornton currently does not fulfill all the requirements to become a CLG. Thornton adopted a local historic recognition ordinance in 2012. The services outlined in this Scope of Work will provide base information that will be used in the preparation of a Historic Preservation Plan and will contribute towards fulfilling the requirements of becoming a CLG. Additionally, the Plan will help identify what preservation means to the community and nurture a preservation ethos in Thornton. Overall, it will provide the framework for future historic preservation in Thornton and list achievable action items to progress towards these goals.

For reference, the City of Thornton (herein referred to as "City" or "Thornton") will be responsible for helping to manage the entire process and assigning a project coordinator or manager to be the daily point of contact to the Historic Consultant team (herein referred to as the "Consultant"). Additionally, the City and Consultant will be working with an Advisory Group (herein referred to as AG) to assist in providing guidance and recommendations throughout the project phases. Additionally, to distinguish between the Consultant's Scope of

Work tasks and deliverables and the City's final goal of creating the Historic Preservation Plan, the Scope of Work is herein referred to as the "Scope" or "Project" and the Preservation Plan is "the "Plan" or "HPP."

### **Role of the Consultant to the Historic Preservation Plan**

The Consultant's role is to prepare the three (3) Project components described below. The City will be working closely with the Consultant and will undertake the task of compiling all these components into the HPP.

### **Project Components**

1. **Historic Context Study** – Prepare an overview of Thornton's history. The overview should identify the distinct eras in Thornton's history, extending back prior to the history of indigenous tribes in the area to the establishment of Thornton as a city and beyond. The Consultant shall advise and discuss with the City which eras shall be elaborated upon as part of the overview and which topics can be the focus of more in-depth studies in the future. The list of recommended in-depth studies will be included in Project component C, Recommendations and Prioritized Implementation Schedule.
2. **Creation of Historic Preservation Goals and Priorities** – Conduct community meetings, forums and targeted outreach/interviews and surveys to establish goals and priorities.
3. **Recommendations and Prioritized Implementation Schedule** – Prepare a concise document listing future recommendations for historic preservation in Thornton. The Consultant will provide a recommended schedule and prioritization of future historic preservation actions including the steps necessary to become a CLG.

Exhibit A displays the boundaries of the city and the future growth area which is the focus area of this Project.

### **Project Vision**

- The Project will provide relevant and innovative steps that can be used to preserve existing historic resources and incorporate historic preservation when guiding future development in the city. These steps will align with the Thornton Comprehensive Plan's direction on placemaking and investment.
- The Project will include a contextual understanding of Thornton's distinct historical eras (e.g., Post War Era) to provide to the community and to increase capacity and support for existing and future preservation efforts.
- The Project will identify actionable steps that Thornton can take to provide a framework for historic preservation in the city while also positioning the City to become a CLG.

## **Project Phases**

The responsibility of the Consultant will include the three (3) components identified above: Historic Context Study, creation of Historic Preservation Goals and Priorities, and Recommendations and Prioritized Implementation Schedule. It is anticipated that certain phases could happen concurrently.

It is anticipated that the phases will occur as follows: Phases A, B and C will start in late 2022 and go through early 2023; Phase C will lead into the next phase and Phase D will start as early as Spring in 2023 with.

Further, the City's Policy Planning Division has requested additional funds for 2023 for the Project. The Consultant is therefore requested to provide a low to high range cost estimate for each phase.

The following phases are proposed which correlate with the Project components listed above:

**Phase A: Project Initiation and Orientation**

**Phase B: Historic Context Study, and Initial Outreach**

**Phase C: Outreach and Identification of Historic Preservation Goals**

**Phase D: Recommendations and Prioritized Implementation Schedule**

### **Phase A: Project Initiation and Orientation**

The purpose of this phase is to initiate the Project, create a schedule, and formulate a community outreach plan.

