

**ADDENDUM NO. ONE**

**REQUEST FOR PROPOSALS**

**NIVER CREEK TRIBUTARY M DRAINAGE  
IMPROVEMENT AT HURON STREET (BOX CULVERT)  
PROJECT NO. 19-242**

**BRANTNER GULCH DRAINAGE  
IMPROVEMENTS AT 128<sup>TH</sup> AVENUE  
PROJECT NO. 19-243**

**HOFFMAN WAY – PARALLEL DRAINAGE  
SYSTEM – 88<sup>TH</sup> AVENUE TO 90<sup>TH</sup> AVENUE  
PROJECT NO. 19-244**

***CITY OF THORNTON, CO***

TO: Prospective Proposing Firms and all others concerned

DATE: April 24, 2019

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.

A. Exhibit A – Consultant's General Scope of Services is deleted in its entirety and replaced with the attached Exhibit A - Revised Consultant's General Scope of Services.

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

Q: "Will the city's on-call environmental consultant be providing all services associated with Clean Water Act 404 permitting and Endangered Species Act for Conditional Letters of Map Revision (CLOMR's)?"


A: Yes.

Q: "Will all projects be referred to Urban Drainage and Flood Control District (UDFCD) for maintenance eligibility review?"

A: All Projects will be submitted to UDFCD for design review and comments. However, the 128th/Brantner Gulch Project will not be maintenance eligible because it is not being built to Masterplan standards. The other two (2) will be.

- Q: "Is USDFC on-call status required for the two masterplan projects that may be converted to UDFCD projects?"
- A: No, "on-call" status is not required. However, please indicate in your proposal your company/team history working with UDFCD for design consulting work.
- Q: "Is hydrologic analysis anticipated? Or do flows and structure sizes follow the relative MDP's?"
- A: The Consultant will need to provide hydraulic analysis using the existing Flood Insurance Survey (FIS) model. The Niver Creek Tributary M will need to use FIS model as existing and the Flood Hazard Area Delineation (FHAD) model as effective hydrology for the CLOMR.
- Q: "Is pavement design anticipated for the Brantner Gulch or Hoffman Drainage improvements?"
- A: Thornton will provide a detail for "patching" an arterial street. Pavement cores will be required as part of the Geotech Report to determine the existing pavement structure.
3. The Pre-Proposal Conference Sign-in Sheet is attached for additional information.
4. 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**

  
Jim Jensen  
Contracts Supervisor

4/24/19  
Date

## EXHIBIT A - REVISED

### CONSULTANT'S GENERAL SCOPE OF SERVICES

**PROJECT NO. 19-242 - Niver Creek Tributary M Drainage Improvement at Huron Street**

**PROJECT NO. 19-243 - Brantner Gulch Drainage Improvements at 128th Avenue**

**PROJECT NO. 19-244 - Hoffman Way – Parallel Drainage System – 88th Avenue to 90th Avenue**

#### I. Project Description

The scope of this Professional Service Agreement includes the design for the construction of up to three Stormwater Utility Projects. The Projects are located at the Niver Creek Tributary M improvements at the Huron Street, and west/northwest to Thornton Parkway (19-242); the Brantner Gulch crossing on 128<sup>th</sup> Avenue just west of Riverdale Road (19-243); and the Hoffman concrete box and drainage improvements on 88<sup>th</sup> Avenue & Hoffman Way (19-244).

#### II. Description of Services to be Performed

- A. Thornton requires that the following engineering services be performed for each Project by the Consultant ("Services").
- B. The Services include the design, surveying, planning, and coordination to construct Stormwater improvements at the locations identified above and in general agreement with the recommendations provided in the following Urban Drainage and Flood Control District (UDFCD) masterplans:
  - a. Niver Creek and Tributaries Major Drainageway Plan (MDP), dated December 2016
  - b. Hoffman Drainageway Planning Phase B – Development of Alternate Plans, dated October 2008.
- C. Thornton will evaluate each Project's cost proposal separately. Contractors should provide cost proposals for each Project such that one or more Projects may be awarded to the same Consultant for design. However, it is not required to propose on more than one Project. As noted above, Projects 19-242 and 19-244 will be in conformance with UDFCD masterplans, and may be transferred to UDFCD at or beyond 60% design for final design and construction oversight. Therefore, if you are proposing on either or both of these Projects, please affirm in your proposal that you are currently listed with UDFCD for design consulting work. In the event the work is transferred, a closeout addendum will be negotiated with Consultant for the Thornton contract

III. The respective Projects will include the following:

**A. Niver M Crossing at Huron Street (Box Only) and Channel Improvements to Thornton Parkway, Project No. 19-242.**

- a. The goal of the combined culvert and channel improvements is to remove all structures south of Thornton Parkway from the floodplain identified on the Flood Hazard Area Delineation performed in conjunction with the UDFCD December 2016 MDP.
- b. Replace the existing 78-inch corrugated metal pipe with a dual box culvert, each cell being approximately 12' wide by 6' foot high to convey a 1448 cubic foot per second (cfs) 100-year flow.
- c. Provide channel improvements from the culvert to the south side of Thornton Parkway.
- d. Provide hydraulic engineering and obtain a Conditional Letter of Map Revision (CLOMR) for the proposed improvements.
- e. Provide hydraulic engineering and obtain a Letter of Map Revision (LOMR) after construction is complete.
- f. Delineate wetland mitigation required for the Project and obtain the necessary permit(s) in accordance with Section 404 of the Clean Water Act (404 Permit).
- g. Include design to replace two type R inlets.
- h. Provide pavement design for roadway repair.
- i. Remove and replace sidewalks, curb & gutter, and streetlights.
- j. Provide preliminary cost estimate for the Box Only alternative.
- k. Identify utility relocations necessary for the Project, and assist with outside utility coordination. If one or more Thornton utilities needs to be relocated, an addendum to the Project will be given for the design and construction documents for the relocation.
- l. The approximate design and construction budget is \$3,500,000.

**B. Niver M Crossing at Huron Street Pedestrian Underpass (Preliminary Design only) – Included as part of Project No. 19-242**

- a. Replace the existing 78-inch corrugated metal pipe with a culvert. The culvert shall be designed for a pedestrian underpass usable in nominal flow conditions and to convey the 1448 cfs 100-year flow. A drop structure may be necessary west of Huron Street.
- b. Evaluate the option to use a precast structure.
- c. Realign existing trails as required to the pedestrian underpass.
- d. Provide preliminary cost estimate for the pedestrian underpass alternative at Huron Street.
- e. Thornton may move forward with this option if final design and construction funds become available. If so, an addendum to the Project will be given for the final design and construction documents.

