

**ADDENDUM NO. ONE**

**REQUEST FOR PROPOSALS**

**THORNTON NORTH METRO TRAINING CENTER FEASIBILITY STUDY**

**PROJECT NO. 26-761**

**CITY OF THORNTON, CO**

TO: Prospective Proposing Firms and all others concerned

DATE: June 2, 2026

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

1. The following information shall become part of the original Request for Proposal (RFP) for this Project.

In Document V. Proposal Preparation, Part B, Item 10 shall be revised as follows:  
*A list of at least three (3) references for which similar services have been provided. Include current contact names, addresses, and telephone numbers.*

2. The Pre-Proposal Conference Attendance List and Minutes are attached for additional information.
3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

**END OF ADDENDUM NO. ONE**

DocuSigned by:  
*Patrick Hinterberger* 6/3/2026  
6DA8E281E4154C8  
\_\_\_\_\_  
Patrick Hinterberger Date  
Contracts Supervisor

**Project Name: Thornton North Metro Training Center Feasibility Study,  
Project No.:26-761**

**Pre Proposal Meeting Agenda**

Date: May 19, 2026

Time: 2:00 PM

Location: Virtual

**1. Introductions and Roles/Responsibilities**

- Thornton Staff:
  - Adam Reiner, Contract Administrator
  - Stephen Kelley, Fire Chief
  - Adam Fearn, Assistant Fire Chief
  - Jason Hollands, Assistant Fire Chief
  - Ernie Anderson, Deputy Fire Chief
- North Metro Fire Department:
  - Mark Daugherty, Fire Chief
  - Matthew O'Leary
- Vendors
  - ESCI
  - Collab Architecture
  - DLR Group
  - Infusion Architects
  - Fransen Pittman Construction
  - Citrine LLC
  - BCER
  - Jensen Hughes
  - 360 Engineering
  - Golden Triangle Construction
  - T.O.B.Y. Agency LLC
  - RDG Planning & Design
  - Saunders Construction
  - Randall Johnson Infusion Architects

**2. Proposal Process (CA)**

- Schedule
  - Questions not taken after 4:00 PM on June 7, 2026. Questions must be in writing – fax, e-mail, or regular mail. Answers to all questions received before deadline will be answered in Addendum.
  - 1<sup>st</sup> Addendum tentatively scheduled for issue on June 14. Addenda distributed by BidNet and Thornton Website. Prior to submitting Proposal, check Contracts bulletin board to be certain you have received all Addenda.
  - Proposals due 4:00 PM, June 17, 2026 at City Hall 2<sup>nd</sup> floor office of Contracts Manager (Support Services) or electronic on Bidnet. Late proposals will not be accepted.

- Submit in a sealed envelope addressed to Contracts Manager and state Contractor's name, Project Name, and Project No. on outside of the envelope.
3. Project Overview
- This is a feasibility study to determine the financial impacts of a long term partnership between the two entities over the existing training center owned by North Metro Fire.
  - This is not a construction project.
4. Questions and Answers
- a. Potentially building a new cost shared facility. In addition, to other recommendations that may include updating existing facilities, other cost sharing alternatives, and other recommendations from the feasibility study.
  - b. Anyone else using the facility?
    - i. Fire academy for north metro
    - ii. Law enforcement
  - c. Will the deliverable be a draft IGA? Yes, draft IGA language should be part of the final deliverable and as part of the overall feasibility study to include additional recommendations outlined in the scope of work.
  - d. MEP tech consultants needed at this time? No.

file: Thornton North Metro Training Center Feasibility Study, Project No.:26-761

## Certificate Of Completion

Envelope Id: 7B008D8E-EC16-829B-8027-AC6AEE050FE1

Status: Completed

Subject: Addendum No1: Thornto North Metro Training Center Feasibility Study, Project No. 26-761

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Adam Reiner

AutoNav: Enabled

9500 Civic Center Drive

Envelopeld Stamping: Enabled

Thornton, CO 80229

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Adam.Reiner@thorntonco.gov

IP Address: 199.117.212.4

## Record Tracking

Status: Original

Holder: Adam Reiner

Location: DocuSign

6/2/2026 2:53:28 PM

Adam.Reiner@thorntonco.gov

## Signer Events

Patrick Hinterberger

patrick.hinterberger@thorntonco.gov

Sr. Contract Administrator

SHI OBO City of Thornton

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
*Patrick Hinterberger*  
6DA8F281E4154C8...

Signature Adoption: Pre-selected Style  
Using IP Address: 199.117.212.4

## Timestamp

Sent: 6/2/2026 2:56:50 PM

Viewed: 6/3/2026 3:48:18 PM

Signed: 6/3/2026 3:48:40 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Contracts Administration

SSContractsandPurchasing@thorntonco.gov

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 6/3/2026 3:48:41 PM

Viewed: 6/3/2026 4:07:18 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/2/2026 4:51:16 PM

ID: 1f3b4623-7f54-49c3-99a3-dfc5bd6cf6bb

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

6/2/2026 2:56:50 PM

Certified Delivered

Security Checked

6/3/2026 3:48:18 PM

Signing Complete

Security Checked

6/3/2026 3:48:40 PM

Completed

Security Checked

6/3/2026 3:48:41 PM

## Payment Events

## Status

## Timestamps



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, SHI OBO City of Thornton (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact SHI OBO City of Thornton:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [clerk@ThorntonCO.gov](mailto:clerk@ThorntonCO.gov)

### **To advise SHI OBO City of Thornton of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [clerk@ThorntonCO.gov](mailto:clerk@ThorntonCO.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from SHI OBO City of Thornton**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [clerk@ThorntonCO.gov](mailto:clerk@ThorntonCO.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with SHI OBO City of Thornton**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [clerk@ThorntonCO.gov](mailto:clerk@ThorntonCO.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify SHI OBO City of Thornton as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SHI OBO City of Thornton during the course of your relationship with SHI OBO City of Thornton.