- **Kick-Off Meeting**  
Consultant shall meet with Thornton staff and conduct initial discussions for Project orientation purposes.
- **Set schedule and Work Plan**  
Consultant shall work with Thornton staff to create a schedule and work plan.
- **Webpage Material**  
Consultant shall provide information for a web page that the City will create and maintain. Consultant will provide information on the Project as it progresses so the information can be included on the web site.
- **Community Engagement Plan** (here in referred to as "CEP")  
The Consultant shall draft an engagement plan for approval by Thornton. Community input shall be obtained through various methods such as: community meetings, focus groups, interactive web-based surveys set up by the City, and key informant interviews. The CEP shall provide recommendations on membership of the Advisory Group for the Project.

### ***Deliverables for Phase A***

1. Kick-Off Meeting.
2. Project schedule identifying Project phases, meetings, and due dates.
3. Information for Webpage set up (ongoing throughout Project).
4. Community Engagement Plan (CEP).
5. Summary of meetings, interviews, or other outreach methods after each occurs throughout the duration of the Project.

### **Phase B: Historic Context Study, and Initial Outreach**

This phase will include research, initial outreach, and the Historic Context Study document.

- **Historic Context Study and Research**

Depending on recommendations from the Consultant, and budget limitations, some historic resources may be identified for a later, more in-depth, Historic Context Study and/or survey(s). These recommendations for more in-depth studies/surveys shall be included in the recommendations provided in Phase C.

At a minimum the Historic Context Study phase shall include:

- i. Research of historic documents and other resources provided by the City and others identified by the Consultant.
- ii. Identification of specific, historic themes/eras in Thornton (e.g. railroad development; Post-War) with concise summaries to incorporate into the Plan.
- iii. Compilation of information and themes organized in a historically appropriate and easily read document.

Outreach for this Task will include the following:

- i. Initial outreach/announcement of the Project by City staff via numerous media sources.
- ii. Project kick-off community meeting to introduce the Project to the community.
- iii. On-line survey conducted by the City with input from the Consultant.
- iv. Oral interviews of key members of the community by the Consultant with help of the City as deemed feasible for the budget/timeline of the Project. Focus Groups and/or Interviews, may include representatives from: Spanish-speaking focus groups; historic property owners; Indian tribe representatives, Thornton-Legacy families and businesses, History Colorado representatives, local school districts, local government agencies such as fire departments. For an expanded list see the listed groups under "Resources for Review."

- **Initial Outreach and Project Announcement**

City staff will conduct the initial public outreach campaign to the community targeting specific media outlets and other successful outreach methods used previously.

- **Online Survey Preparation**

With input from the Consultant, City staff will prepare an online survey using resources available to the City and will conduct the outreach for said survey. The City will also compile the results of the survey and provide those to the Consultant to incorporate in their final deliverables and to ensure incorporation as appropriate across phases.

***Deliverables for Phase B***

1. Historic Context Study, draft versions for City review and ultimately final document.
2. Information for on-line survey.
3. Summary of meetings, interviews, or other outreach methods after each occurs throughout the duration of the Project.

**Phase C: Outreach and Identification of Historic Preservation Goals**

The purpose of this phase is to initiate the goal formulation part of the Community Engagement Plan and to establish a vision statement and goals for the Project based on data collection, the historical context study, and stakeholder and community member input. This phase will include community events organized by the City and facilitated by the Consultant and/or City; events may include community meetings, focus groups, interviews, and other appropriate activities. The Consultant and City staff will meet with members of the community, boards, commissions, and City Council, who will provide ultimate direction on the Project.

- **Organize Advisory Group (AG)**

The City will identify Advisory Group (AG) members, taking into consideration Consultant's recommendations, and coordinate the activities of the AG for the remainder of the Project. Prior to meeting with the AG, the Consultant will meet with Thornton staff to review documents and information proposed to be presented to the AG and make revisions as requested. Consultant and City staff will together create a list of responsibilities and expectations for the AG that shall be provided at the first meeting of the Advisory Group.