**C. Brantner Gulch at 128<sup>th</sup> Avenue, Project No. 19-243**

- a. This Project includes the design to increase the drainage capacity under 128th Avenue at Brantner Gulch.
- b. An additional RCP culvert will be installed with headwalls, wingwalls, and a concrete apron on both the upstream and downstream side of 128<sup>th</sup> Avenue.
- c. The new culvert invert will be lower than the existing culvert to maximize pipe size and more closely match the channel invert north of 128th Avenue.
- d. Minor channel work is expected with this Project.
- e. 128th Avenue will be returned to its existing condition once the Project has been completed.
- f. It is not anticipated that this work will require a CLOMR, LOMR, or an individual 404 Permit and these are not included in this scope of service. A Nationwide Permit or letter from the Army Corps of Engineers will be required.
- g. No rise certification achieved by a hydraulic model of the crossing will be required.
- h. Identify utility relocations necessary for the Project, and assist with outside utility coordination. If one or more Thornton utilities needs to be relocated, an addendum to the Project will be given for the design and construction documents for the relocation.
- i. This option does not include the structure identified in the Lower Brantner Gulch Major Drainageway Planning Update Preliminary Design – Phase B Report dated January 2005; however, this document can be referenced.
- j. The approximate design and construction budget is \$500,000.

**D. Hoffman Drainage Improvements at 88th Avenue, Project No. 19-244**

- a. The goal of the project is to remove all homes in the northwest quadrant of 88th Avenue and Hoffman Way from the 100-year floodplain, and eliminate overtopping of 88th Avenue during the 100-year event.
- b. The design shall incorporate a series of large area inlets installed in the median to capture the street flows and flows from upstream storm sewers in Hoffman Way. The storm sewer system will be improved from approximately Utah Court to the south side of 88th Avenue. Components include:
  - i. Replace the existing pipe across 88th Avenue with a concrete box culvert (CBC) approximately 14' wide by 5' foot high for 975 cfs 100-year flow at 88th Avenue.
  - ii. Replace the existing 60-inch RCP culvert in the Hoffman Way median and replace with a box culvert approximately 10' wide

- by 5' foot high for 805 cfs 100-year flow.
- iii. Transition the existing 60-inch RCP culvert to the proposed CBC through an area inlet installed in the median.
- c. Items above are referenced in the Hoffman Drainageway Planning Phase B – Development of Alternate Plans dated October 2008.
- d. Identify utility relocations necessary for the Project, and assist with outside utility coordination. If one or more Thornton utilities needs to be relocated, an addendum to the Project will be given for the design and construction documents for the relocation.
- e. Provide hydraulic engineering and obtain a CLOMR.
- f. Provide hydraulic engineering and obtain a LOMR after construction is complete.
- g. The approximate design and construction budget is \$3,300,000.

IV. Consultants shall provide the following Services for each of the Projects, (note this is not an exhaustive list and other services may be required as appropriate):

- A. Topographic surveying as required for the improvements.
- B. Complete construction plans, specifications, bid plans, and package as required for construction of improvements.
- C. Complete ROW plans in accordance with Colorado Department of Transportation (CDOT) standards.
- D. Engineering needed for all pedestrian crosswalks, ramps, and sidewalks within Project limits.
- E. All drawings required for the Project including utility, stormwater, demolition, suggested traffic control, signing and striping, etc..
- F. Provide utility plans that comply with the new 811 law, ASCE 38 Standard and Senate Bill 18-167. ASCE quality level B shall be attempted to be achieved, and plans shall be prepared by a Colorado Professional Engineer.
- G. All underground utility plans shall indicate tracer wire and marker posts, as required.
- H. The Services for each location shall be completed in phases as further described below.

V. Information Available

Thornton will provide the Consultant with available information related to the Project(s) for which it has been selected to provide Services. Information will include Thornton's standard front-end documents for construction contracts, aerial photographs, programming study, traffic counts, utility maps, GIS files, and Thornton standards. Thornton cannot provide related electronic computer aided design and drafting (CADD) files. The Consultant will be responsible for verifying the information supplied by Thornton. The documentation given to the Consultant is for information only, and Thornton does not guarantee its accuracy. The Consultant shall not utilize

aerial photography supplied by Thornton to the Consultant for any purpose other than Thornton's Project.

VI. Pre-design Phase

- A. The Consultant shall attend a Project Kickoff Meeting with Thornton staff.
- B. The Consultant shall conduct data gathering meetings, as necessary, with the Thornton Infrastructure, Community Services, Support Services and Development Engineering Departments, in order to obtain information and understand the desired outcome of the Project. The Consultant shall plan to attend three (3) meetings for Project No. 19-242, one (1) meeting for Project No. 19-243, and two (2) meetings for Project No. 19-244 during this task.
- C. For Project No. 19-242, the Consultant shall evaluate two (2) alternatives for the Niver Creek Crossing at Huron Street. The two alternatives are:
  - a. Install box structure as identified in the Niver Creek and Tributaries Major Drainageway Plan dated December 2016.
  - b. Install drainage structure with a pedestrian underpass. Extend existing trails into the pedestrian/drainage structure. Evaluate using a precast structure with a drop structure located west of Huron Street to provide grades to accommodate the pedestrian/drainage uses.
- D. The Consultant shall meet at the Project(s) site(s) and review the existing field conditions. Subconsultants, Thornton's staff and other designated representatives shall be present during this review.
- E. The Consultant shall contact the Utility Notification Center for utility marking, shall review Xcel Energy, Qwest, Comcast, AT&T, Level 3, Thornton signal and fiber, Thornton water, sanitary sewer, and storm sewer, Farmers Reservoir and Irrigation Company (FRICO), North Washington Water Users Association, and other public and/or private utility provider maps, as required, to accurately depict existing utility locations, depths, and points. The Consultant shall determine whether the level of accuracy thus provided is adequate; if it is not, the Consultant shall be responsible for establishing such accuracy through other appropriate means such as surveying and potholing. The Consultant is responsible to pay the cost for the first (10) test holes per Project in the not-to-exceed fee. If additional pothole locations are necessary, the Consultant shall be compensated at the unit price provided in the schedule of charges for additional locations when agreed to by Thornton.
- F. The Consultant shall provide the necessary field survey, using Thornton's control points, to identify existing features necessary to accurately complete the design

of the Projects. All features shall be shown within (100) feet of the proposed work area. A licensed surveyor registered to practice surveying in the State of Colorado shall perform the survey work. The Services shall include, but not be limited to, the following:

