



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
FEBRUARY 11, 2020
101 W. 8TH STREET
6:15 PM

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PLANNING AND ZONING INTERVIEWS	ACTION
3:00pm	1.	Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b), and (e) related to Hanging Lake, Boat Ramp, Fire Station and RMR	Information/Discussion
4:00pm	2.	Planning & Zoning Interviews	Discussion and/or Action
PRE-MEETING			
4:30pm	3.	Review of Regular Session Agenda	
	4.	Council Comments / Future Agendas	
	5.	WORK SESSIONS	
4:45pm	A.	Discretionary and Tourism Grants	Information/Discussion
5:00pm	B.	Broadband	Information/Discussion
5:30pm	C.	Spring Cleanup	Information/Discussion
6:00pm	Meeting Set-up		
REGULAR SESSION			
6:15pm	6.	Roll Call	Quorum
	7.	Pledge of Allegiance	
	8.	Agenda Changes & Conflicts	Information
	9.	Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)	Information
	10.	Council Comments: Council Travel	Information/Discussion
6:25pm	11.	Consent Agenda	Discussion and/or Action
	All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items.		
	A.	Ordinance No 2, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code (SECOND READING)	
	B.	American Environmental Services Contract	

- C. Minutes from the January 16, 2020 Regular Meeting and Minutes from the Special Council Meeting January 7, 2020
- D. Sustainable Strategies Contract
- E. BD 2019-053 Three-Phase Electronically Controlled Reclosers
- F. Chamber Resort Agreement for Tourism Promotion Services
- G. IGA With Garfield County Clerk for Special Election Services
- H. Update to the annual RFTA Para Transit Service Agreement and the annual Transit Service Agreement for Ride Glenwood
- I. Renumbering Resolution 2019-38 to 2019-38A
- J. Amendment to Agreement for Professional Services for Municipal Judge

ACTIONS AND/OR PRESENTATIONS

6:30pm	12. Introduction of City of Glenwood Springs New Police Chief Joseph Deras	Presentation
6:40pm	13. 27th Street Roundabout	Information/Discussion
6:55pm	14. Ordinance No 1, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 100.040.020 and 120.020.100 of the Glenwood Springs Municipal Code (SECOND READING)	Discussion and/or Action
7:00:pm	15. Resolution 2020 - 4; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Setting Fees in lieu of Sidewalks Pursuant to Section 070.040.070 of the Glenwood Springs Municipal Code	Discussion and/or Action
7:10pm	16. Appointments to Boards and Commissions -Planning and Zoning -Volunteer Firefighters Pension Board -Building Board and Appeals -Tourism and Promotion Board -Housing Commission -Financial Advisory Board	Discussion and/or Action
7:20pm	17. Bus System Re-branding - Studio Six Contract Extension	Discussion and/or Action
7:30pm	18. Consideration of System Improvement Fee Payment Plan for Sol Maya Salon.	Discussion and/or Action
7:35pm	19. Ordinance No 3, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado amending System Improvement Fee Payment Plan, Changes to 080.060.050 (FIRST READING)	Discussion and/or Action
7:45pm	20. South Midland Construction Management Contract Approval	Discussion and/or Action
7:55pm	21. Ordinance No 4, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado Amending Title 040 to Provide for the Levy of a Cigarette and Tobacco Sales Tax, as Approved by the Electorate at the November 5, 2019 Election (FIRST READING)	
8:00pm	22. Report from City Administration A. City Manager B. City Attorney C. Correspondence Incoming/Outgoing	Information

23. Adjournment



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Planning & Zoning Interviews

Action Requested: Review Applications and Interview applicants

Department: City Clerk

Presented By: Catherine Fletcher, City Clerk

Background Info: Each year the Boards and Commissions have seats that expire. This February the Planning and Zoning commission has 2 seats that expire. We have 3 applications:

Marco Dehm 4:00 pm

-Ben West 4:10 pm

-Tim Malloy has a prior engagement

Issues: N/a

Staff Recommendation: N/A



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: Catherine.mythen@cogs.us

PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

Section 1 – Name and Address

Name Tim Malloy

Home Address 402 Park Drive, Glenwood Springs, Colorado 81601

Mailing Address Same

Section 2 – Contact Information

Home 970-945-0977 Work 970-945-0832

Fax 970-945-0833 Mobile 970-618-6097

Email tim@tgmally.com

Section 3 - Occupation

Occupation Land Use Planner

Section 4 – Personal and Professional Interests

1. Why are you interested in serving on the Planning and Zoning Commission?

See attached - Exhibit A

2. What do you view as your role if selected as a member of the Planning and Zoning Commission?

See attached - Exhibit A

3. What experience have you had in the land use approval process?

See attached - Exhibit A



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**PLANNING AND ZONING COMMISSION
APPLICATION**

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

See attached - Exhibit A

5. Can you describe an experience making a decision that made people unhappy?

See attached - Exhibit A

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

See attached - Exhibit A

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I run a private planning consulting office and have the ability to schedule my workload to accommodate the necessary time commitment

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

See attached - Exhibit A

9. What experience do you have working with people on a board, commission or committee?

See attached - Exhibit A

Thank you for your interest and time commitment in serving your community

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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE PLANNING AND ZONING COMMISSION

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Planning and Zoning Commission:

- a. Seven (7) citizens who are residents of the City.