- **Online Survey**

With input from the Consultant, City staff will prepare a second online survey using resources available to the City and will conduct the outreach for said survey. Thornton staff will also compile the results of the survey and provide those to the Consultant to incorporate in their final deliverables and to ensure incorporation as appropriate across phases.

- **Community Meeting #1**

A community meeting shall take place to provide an overview of the Project, including key findings of the Historic Context Study, and receive input on what the vision and goals for the Project should be. The City will help organize the meeting and oversee meeting logistics, such as arranging for interpreters and scheduling facilities. This meeting shall occur after the initial round of outreach and after the draft of the key findings of Historic Context Study is complete.



- **Stakeholder Interviews/Focus Groups NOTE: This may be constrained by budget and/or available time to complete the project.** A selection of individuals and/or organizations representing a variety of interests which align with preservation efforts in the community as well as a list of discussion topics will be identified by Thornton staff, with the advice and recommendations of the Consultant. The City will provide noticing, logistics and invitations for interviews. A meeting schedule will be established by the City and Consultant to meet with individuals or small groups of stakeholders over a short period of time. Efforts shall be made for as many interviews as possible to be done in person, realizing that some circumstances may require telephone/virtual interviews. Consultant will provide a written summary to discuss with the City so that conclusions can be determined. For a list of potential stakeholders see the list identified below under “Resources for Review.”
- **Advisory Group (AG) Meeting #1**  
Thornton will help organize the meeting logistics/invitations and Consultant shall attend and participate in the Advisory Group meeting. At this meeting the Consultant will provide an overview of the Project and a summary of the key findings of the Historical Context Study. Consultant shall work in conjunction with the AG to identify project vision statements and goals for the Project.
- **City Council Update #1 and Visioning Exercise**  
The City will help organize the meeting logistics and Consultant shall attend and be prepared to present key findings of the Historic Context Study (i.e. Phase A) and facilitate a vision/goal-setting exercise with the Thornton City Council during a Council Planning Session or Council Update meeting.

***Deliverables for Phase C***

1. Organization of the Advisory Group (City lead, Consultant supported).
2. Online survey advertisement and data compilation (City lead, Consultant supported)
3. Attendance at Community Meeting #1 including presentation materials, facilitation, and meeting summary.
4. Attendance at Stakeholder/Focus Group interviews including summary notes of each interview.
5. Advisory Group Meeting #1 attendance including presentation visuals, meeting facilitation and meeting summary.
6. Attendance and ability to present and/or answer questions and facilitate visioning/goal-setting exercise at City Council Planning Session/Update #1.
7. City Council presentation materials and meeting summary.
8. Compilation of vision statement and goals into a visually attractive, easily understood, and simple to read document.
9. Additional information to be attached to the vision and goals document (deliverable B-8) includes outreach notes, summaries from any meetings and other material gathered at this phase of the project. This attachment should also identify themes and trends from the outreach.

## **Phase D: Recommendations and Prioritized Implementation Schedule**

In this phase the Consultant compiles a concise document listing future recommendations for historic preservation in Thornton. The Consultant will provide a recommended schedule and prioritization of future historic preservation actions including a list of needed historic context surveys to identify historic resources in Thornton. Additionally, the Consultant shall include recommendations that provide a path for the city to fulfill the requirements to become a CLG.

- **Advisory Group Meeting #2**

The City will help organize the meeting logistics/invitations and the Consultant shall meet with the Advisory Group to present the preferred plan. The AG shall provide input on the recommended schedule of future historic preservation actions.

- **Community Meeting #2 Optional**

After the City Council meeting, the City shall facilitate community outreach to obtain feedback on the Project. The second community meeting should take place to present the results of the three (3) Project components and allow for comment and input on Project deliverables thus far. The consultant shall use the feedback provided to amend the three (3) Project components prepared by the consultant, as necessary.