- a. Site improvements.
  - b. Landscape elements including fences, gates, trails, plant materials, sprinkler vaults, water features, streams, etc.
  - c. Surface treatments including pavements, curb and gutter, curb ramps, driveways, steps, etc.
  - d. All structures.
  - e. All utilities, including irrigation lines, poles, vaults, hydrants, cabinets, etc.
  - f. All easements, including easements for Thornton-owned utilities.
  - g. Street addresses of building structures.
  - h. All property lines and corners.
- G. The Consultant shall provide a separate Geotechnical Report for each Project with the necessary number of geotechnical borings or pits to determine soil properties and make recommendations on the design of the applicable elements including but not limited to pavement design, structure foundations, retaining structures, pipe bedding, backfill, grading, compaction, and waterproofing if applicable. The Consultant is responsible to pay the cost for the first (4) of borings and/or test pits in the not-to-exceed fee per Project. If Thornton and the Consultant agree that additional borings and/or test pits are necessary, Consultant shall be compensated at the unit price provided in the schedule of charges. All pavement and structural design shall be performed by a Licensed Professional Engineer.
- H. The Consultant shall plan and provide any required traffic control for the survey, testing or design process for field activities, which interfere with vehicular, bicycle, or pedestrian traffic operations within existing roadways, sidewalks, trails, or parking areas. Traffic control operations will be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) as well as the American Traffic Safety Services Association's ATSSA Guide for Work Area Traffic Control. Consultant shall submit their traffic control plan to Thornton and obtain the necessary permit(s).
- I. The Consultant shall initiate applications for permits required and reviews of other governmental and non-governmental agencies.
- J. Thornton anticipates that a preliminary Wetland Study investigation may be required at the Niver improvements and Brantner crossing (Project Nos. 19-242 and 19-243 and (C)). Thornton, in consultation with the Consultant, will select and engage the services of one of Thornton's prequalified environmental consultants to provide the necessary services under Thornton's existing Environmental



General Services Agreement. Consultant shall not include these services in the scope of their proposal except to the extent that the Consultant will be responsible to coordinate Thornton's environmental consultant's scope of services, deliverables, and schedule with their own and their Subconsultants' services. Thornton's prequalified environmental consultants include Corvus, ERO Resources Corporation, Chemistry & Industrial Hygiene, Inc., and Pinyon Environmental.

- K. Based on input from Thornton, and from thorough site investigations and analyses performed independently by the Consultant, the Consultant shall prepare and submit a Pre-design Report including the following, at a minimum:
- a. Description of and feasibility of proposed drainage improvements.
  - b. Engineers Estimate of Probable Construction Cost for each proposed Project and their alternatives, as necessary. Thornton requires that a construction contingency allowance of at least ten percent (10%) of the Project construction budget be reserved and carried as a separate line item in all construction cost estimates. Should the cost estimates prepared for the Pre-design Report exceed the currently approved budget, Consultant shall prepare a list of possible design alternates to bring the design back within budget. Thornton will either approve the incorporation of some or all of the suggestions into the next design phase and/or amend the budget prior to commencing with the next phase of design.
  - c. No acquisitions of right-of-way (ROW) or easements are anticipated for the Projects. ROW plans are required to identify adjoining property ownership and work limits.
  - d. Preliminary land survey drawings.
  - e. Copy of Geotechnical Report and summary of results and recommendations for each alternative being investigated.
  - f. Recommendation on whether Project requires a Threatened and Endangered Species Study, Environmental Assessments and possible findings. Should Consultant determine that any environmental studies will be required, Thornton, in consultation with the Consultant, will select and engage the services of one of Thornton's prequalified environmental consultants to provide the necessary services under Thornton's existing Environmental General Services Agreement. Consultant shall not include these services in the scope of their proposal except to the extent that Consultant will be responsible to coordinate Thornton's environmental consultant's scope of services, deliverables, and schedule with their own and their Subconsultants' services. Thornton's prequalified environmental consultants include Corvus, ERO Resources Corporation, Chemistry & Industrial Hygiene, Inc., and Pinyon Environmental.
  - g. Summary of all national and local codes and standards applicable to the Projects.
  - h. Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision

(LOMR) is required for the Niver Creek Project and for the Hoffman Drainage Project.

- L. It is Thornton's intent to conduct one (1) Public Informational Meeting during the Pre-design Phase for each Project. These may be combined if Consultant is engaged on two, or all three, of the Projects and the timing is appropriate. Thornton will prepare and distribute notices for Public Meeting. The Consultant shall prepare graphic presentation materials and give a presentation to citizens as appropriate. The Consultant shall document the proceedings of this meeting and shall assist Thornton in addressing and resolving citizen concerns.
- M. The Consultant shall submit three (3) copies of the draft Pre-design Report and mapping within with the given time frames, as indicated in the Project Schedule section below, following Project's Notice-to-Proceed. Thornton requires a minimum of fourteen (14) Calendar Days (unless stated otherwise in the Project Schedule section) to review the documents. The Consultant shall attend a Pre-design Review Meeting for each Project with Thornton, record comments of interested parties, and distribute minutes to all attendees. The Consultant shall revise the draft Pre-design Report and mapping to reflect the comments and submit three (3) copies of the final Pre-design documents within fourteen (14) Calendar Days following the Pre-design Review Meeting.
- N. Thornton will select the design alternative that shall be the basis for preliminary and final design phases prior to Consultant proceeding on the subsequent phases.

## VII. Preliminary Design Phase

- A. The Consultant shall prepare engineering designs and produce appropriate drawings and specifications, to approximately the fifty percent (50%) complete stage, for the selected design alternative.

Drawings shall be twenty-two inches (22") by thirty-four inches (34") in size, with a plan scale of one inch (1") equals twenty feet (20'); or as otherwise appropriate and acceptable to Thornton. All drawing graphics shall fit on eleven-inch (11") by seventeen-inch (17") paper when reduced to half size. All graphics, including text and dimensions, shall be legible when reduced to half size. Drawing graphics or notes shall not be obscured under the binding. Refer to the Final Design Phase herein for specification format requirements.

The Consultant shall perform a thorough coordination review of all drawings and specifications, including Subconsultant drawings and specifications, and correct any discrepancies. The drawings shall show, at a minimum, all existing and proposed features both above and below the ground including but not limited to streets, highways, sidewalks, fences, gates, utilities, signs, fixtures, pavements,

plantings, trails, water, sewer, and electrical services, and other proposed utilities such as storm sewer, telephone, cable, structures, etc.