Powers and Duties:

(f) Powers and Duties of Planning and Zoning Commission. The powers and duties of the Planning and Zoning Commission shall be:

- (1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.
- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.
- (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.
- (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:
 - a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
- (6) To perform such other functions as required by the provisions of Title 070.

Exhibit A

Responses to questions for 2020 GWS P&Z Application (Tim Malloy):

Personal and professional interests: Personal – biking, hiking, skiing, fly fishing, guitar and other acoustic instruments. Professional – Urban and regional planning, architecture, GIS, sustainability, geography, graphic arts.

Why are you interested in serving on the P&Z?

I have lived in Glenwood Springs for 19 years and care about its future. The City is experiencing changes as a result of events that have occurred in recent years and I'm excited to part of the process of guiding ongoing change and protecting the best of what the City has to offer. As a planner with over 30 years of experience, I would love to participate in the process of realizing such opportunities for the betterment of the City in which I live and work. In addition, I have served on the Glenwood Springs Planning Commission for the past 4 years and feel that I much to contribute to the Planning Commission and the City.

What do you view as your role if selected as a member of the Planning and Zoning Commission?

First and foremost, my role would be to fulfill the powers and duties of the Planning and Zoning Commission as outlined in Title 020 of the Glenwood Springs Municipal Code. Beyond that, I see myself as a defender of planning principles and of public participation in the planning and development review process. I'm a firm believer that the best solutions result from a planning process that is transparent and incorporates broad community input. I also believe I could serve as a resource for how planning and development issues have been addressed in other communities within the region.

What experience have you had in the land use approval process? I have been involved with the land use approval process on a professional basis for over 30 years. My experience includes working for both government planning offices and private planning firms in Colorado and Minnesota. I was a senior planner and later assistant planning director in charge of current planning (development reviews) for Pitkin County for three years and I was the long-range planner for both Pitkin County and the City of Aspen for one year. I have been a private planning and land use consultant in Western Colorado for the past 23 years. My work as a private consultant has included preparing comprehensive master plans, facility master plans, design guidelines, sub-area plans, and other planning studies for both county and municipal governments. I wrote the Land Use Application Manual currently in use by the Pitkin County Community Development Department, and I was the lead consultant and principal author for both the 1999 and 2007 Master Plan for the Town of Basalt. I also coauthored the 1999 Comprehensive Plan for the Town of Carbondale, while serving as a founding partner of Rock Creek Studio. I have provided land planning services for numerous private and non-profit clients. These services have involved the preparation of development review applications as well as representing clients before planning and zoning commissions, county commissioners and town/city councils. I served as the local land use consultant

for the Pitkin County Airport for nearly 18 years and have worked on master plans for other Colorado airports including the Garfield County Regional Airport and the Grand Junction Regional Airport. I have also served on the Glenwood Springs Planning and Zoning Commission for 4 years. During those years I was heavily involved in the update of the current Glenwood Springs Development Code.

Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs? As a planning consultant who has advised numerous other towns, counties, and private entities on a wide range of planning and development-related issues, I have a thorough understanding of the planning and development process as well as a unique perspective and valuable knowledge which could be applied as a member of the Glenwood Springs Planning and Zoning Commission. My interest in architecture, sustainability and urban planning, and my work throughout Western Colorado, would be especially beneficial for addressing the planning issues facing Glenwood Springs in the coming years. As an avid hiker and cyclist, I'm also very interested in studying ways to improve the City's pedestrian and recreational trail system.

Can you describe an experience making a decision that made people unhappy?

Many years ago, I represented a non-profit organization that was interested in pursuing a modest expansion of their office facility which was located in a rural setting. While the project would have had little impact on anyone in the surrounding area due to the size and configuration of the subject property, the project was met with vociferous and emotional opposition. The planning commission meeting, at which this project was reviewed, was attended by a large crowd of upset residents. As the lead consultant, I represented the client in defense of the project, and thus, became the object of everyone's affection (satire intended). The outcome of this meeting is less important than what I learned by being in the hot seat that evening...everyone has a right to their opinion and they deserve the opportunity to express it; the key is to remain calm, stay focused on the facts and treat everyone with respect. Since joining the Glenwood Springs Planning and Zoning Commission, I have participated in the review of many development proposals which have been unpopular. This experience has strengthened my commitment to honesty and transparency in my role as a Planning Commission member.

Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion? Yes! I've spent my career as a planner upholding the Code of Ethics and Professional Conduct of the American Institute of Certified Planners (AICP). During my time staffing the Pitkin County Planning and Zoning Commission, I provided introductory and refresher training on planning ethics to new and continuing planning commission members. Since joining the Glenwood Springs Planning and Zoning Commission 4 years ago. I've repeatedly demonstrated my ability to be objective and to place the City's needs over my own.

The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve? I run a

private planning consulting office and have the ability to schedule my workload to accommodate the necessary time commitment.

Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? Yes – planning and zoning commissions serve a quasi-judicial function when they apply policies, standards and regulations that are contained within an existing adopted ordinance or statute to a specific set of facts (contents of development application, staff report, verbal testimony, etc.) presented during a hearing. This is referred to as a quasi-judicial act because the commission is behaving much like a judge by applying existing regulations to facts gathered during a hearing to arrive at a decision. The types of approvals/decisions that qualify as quasi-judicial varies somewhat from jurisdiction to jurisdiction, but they generally include things like piecemeal rezonings, special or conditional use permits, subdivisions, and variances. The most important things for P&Z members to keep in mind for quasi-judicial actions is that their decision must be based on compliance with the applicable review criteria and the stated findings must include clear rationale as to why the decision complies with the criteria. It is also critical that commission members not communicate regarding matters related to the request/application outside of the hearing so as to ensure that everyone with an interest in the case, including all members of the P&Z, hear the same evidence at the same time, from the same sources. The intent is to protect the rights of everyone involved (applicants, opponents and other interested parties) by affording the opportunity for a fair hearing before unbiased decision makers.

What experience do you have with people on a board, commission or committee? I served on the executive board, including one year as president, of the Mount Sopris Montessori School. I was a member of a peer review committee during the 2006 rewrite of the Pitkin County Land Use Code and, as mentioned previously, I staffed the Pitkin County Planning and Zoning Commission. I have also advised numerous boards and commissions on matters related to real estate entitlements, land planning and land use. I have served as a facilitator for dozens of community input and visioning sessions with a wide variety of citizen groups, committees and commissions in the course of managing various community planning processes. I prepared the Design Guidelines for the Aspen-Pitkin County Airport and established the rules and procedures for the Airport Design Review Committee and participated in setting up the committee. For the past 4 years, I have served on the Glenwood Springs Planning and Zoning Commission.



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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

Section 1 – Name and Address

Name Ben West

Home Address 1319 Walz Ave Glenwood Springs CO 81601

Mailing Address 1319 Walz Ave Glenwood Springs CO 81601

Section 2 – Contact Information

Home 9707731313 Work 9707731313

Fax 9707731313 Mobile 9707731313

Email benwestrealtor@gmail.com

Section 3 - Occupation

Occupation Real Estate Broker

Section 4 – Personal and Professional Interests

1. Why are you interested in serving on the Planning and Zoning Commission?

I have worked in heavy civil construction for almost 15 years and have recently shifted gears to real estate. I am a real estate owner in our community with both a primary residence and rental homes and would like to both understand and be involved in the formation and implementation of the Glenwood Springs Master Plan and the management, modifications and

2. What do you view as your role if selected as a member of the Planning and Zoning Commission?

I am a young member of the community and intent to stay in Glenwood Springs. I would like to help develop and make decisions about the City's Master Plan for our health and success and intentional long term development.

I would like to help make educated development decisions in our town as projects arise. I believe I can add value through my understanding of the code and help make informed

3. What experience have you had in the land use approval process?

I have managed multiple projects developing properties that included subdividing parcels and construction of new residences, requests for special use permits involving community interaction and decision making and as a result have gone through land use approval process in different communities along the way.



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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

I want to make sure we make smart financial decisions as we develop our master plan, I believe I can help develop the plan with my construction and development background to make our community a great place to live.

5. Can you describe an experience making a decision that made people unhappy?

Last year I worked for Gould Construction and managed the reconstruction to the entrance of Aspen, known as the Castle Creek Bridge and Hallam Street Improvements. The project involved managing a challenging workload in a very short schedule while ensuring the timely commuter traffic entering and exiting Aspen and stakeholder comments. We did not always

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

I am a committed member of the Glenwood Springs Community and want to promote the City's goals, policies, and plans and I would be honored to represent them.

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I have a full time job and family but will take my commitment to our City very seriously. I also have a very large bandwidth for workload and believe I can manage a high level of workload.