- **City Council Update #2, Optional**

The Consultant will provide a draft of the recommendations and prioritized implementation schedule to either be included in an email to City Council prepared by City staff or be available to attend and be prepared to present to the Thornton City Council during a Council Planning Session. The purpose of this meeting will be to request direction on draft recommendations and prioritized implementation schedule.

### ***Deliverables for Phase D***

1. Project Recommendations and Prioritized Implementation Schedule compiled into a singular document to include:
  - a. A concise list of recommended historic surveys and a prioritization schedule, with key surveys given priority.
  - b. Recommendations and best practices to implement a citywide system of surveying historic properties.
  - c. Recommendations and best practices to become a CLG.
  - d. Recommendations on how recommendations and implementation strategies can be funded.
  - e. Other recommendations, if needed.
2. Advisory Group Meeting #2 including presentation visuals, meeting facilitation and meeting notes.
3. Attendance at Community Meeting #2 including presentation materials, facilitation, and meeting notes.

**Note:** The final two (2) deliverables would likely occur once Thornton staff has compiled the Historic Preservation Plan.

4. Potential attendance and ability to present and/or answer questions at a future City Council Meeting/Planning Session #2, to potentially occur once staff has compiled the HPP draft document.
5. Review and comment on the draft HPP as compiled by city staff.

### **Historic Preservation Plan (HPP)**

The city will compile the three (3) components above, Historic Context Study, Creation of Historic Preservation Goals and Priorities and Recommendations and Prioritized Implementation Schedule. The Consultant will be requested to review and comment on the draft Historic Preservation Plan and potentially attend a City Council Planning Session or meeting to assist in presenting components of this plan. These items are included in Deliverables for Phase C above.

### **Additional Expectations/Resources**

#### **Project Outreach**

Consultant shall work with the City to develop a specific outreach plan (see CEP above) describing the type, frequency, and extent of public outreach necessary to accomplish the goals of this Project within the Project budget and time limitations.

- It is envisioned that the Consultant shall conduct at least one (1) to two (2) community meetings. Thornton staff will identify and arrange for the meeting space or virtual link, and Thornton will coordinate and pay for meeting notification, arrange for an interpreter, and handle all logistics.
- Consultant shall (time and budget constraints permitted) conduct key informant interviews and/or forums with identified community members to gather preferences and ideas, concerns, and issues that need to be addressed as part of the planning process. Thornton will provide Consultant with the list of community members which will be expanded, if needed, based on recommendations by the Consultant. The Consultant shall budget a maximum of twenty (20) hours of interviews or forums which can be in groups or individuals.
- The City and Consultant shall work to ensure that there is fair representation of the area demographics participating in the planning process; (see “Inclusive Outreach” below).
- Thornton will be responsible for securing the meeting room for the Community Meetings and also providing food and noticing, including written, digital and media.
- City will engage a Spanish interpreter for community meetings and The City will provide translation of “key” documents to provide to the community.

#### **Inclusive Outreach**

Throughout the project it will be important to ensure that underrepresented persons be engaged to ensure a broad range of participants in the historic preservation process. The City will provide translation and interpretation services for materials and meetings and will engage

consultation services for specific Spanish-speaking outreach. In addition, the city will seek to expand participation in the HPP process by using existing and new networks to bring varied participants to the preservation process; extra attention will be given to engage with community members that include, but are not limited to:

- a) Native American representatives with roots to Thornton/Front Range area(s)
- b) Spanish-speaking (first or second language) community members
- c) Senior community members
- d) Youth (persons 18 and under)
- e) Underrepresented demographic groups

The Consultant will provide input on this process and make recommendations on strategies and/or specific organizations to best ensure inclusive outreach for the Project. The Advisory Group shall be comprised of members that embody this task and include a broad range of individuals. The City will contract services, separately from this Scope of Work, that will focus on incorporating outreach that is performed with Spanish as the predominant language.