- B. The Consultant shall expand on survey information provided in the Pre-design Phase to provide information necessary for the design and necessary for construction of the Project. This information shall be shown on the drawings and shall include, but not be limited to, the following:
- a. General - The Consultant shall fully describe the benchmark utilized for vertical control, including the specific datum or origin of the benchmark. The Consultant shall provide the specific datum of any USGS information (i.e., NAVD 88, NGVD 29 etc.). More than one (1) control point must be used to develop the horizontal control for each of the Projects. The control points utilized for horizontal control must be completely described to allow the points to be found by an individual who is unfamiliar with the area.
  - b. Piped facilities - The Consultant shall begin the stationing for any gravity pipe system at the low end, which shall be station 0+00. The stationing shall terminate at each "invert out" and recommence with 0+00 at each "invert in" manhole.
  - c. Streets. - The Consultant shall begin the stationing for streets with 0+00 wherever practical. Stationing shall be Project Control Line (or Section Line) stationing with adequate offsets identified. If the Consultant utilizes a separate stationing system, which is included for a line other than the Project Control Line, then the Consultant shall identify the ends of these lines by offsets from a specific set of Project Control Line stations. The Consultant shall provide adequate reference to the Project Control Line, including stationing and offsets for any grade lines that are non-parallel to the Project Control Line. Designs with a constantly varying street template are discouraged.
- C. For each Project, separately, the Consultant shall provide drawing sheets, which shall include, but not be limited to, the following:
- a. A Title Sheet or Sheets with Thornton's approval signature block, a location map, the Project name and number, issue block with dates and revision number, summary of applicable codes and standards, Drawing Index, sheet number block, space for professional stamp, name, street address, phone, fax, and email address of Consultant and all Subconsultants.
  - b. Plan views, including survey control drawings, erosion control plans, ROW plans, and demolition plans. Limits of construction including slope intercept lines, electrical and fiber conduit, and relocated utilities shall be shown on ROW plans.
  - c. Profiles, including storm drains and structures, roadways, sidewalks, and curb and gutter flow line
  - d. Sections, including typical sections, to include cut/fill lines, curb and

- gutter, ROW lines, easements, existing and proposed elevations.
  - e. Details, including typical details, curb and gutter, sidewalk, striping, and pavement section by stations.
  - f. Landscaping and irrigation restoration plan including layouts of dryland seeding, sod restoration at Hoffman Way, etc.
  - g. Construction phasing plan.
  - h. Staging area plan, site access restriction plan.
  - i. Construction traffic control plan
  - j. Final Striping and signing plans
- D. The Consultant shall prepare preliminary technical specifications to describe the elements of work proposed. In general, the technical specifications will be as detailed as possible for all work to be performed. All technical specifications shall be coordinated with Thornton's General and Special Conditions and shall not repeat or conflict with any information contained in the General and Special Conditions or other standard Thornton front-end contract documents.

The technical specifications shall not make any generalized blanket references to Thornton Standards and Specifications, to CDOT Specifications, or to other national standards. If any sections of these standards and specifications are to be included by reference, the Project technical specifications shall cite specific chapters and/or paragraphs of the reference standards.

Thornton Standards and Specifications are intended to be the minimum standards acceptable on private development projects and do not necessarily represent the technical requirements Thornton wishes to achieve on a particular Thornton project. Obtain approval in writing from Thornton prior to citing these reference standards and specifications. Performance specifications in lieu of prescriptive specifications shall only be used with the prior written approval of Thornton.

The technical specifications document must be prepared without section breaks (use page breaks at end of each section) and the page numbering shall be sequential and located in the footer at the bottom center of the page. The Consultant shall prepare a Technical Specification Index/Table of Contents. Refer to Final Design Phase, paragraph M.1. for additional format requirements for technical specifications.

For projects that utilize a unit price contract for construction, the Consultant shall include information on the method for measurement and payment for work performed under each section of the technical specifications. The measurement for payment for each item shall be coordinated with other referenced specification standards, such as CDOT specifications. The Consultant's drawings and specifications regarding measurement for payment shall be coordinated with Thornton standards for certain measurement and payment

methods contained in Thornton's Special Conditions. The Consultant shall at a minimum coordinate the following sections:

1. Drainage structure drawings,
2. Excavation,
3. Muck excavation,
4. Fill,
5. Subgrade preparation,
6. Asphalt and/or concrete paving,
7. Temporary and permanent asphalt patching,
8. Potholing,
9. Storm sewer pipe and inlets,
10. Water quality structure,
11. Traffic signal.

The Consultant shall read and be familiar with Thornton's standard construction contract language regarding the Schedule of Contract Items and Prices and Special and General Conditions regarding measurement and payment. The Consultant and Thornton shall determine which pay items shall be paid at the Plan Quantity and which pay items shall have an estimated quantity designated as possibly varying more than plus or minus 25% from the stated quantity.

#### E. Stormwater Sediment and Erosion Control and Permitting

- a. The Colorado Department of Public Health and Environment (CDPHE), Water Quality Control Division (WQCD), through the Municipal Separate Storm Sewer System (MS4) permit issued to Thornton, requires Thornton to control and reduce the discharge of pollutants to protect stormwater quality and to satisfy the appropriate water quality requirements of the Colorado Water Quality Control Act and the Colorado Discharge Permit Regulations (Colorado Regulation 61). The MS4 permit requires the implementation of a program to reduce the discharge from public and private construction sites.
- b. Pursuant to Thornton's stormwater program, the Consultant shall develop designs and prepare drawings and specifications for stormwater quality Control Measures (CM) for sediment and erosion control to conform to the latest edition of Urban Drainage Criteria Manual Volume III or CDOT M-Standards.
- c. The Consultant shall obtain and prepare the application for obtaining a Colorado Discharge Permit System (CDPS) General Permit for Stormwater Discharges Associated with Construction Activity (Permit No. COR-30000) from CDPHE for any earth disturbance of one (1) or greater than one (1) acre. The Consultant shall develop a Stormwater Management Plan (SWMP) as required and defined in the CDPS General Permit for Stormwater Discharges Associated with Construction Activity (Permit No. COR-30000). The permit shall be assigned to the construction contractor upon Thornton's issuance of Notice to Proceed

- for construction.
- d. If the earth disturbance is less than one (1) acre, the Consultant shall develop temporary sediment and erosion control drawings and details to control construction stormwater runoff. There is no SWMP or CDPS permit required for disturbances under one (1) acre. Sediment and erosion controls are required for all construction in Thornton.
  - e. The Consultant shall design permanent water quality CMs for new development, redevelopment, and Capital Improvement Projects that disturb one (1) or more acres, as well as for projects that disturb less than one (1) acre that are part of a larger common plan of development or sale. The requirement does not apply to excluded projects as defined in the MS4 permit.
  - f. The design criteria for water quality CMs shall be as described in the latest edition of Urban Drainage and Flood Control District (UDFCD) Criteria Manual Volume III.
  - g. Effective April 1, 2019 the Consultant shall develop designs and prepare drawings and specifications for stormwater quality control measures for sediment and erosion control to conform to the latest edition of Urban Drainage Criteria Manual Volume III or CDOT M-Standards and in compliance with the new CDPS General Permit for Stormwater Discharges Associated with Construction Activity (Permit No. COR-400000) from CDPHE. The Consultant shall develop a Stormwater Management Plan (SWMP) as required and defined in the CDPS General Permit for Stormwater Discharges Associated with Construction Activity (Permit No. COR-400000).
- F. The Consultant shall attend one (1) progress meeting for Project No. 19-243, and two (2) progress meetings for both Project Nos. 19-242 and 19-244 on-site with Thornton's staff to exchange and share information during preparation of the preliminary documents.
- G. The Consultant shall comply with the International Building Code (IBC), UDFCD, Americans With Disabilities Act (ADA), CDOT Standard Specifications and all other nationally adopted design standards, as well as other standards adopted by Thornton, in designing each element of the Projects.
- H. The Consultant shall prepare a property ownership map based on tax records, which identifies ownership within the Project boundaries, along the alignment, or abutting the Project boundaries. The Consultant shall meet with Thornton and third parties to review proposed alignments and impacts on affected parcels. The Consultant shall prepare and submit legal descriptions for the areas identified to be acquired. The Consultant will not be required to act on Thornton's behalf as a ROW agent. Thornton will provide all title work required for evaluation of the ROW acquisition.
- I. Should Thornton or the Consultant determine that a field evaluation of the

selected site for the presence of wetlands is necessary, Thornton, in consultation with the Consultant, will select and engage the services of one (1) of Thornton's prequalified environmental consultants to provide the necessary services under Thornton's existing Environmental General Services Agreement. Consultant shall not include these services in the scope of their proposal except to the extent that Consultant will be responsible to coordinate Thornton's environmental consultant's scope of services, deliverables, and schedule with their own and their Subconsultants' services. Thornton's prequalified environmental consultants include Corvus, ERO Resources Corporation, Chemistry & Industrial Hygiene, Inc., and Pinyon Environmental. The environmental consultant shall determine and map the boundaries and size of all wetlands that may be affected by the Project work. The environmental consultant shall prepare and submit a wetlands findings report and 404 Permit applications, as necessary.

- J. The Consultant shall prepare an updated Engineer's Estimate of Probable Construction Cost for the Project. The estimate shall be based on a work breakdown structure describing finite elements of the work and unit prices applicable to each element. The work breakdown structure shall include separate line items for mobilization and project closeout. Thornton requires that a construction contingency allowance of at least ten percent (10%) of the Project construction budget be reserved and carried as a separate line item in all cost estimates. For projects that are to use the unit price method of measurement and payment, the Consultant shall prepare measurement and payment specifications for each item proposed. Should the updated cost estimate exceed the currently approved budget, Consultant shall prepare a list of possible design alternates or revisions to bring the design back within budget. Thornton will either approve the inclusion of the alternates or revisions and/or amend the budget prior to commencing with the next phase of design.
- K. The Consultant shall prepare and submit information to be incorporated with Thornton's standard construction contract documents including, at a minimum, the following:
  - a. A brief description (one paragraph) of the Project that adequately depicts the work to be completed, which will be used in the Invitation for Bids of Thornton's standard contract documents.
  - b. An estimate of the number of consecutive Calendar Days that will be required for completion of construction of the Project, which will be included in Thornton's standard construction contract documents. The estimate shall take into account average weather conditions for the time of the year that construction is anticipated to take place, as well as any other limitations on the work by the contractor, such as planting windows, seasonal water flows, and school schedules. The estimate shall consider any intermediate milestones and construction phasing that may be necessary to complete the construction.
  - c. A summary of recommended modifications to the Special Conditions

section of Thornton's standard construction contract documents. The Special Conditions are used to modify the standard General Conditions to fit the specifics of each Project. The General Conditions will not be edited. The summary shall include, at a minimum:

- i. Consultant's recommendations regarding the type of schedule to be provided by the contractor (critical path method (CPM) for example versus simple bar chart),
  - ii. A list of other outside contractors and/or agencies the contractor will be required to coordinate with,
  - iii. Any special insurance requirements,
  - iv. Language for unique conditions such as assignment of pre-purchased materials or equipment to the general contractor,
  - v. A calculation for recommended liquidated damages to be imposed if the general contractor should fail to substantially complete the Project within the specified contract time,
  - vi. Bid item descriptions including measurement and payment information,
  - vii. An estimate of the time required for the review of shop drawings and submittals.
- d. A "Schedule of Contract Items and Prices" using Thornton's standard format. This schedule shall contain blank areas where the bidder will fill in the amount of its bid for each recommended item. A separate mobilization and close out item is mandatory for all bid schedules. Do not include the project contingency line from the estimate in the Schedule of Contract Items and Prices.
- e. A technical specification section on Submittal requirements, which coordinates with and is consistent with Thornton's Special and General Conditions sections on Submittals, and which includes a thorough and complete Project Submittal Log.
- f. The Submittal Log shall list all submittals for this Project, including but not limited to all Shop Drawing, Samples, Materials Certificates, and Equipment that are required by the technical specifications to be submitted for review and approval by either Thornton and/or the Consultant. The Submittal Log shall indicate the time frame required for Thornton's and/or the Consultant's review of each individual Submittal. The Submittal Log shall include blank columns for the contractor's future use to indicate the submittal processing dates, review and approval status, and comments.
- L. The Consultant shall complete the Preliminary Design Phase of services and submit three (3) sets of preliminary drawings, specifications, and Engineer's Estimate of Probable Construction Cost within the respective Project's timeframe (as indicated in the Project Schedule section below) following the Pre-design Report Review Meeting. Thornton will require the indicated number of Calendar Days to review the submitted information. The Consultant shall attend a Field



Inspection Review (FIR) Meeting and record comments of all interested parties. The Consultant shall be responsible for documenting all decisions reached during the meeting and preparing and submitting the meeting minutes to all attendees.

#### VIII. Final Design Phase

- A. Based on comments received at the FIR Meeting, the Consultant shall prepare pre-final and final drawings and specifications in Thornton's required format.
- B. The Consultant shall attend one (1) progress meeting for Project No. 19-243, and two (2) progress meetings for both Project Nos. 19-242 and 19-244 on-site during the Final Design Phase to discuss previously undiscovered conditions or concerns arising during final design.
- C. The Consultant shall identify and utilize an individual or individuals to perform an independent quality control check of the drawings and specifications to assure the documents are clear and complete and to assure functional coordination of the varied systems and components of the construction documents. This individual shall not have had a role in the development of the construction documents. The quality control check shall include checking dimensions, sizes, detail, section, and elevation references, coordination between the Consultant and Subconsultant's drawings, compatibility of materials, references within technical specifications to other sections and to drawings, and constructability. Consultant shall submit the comments from the independent quality control check to Thornton. Thornton may engage independent consultants to perform a separate peer review. Consultant shall supply all necessary calculations, analyses, and other documents and cooperate fully with any such independent peer review.
- D. The Consultant shall obtain and prepare the application for a National Pollutant Discharge Elimination System (NPDES) permit.
- E. Consultant shall prepare an updated Engineer's Estimate of Probable Construction Cost based on the Pre-Final Documents (approximately ninety-five percent (95%) complete design). The estimate shall include a work breakdown structure describing finite elements of the work and estimated unit prices applicable to each element. The work breakdown structure shall include items for mobilization and Project close-out. Thornton requires that a construction contingency allowance of at least ten percent (10%) of the Project construction budget be reserved and carried as a separate line item in all cost estimates.