### **Coordination meetings with other Consultants**

Consultant may have meetings with other Consultants, where applicable. This will enable the project to be coordinated with the related work happening throughout the City. Consultant will work with the City to determine the most appropriate time for these meetings. One (1) to three (3) meetings are expected; meetings can be done via phone, Zoom or other similar service. At this time, the only other consultant identified is a Spanish outreach specialist.

### **Document Software**

The Consultant shall provide copies of the Project documents in a software format acceptable to Thornton. Draft written components of the document shall be in Word and Excel, as applicable, to the type of documents being developed. **Final documents shall be in Adobe Creative Cloud InDesign or Illustrator, delivered as .pdf and in editable packages that includes original and linked files.**

### **Meeting Preparation**

Prior to all meetings with City Council, the Advisory Group or community, Consultant shall provide Thornton staff an opportunity for review of documents and information proposed to be presented. Consultant shall make one (1) cycle of revisions.

### **Meetings with Thornton Staff**

Consultant shall meet with Thornton Policy Planning Division and/or other City identified staff either by phone, Zoom or Teams or face-to-face on a regular basis at least approximately two (2) week intervals or as otherwise agreed to, to provide updates and prepare for upcoming Project phases. Consultant shall provide summaries of these Project meetings.

### **Meetings with Advisory group and Other Stakeholders**

Consultant shall attend all City Council, Advisory Group and community meetings related to the Project and facilitate and participate in as directed.

## **Web Page Material**

Thornton shall create and maintain a webpage for the Project and the Consultant will provide information for the webpage during all phases of the Project.

## **Thornton Dropbox site**

Consultant shall use Thornton's Dropbox or another agreed upon hosting site for the transfer and sharing of all electronic Project files including but not limited to documents, maps, and graphics.

## **Printing**

All printing (booklets, flyers, information packets, etc.) will be done by the City.

## **Available Historic Resources**

### Specific Plans and Documents Related to Historic Preservation:

- [Front Range Research Associates, "Eastlake Neighborhood Thornton, Colorado, Historic Buildings Survey," 2000 – Individual Building Sheets](#)
- National Register of Historic Places Property Documentation Form(s)
  - [Eastlake Farmers Co-Operative Elevator Company](#)
  - [Historic Residential Subdivisions of Metropolitan Denver, 1940-1965](#)
  - [Colorado's Mid-Century Schools, 1945-1970](#)
- [Lambertson Lakes Homestead Master Plan](#)
- [Original Thornton Pattern Book](#)
- [N-Line Environmental Impact Statement \(EIS\)](#)
- [Materials and Resources Posted on City Archives](#)
- [Heritage Trail Linkage Concept – Concept Plan](#)

Relevant master plans, subarea plans and station area master plans (STAMPS); intended as periphery resources:

- [2020 Comprehensive Plan](#)
- [Eastlake Subarea Plan](#)
- [Original Thornton at 88<sup>th</sup> STAMP](#)
- [Eastlake at 124<sup>th</sup> STAMP](#)
- [Parks and Open Space Master Plan](#)

### Potential Stakeholders/Organizations for Interviews, Focus Groups and Resources

- Adams County Historical Society
- Thornton "Legacy Families" (e.g. Lambertson Family, Carlson Family)
- Thornton "Legacy Businesses"
- Local Newspapers
  - Thornton City Voice
  - Northglenn, Thornton Sentinel
  - Denver Post

- Colorado Department of Transportation (CDOT)
- Union Pacific Railroad
- Ditch and irrigation company owners
- Denver Museum of Nature and Science
- History and/or Archeological Departments at Colorado universities
- Southern Thornton/Welby agricultural property owners
- Thornton's City departments such as:
  - Sales Tax Office (for historic business research)
  - Building and Engineering Divisions (historic plans and permits)
- Adams County (for early 20<sup>th</sup> century data)
- Arapahoe County (for data prior to Adams County creation [i.e. 1901])