It is Thornton's desire for the Project construction to remain within the allocated Project budget and Thornton expects to be notified of significant budgetary issues with the submission of Engineer's Estimates of Probable Construction Costs during for each phase of the design, including the Pre-design and Preliminary Design Phases. Should the Consultant fail to notify Thornton that

construction costs are likely to exceed the allocated budget, and the Engineer's Estimate of Probable Costs submitted during the Final Design Phase exceeds Thornton's currently approved budget by more than ten percent (10%), Consultant shall be required to work with Thornton to find appropriate changes to the bid and/or design documents that will resolve the budgetary concerns. Under these circumstances, any necessary revisions to the design to come within Thornton's budget shall be completed at no cost to Thornton. Note that Thornton may engage the services of an independent third party to provide assistance in cost estimating and to verify Consultant's estimate. Thornton may request that the independent third party estimator assist with development of design alternatives if required to bring the Project back within budget. Should Thornton engage the services of a third party cost estimator, Consultant shall cooperate with and participate in the independent third party cost estimating and design alternatives evaluation. Consultant shall make changes to the design documents at no cost to Thornton resulting from this effort.

- F. The Consultant shall complete the pre-final design documents (approximately ninety-five percent (95%) design completion) and submit three (3) sets of pre-final drawings, specifications, and revised pre-final Engineer's Estimate of Probable Construction Cost within the respective Project's timeframe (as indicated in the Project Schedule section below) following the Pre-design Report Review Meeting. Thornton will require the indicated number of Calendar Days to review the documents. The Consultant shall attend a Final Office Review (FOR) Meeting for each project to receive comments on the pre-final documents from all interested parties. The Consultant shall be responsible for documenting all comments and decisions reached during the meeting and preparing and submitting the minutes of the meeting.
- G. The Consultant's pre-final and final contract documents shall provide drawing sheets that shall include, but not be limited to, the following:
  - a. Title sheet or sheets with Thornton's approval signature block, a location map, the Project name and number, issue block with dates and revision numbers, summary of applicable codes and standards, Drawing Index, sheet number block, space for professional stamp, name, street address, phone, fax and email address of Consultant and all Subconsultants.
  - b. Table of "Estimated Quantities", with notation of items that will be paid at Plan Quantity and items that may vary by more than plus or minus 25% of estimate.
  - c. Dimensioned construction drawings for all required disciplines, which may include, but not necessarily be limited to, ROW plans, demolition plans, staging plans, traffic control, erosion control, drainage, roads, trails, utilities, grading, paving, landscape, irrigation, site furnishings, site lighting, site signage & striping, as required to detail the work sufficiently to allow for the complete construction of the Project.

- H. The Consultant shall comply with the IBC, ADA, and all other nationally adopted design standards, as well as other standards adopted by Thornton, in designing each element of the Project.
- I. The Consultant shall make document revisions noted and agreed upon at the FOR Meeting within fourteen (14) Calendar Days following the FOR Meeting. Revisions may include denoting work elements as bid alternatives and revising the bidding form and alternates specification section if, in Thornton's sole opinion, the cost estimates are not consistent with the budgeted level of funding and the design alternatives accepted have not sufficiently reduced the cost estimate to align with the budget. If, in Thornton's sole opinion, the final documents submitted by the Consultant do not adequately respond to the FOR comments, the Consultant shall revise and reissue the final documents at no additional cost to Thornton until all comments are resolved to Thornton's satisfaction.
- J. When Thornton determines that the final contract documents are acceptable and are ready for bidding, the Consultant shall submit the following to Thornton:
  - a. Technical Specifications: Submit technical specifications in Microsoft Word, either emailed to Contract Administrator or on a CD, prepared using the following format:
    - i. 8 1/2" x 11", 11.5 pt. Arial font, single line spacing;
    - ii. Margins: left 1.0", right 1.0", top 1.0", bottom 1.0"; footer 0.5", no headers;
    - iii. Index/Table of Content of Technical Specs with no page numbers indicated;
    - iv. No section breaks, use page breaks between specification sections;
    - v. Section titles in all caps, bold, 14 pt. Arial font, centered on page at top of each new specification section;
    - vi. Entire set of specification pages numbered sequentially beginning with Page 1 of X;
    - vii. Footer with file path name left justified and page number centered, 8 pt. Arial font.

b. Bid documents:

Thornton will prepare the Project Manual for bidding. The Project Manual for bidding will not be stamped by the Consultant. The cover page on the Project Manual shall read "Issued for Bidding" with date.

Consultant shall submit electronic files of drawings on CD. Submit one disk with drawing file(s) in AutoCAD format compatible with Thornton's system. Submit another disk with drawings combined into a single file

using .pdf format. Alternatively, the .pdf version may be emailed to the Contract Administrator provided the file size is small enough to email successfully.

- c. Consultant shall submit a final Engineer's Estimate of Probable Construction Cost. Thornton requires that ten percent (10%) of the engineer's estimate be available in the overall budget for a construction contingency at the time of bidding to cover unforeseen changes during the construction of the Project.

## IX. Bid Phase

- A. The Consultant shall attend the "Pre-bid Conference" for each Project and shall provide assistance to Thornton in responding to inquiries by the prospective bidders during the bidding period. Bidding is anticipated to occur in October - November 2020.
- B. The Consultant shall prepare all necessary corrections and additional information based on prospective bidder inquiries. All answers to questions shall be coordinated with Thornton and issued by Thornton. Consultant shall not respond directly to any prospective bidder or subcontractor during the bid phase. Consultant shall assist Thornton with preparation of addenda. Thornton will issue all addenda.
- C. The Consultant shall assist Thornton in the review of bids received and the qualification of bidders as deemed appropriate by Thornton.
- D. If more than one hundred eighty (180) Calendar days have elapsed between the date of the Consultant's most recent Estimate of Probable Construction Cost and the date of the bid submission, the Estimate of Probable Construction Cost total shall be adjusted for inflation based on the Engineering News Record Construction Cost Index for Denver. The adjusted estimate shall be used as the basis for evaluating the bids and the Project budget.
- E. Should the bid of the lowest responsive and responsible bidder exceed the Consultant's Estimate of Probable Construction Cost, Thornton and the Consultant shall explore options, including but not limited to awarding the Project as designed if sufficient budget contingency is available, evaluating design alternatives and estimates of related cost savings to bring the Project back within budget, and re-designing and re-bidding. Thornton, at its sole option, will determine the course of action to take.
- F. If the bid exceeded the Consultant's estimate of probable construction cost, as adjusted for inflation if applicable, and should Thornton choose to re-design and re-bid the Project, the Consultant shall prepare revised contract documents as required, and shall assist in the re-bidding phase, all at no additional cost to Thornton. Should Thornton choose to award the Project without rebidding, the

Consultant shall cooperate with the selected contractor and assist in preparation of "Proposal Requests" as directed by Thornton to reduce the Project cost to within budget, all at no additional cost to Thornton.

- G. At the end of the Bid Phase, the Consultant shall make final revisions to the contract documents based on addenda issued during the Bid Phase. Drawing revisions shall be indicated by encircling addenda changes with "clouds" and including a delta indicating the addendum number. All addenda dates and delta numbers shall also be indicated in the revision block on each sheet. Project Manual addenda revisions shall be denoted by striking through deleted text and italicizing added text with the addendum number noted in parentheses immediately following each text revision. The Project Manual index shall indicate those sections that contain addenda revisions by placing an asterisk next to the section number in the Index/Table of Contents. The Consultant shall provide revised reproducible and electronic documents to Thornton within ten (10) Calendar Days following the opening of the bids. Issue block shall read "For Construction" and shall be dated as of the general contractor's date of Notice of Award. Thornton will issue the "For Construction" documents to the successful general contractor for use during the construction phase. Consultant shall be responsible for the cost of printing and distributing hard copies of the "For Construction" documents to themselves and their Subconsultants.

X. Construction Phase

- A. Construction is anticipated to commence approximately two (2) months following the delivery of the bid-ready set of documents. The Consultant shall attend the "Pre-Construction Meeting" for each project and assist Thornton in responding to inquiries by the contractor during the Pre-Construction Meeting.
- B. The Consultant and their Subconsultants shall provide field observation on two (2) occasions for Project No. 19-243 and on four (4) occasions for both Projects Nos. 19-242 and 19-244 to assure themselves and Thornton that the work is proceeding in accordance with the intent of the contract documents. The Consultant shall submit a report to Thornton and the contractor for all field observations performed. Notwithstanding the foregoing, if required by any permitting agency or Thornton, the Consultant's Engineer shall be required to inspect structural work, including but not limited to any foundations and steel structures, and provide a letter to the permitting agency and Thornton certifying that the work was constructed substantially in accordance with the design intent.
- C. The Consultant shall attend two (2) meetings on site with the contractor and Thornton for Project No. 19-243 and three (3) such meetings for both Project Nos. 19-242 and 19-244. Thornton intends to contract for services with a third party to provide testing services during construction. The Consultant shall promptly respond to inquiries by the third party, which may arise during the course of this work.

- D. The Consultant shall review the contractor's proposed submittal schedule and comment on submittal review times proposed. The Consultant and contractor shall negotiate until mutually acceptable review times are established for each submittal. The Consultant shall complete submittal review within the agreed upon allotted time so as to not delay the construction.
- E. The Consultant shall promptly respond to requests for information issued by Thornton, the contractor, subcontractors, testing agencies, commissioning agent, building department, or other entities so as not to delay construction.
- F. The Consultant shall issue "Supplemental Instructions" to Thornton or their designated representative when an ambiguous condition requiring clarification is discovered in the contract documents. The Consultant shall prepare documents providing clarification and/or correcting errors or omissions in the contract documents at no charge to Thornton. Consultant shall prepare a Proposal Request for issuance to the contractor when such items may have a cost or schedule impact.
- G. The Consultant shall review progress payments and make recommendations as to the validity of percentages complete claimed by the contractor.
- H. The Consultant shall periodically update the electronic documents to reflect as-built information throughout the construction phase, as a minimum at the completion of each trades work, to keep the electronic documents current. The as-built information shall be confirmed with the contractor and Thornton's Construction Coordinator before the revisions are finalized.
- I. The Consultant shall provide change order consultation as it relates to change order requests submitted by the contractor, including but not limited to review of change order requests for impacts on schedule, quality, constructability, aesthetics, functionality, and proposed change order pricing. Change order consultation may also be necessary for discretionary changes requested by Thornton; however, such consultation is not included in the not-to-exceed fee for this Agreement. Compensation for discretionary change order consultation shall be made on a time and expense basis at the rates specified in the Schedule of Charges included in the Professional Service Agreement.

#### XI. Closeout Phase

- A. When the contractor applies for "Substantial Completion," the Consultant, in consultation with Thornton's representative(s), shall perform a walk-through of the Project to review and add to the contractor's punch list. The Consultant shall monitor the contractor's progress on the punch list and recommend to Thornton when all items are satisfactorily completed and "Initial Acceptance" may be granted.

- B. Within thirty (30) Calendar Days after Initial Acceptance of the Project, the Consultant will be required to submit the following:
- a. Pre-design Report and review comments in Microsoft Word on a non-rewritable compact disc (CD).
  - b. FIR review comments in Microsoft Word on a non-rewritable compact disc (CD).
  - c. FOR review comments in Microsoft Word on a non-rewritable compact disc (CD).
  - d. Public Meeting Minutes in Microsoft Word on a non-rewritable compact disc (CD).
  - e. The Consultant shall prepare and submit as-built documents. The issue block on the drawings shall read “As-Built” and indicate the date, which shall be the date of Initial Acceptance. The as-built Project Manual shall indicate “As-Built” and the Initial Acceptance date on the cover page.
    - i. As-built electronic drawing files shall be in a vector format compatible with the AutoCAD version currently in use by Thornton. Provide both .dwg and .pdf formats on CD.
    - ii. The Project Manual shall be submitted both in hard copy and as electronic files on CD. Submit electronic files in a Microsoft Word file compatible with the version currently in use by Thornton and as a .pdf file.

## XII. Warranty Phase

- A. The Consultant shall assist Thornton in resolving warranty repairs during the warranty period.
- B. The Consultant shall participate in a walk-through of the Project near the end of the Warranty Phase and prepare a final punch list of items needing correction. The Consultant shall review progress made by the contractor on the Warranty Phase punch list and recommend when the work is completed satisfactorily and the Project is ready for Final Acceptance.

### **Project Schedule**

All deliverables, meetings, and review times shall be as follows:

- Notice to Proceed – Date to be determined. Target date is May 21, 2019.

### **Design Schedule Project Nos. 19-242 and 19-244 :**

#### **Pre-Design Phase**

- Attend Project Kick Off Meeting – date to be determined.
- Attend Data Gathering Meetings – dates to be determined.
- Attend field conditions walk-through – date to be determined.

- Submit Pre-Design documents within seventy [70] Calendar Days after Notice to Proceed.
- Attend Pre-Design Review Meeting within eighty-four [84] Calendar Days after Notice to Proceed.
- Attend Public Meeting – date to be determined.

### **Preliminary Design Phase**

- Attend progress meetings – dates to be determined.
- Submit Preliminary Design documents and draft CLOMR within one hundred sixty-eight [168] Calendar Days after Notice to Proceed.
- Attend Field Inspection Review (FIR) Meeting within one hundred eighty-two [182] Calendar Days after Notice to Proceed.
- Submit CLOMR to FEMA within one hundred ninety-six [196] Calendar Days after Notice to Proceed.
- Submit 404 Permit to US Army Corps of Engineers within one hundred ninety-six [196] Calendar Days after Notice to Proceed.

### **Final Design Phase**

- Continue to progress design to 90% during CLOMR and 404 permit approval process.
- Attend progress meetings on-site – dates to be determined.
- Submit 90% design documents within two hundred sixty-six [266] Calendar Days after Notice to Proceed
- Attend 90% Final Office Review (FOR) Meeting within two hundred eighty [280] Calendar Days after Notice to Proceed.
- Submit pre-final design documents within twenty-eight [28] Calendar Days after CLOMR and 404 permits are both received.
- Attend Final Office Review (FOR) Meeting within forty-two [42] Calendar Days after CLOMR and 404 permits are both received.
- Submit Final Design bid documents within Fourteen [14] Calendar Days after Final Office Review (FOR) Meeting.

## **Design Schedule Project No. 19-243**

### **Pre-Design Phase**

- Attend Project Kick Off Meeting – date to be determined.
- Attend Data Gathering Meetings – dates to be determined.
- Attend field conditions walk-through – date to be determined.
- Submit Pre-Design documents within forty-two [42] Calendar Days after Notice to Proceed.
- Attend Pre-Design Review Meeting within forty-nine [49] Calendar Days after Notice to Proceed.
- Attend Public Meeting – date to be determined.



### **Preliminary Design Phase**

- Attend progress meetings – dates to be determined.
- Submit Preliminary Design documents and draft Floodplain Development Permit hydraulics analysis within seventy-seven [77] Calendar Days after Notice to Proceed.
- Attend Field Inspection Review (FIR) Meeting within eighty-four [84] Calendar Days after Notice to Proceed.
- Submit letter for 404 Permit to US Army Corps of Engineers within ninety-one [91] Calendar Days after Notice to Proceed.

### **Final Design Phase**

- Attend progress meetings on-site – dates to be determined.
- Submit pre-final design documents within one hundred twelve [112] Calendar Days after Notice to Proceed
- Attend Final Office Review (FOR) Meeting within one hundred nineteen [119] Calendar Days after Notice to Proceed.
- Submit Final Design bid documents within Fourteen [14] Calendar Days after Final Office Review (FOR) Meeting.

### **All Projects**

#### **Bid Phase**

- Attend Pre-Bid Conference – date to be determined.
- Revise documents as required to meet budget – submission date to be determined.
- Prepare addenda for Thornton’s review – dates to be determined.
- Prepare “For Construction” contract documents incorporating all addenda items – deadline to be determined and to correspond to date of Notice of Award for the construction contractor.

#### **Construction Phase**

- Attend Pre-Construction Meeting – date to be determined and to correspond to date of Notice to Proceed for the construction contractor.
- Perform up to two (2) field visits for Project No. 19-243 and four (4) for Project Nos. 19-242 and 19-244 – dates to be determined.
- Attend one Construction meeting on-site for Project No. 19-243 and two (2) on-site meetings for Project Nos. 19-242 and 19-244 – dates to be determined.

#### **Closeout Phase**

- Attend punch list walk-through – date to be determined.

- Monitor punch list progress – dates to be determined.
- Review contractor submitted closeout documents – date to be determined.
- Recommend issuance of Initial Acceptance – date to be determined.
- Submit as-built documents – within thirty [30] of Calendar Days following issuance of Initial Acceptance to construction contractor.

#### Warranty Phase

- Assist Thornton with obtaining warranty repairs as needed – dates to be determined.
- Attend warranty punch list walk-through – date to be determined.

# PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

DATE: April 17, 2019 TITLE: RFP – Niver Creek Tributary M drainage Improvement at Huron Street (Box Culvert), and Brantner Gulch Drainage Improvements at 128th Avenue, and Hoffman Way – Parallel Drainage System – 88th Avenue to 90th Avenue PM

Project No. 19-242, 19-243, 19-244 TIME: 1:00 p.m. ROOM: IMC, Community Room 210

COMPANY NAME	CONTACT PERSON	PHONE NO.	E-MAIL ADDRESS
1 FARNSWORTH GROUP	J.C. CUNDALL	970-484-7477	J.CUNDALL@F-W.COM
2 JR Engineering	Dawn Starling	303-267-6193	dstarlingjr@engineering.com
3 Dewberry	Cliff Stephens	(316)533-6846	cstephens@dewberry.com
4 OTAK	PAUL MOREAU	303 882 - 5565	paul.moreau@otak.com
5 IRON Engineering	Matt Lisetta	303 221 0802	mlisetta@ironeng.com
6 Stantec	Colin Haggerty	31704-8172	Colin.Haggerty@stantec.com
7 Martin / Martin	Ryan Byrne Tom Steuber Christine Haynes	303.431.6100	rbyrne@martinmartin.com
8 Kumar Associates	Mandela Sparks	303-747-9100	asparks@kumarusa.com
9 Prater Burwell & Co.	Kevin Wood	303-442-4358	Kwood@draxelburwell.com

Project Name: Niver Creek Tributary M drainage Improvement at Huron Street (Box Culvert), and Brantner Gulch Drainage Improvements at 128th Avenue, and Hoffman Way - Parallel Drainage System - 88th Avenue to 90th Avenue PM  
 Project No: 19-242, 19-243, 19-244

11	JACOBS	Troy Slocum	719-573-2243	troy.slocum@jacobs.com
12	HBK Engineering	Jamie Schwegmann	303-990-0795	jschwegmann@hbkengineering.com
13	HR GREEN	GREG PANZA	720-602-4939	GPANZA@HRGREEN.COM
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