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

Yes

9. What experience do you have working with people on a board, commission or committee?

I don't have much experience working on a board, commission, or committee but am sure I can learn how they work and be a helpful participant and member.

Thank you for your interest and time commitment in serving your community

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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

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 - a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
- (6) To perform such other functions as required by the provisions of Title 070.



(for Powers and Duties, see page 3)

Name	Marco Dehm
Home Address	1112 Walz Ave
Mailing Address	1112 Walz Ave

Home	_____	Work	_____
Fax	_____	Mobile	970-618-6673
Email	md@keylinkvr.com		

Occupation Self Employed

I have been appointed to the Planning & Zoning Commission for a few terms, therefore have made land use decisions based on facts for quite some time. I also believe being part of rewriting the development code and originally the Comp Plan.



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PLANNING AND ZONING COMMISSION

APPLICATION

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

I always believed Glenwood Springs should be moderately progressive in the way we develop or remaining land. But as we know progress comes with a heavy price tag for citizens and infrastructure. My interest relating to land use development is to strive for a balance between our past and economic progress. If we don't pay close attention to details we will loose our

5. Can you describe an experience making a decision that made people unhappy?

My latest experience with a mixed emotion outcome was the use by right approval of the new bank downtown. Upholding development codes and land use rights, influenced by having different visions for downtown or other areas are most difficult decisions to make. Again, striving to find a balance, which was found with much better design choices, is key.

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

I have always upheld the development code and represented the city's goals, policies and plans throughout my tenure on the Commission, and I will continue to separate my personal opinions and visions in order to judge each application by it's own merit in an equitable fashion

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I have no existing time commitments, aside from family time, that would interfere with my time on the Commission.

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

I am fully aware and understand the quasi-judicial function of the Commission.

9. What experience do you have working with people on a board, commission or committee?

I have had numerous years of experience on the Planning and Zoning Commission of which I have served as chairman for most years. Self employment and dealing with clients daily make interactions with applicants and staff easy for me.

Thank you for your interest and time commitment in serving your community

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- (6) To perform such other functions as required by the provisions of Title 070.

Future Agenda Items

General and Revenue

- Revenue Generation
 - Progressive water and electric rates
 - Electric Revenue
 - Meadows PIF
 - Code enforcement
- Attractions/Accommodations Tax
- Housing Policy/Affordable Housing
- ~~Census Presentation with Crystal Perez-Mariscal.~~

Engineering, Public Works, Transportation and Community Development

- West Glenwood bus service & RFTA
 - Donegan Road Service
- Recycling/Trash Hauling
- Bicycle Improvements
- Cardiff Glen 1 Parking
- Blake Gate
- Iddings Property
- ~~Vogeler 6 F designation~~
- Spring Cleanup work session
- Downtown Design Standards/Code Issues – with the DDA
- GID
- Zeroscaping Incentives
- Plastic Bags
- ~~CC4CA Membership Presentation~~

Police

- Ticketing on GA pedestrian bridge
- Graffiti

Parks and Recreation/Cultural Resources

- Future of the Cemetery
- Restoration of River Banks
- South Canyon Master Plan
- South Canyon RFQ

Fire

- Fire Risk (including camping in BLM land)
- Emergency Response to Natural Disasters

Electric/Environmental

- Glenwood Spring Electric Board Discussion/Solar
- Climate Action Plan
- Updated Energy Code

Future Agenda Items 1/16/2020

General	Estimated Date	Ranking
City Owned Land	3/5/2020	
City Contracts on City Owned Land	3/19/2020	
City Owned Land for Affordable Housing	4/2/2019	
Bridge Renaming	3/5/2020	
Council Norms	2/6/202	
Joint Meeting with BOCC	2/6/2020	

Revenue

Progressive Water and Electric Rates	TBD	
Electric Revenue	TBD	
Meadows PIF	TBD	
Code Enforcement	TBD	
Attractions/Accommodations Tax	TBD	

Engineering, Public Works, Transportation and Community Development

West Glenwood bus service & RFTA – Donegan Road Service	TBD	
Franchise of Trash Services to include Recycling	TBD	
Bicycle Improvements	TBD	
Cardiff Glen 1 Parking	TBD	
Blake Gate	TBD	
Housing Policy/Affordable Housing	On-going discussion with Affordable Housing Commission	
Iddings Property	To be included with City Owned Land Discussion	
Spring Cleanup	TBD	
Downtown Design Standards/Code Issues with DDA	TBD	
GID	TBD	
Zeroscaping Incentives	TBD	
Plastic Bags	TBD	
Confluence Redevelopment	2/20/2020	
6 th Street Design	2/20/2020	
CC4CA Discussion of Policies	2/6/2020	

Police and Fire

Ticketing on GA pedestrian bridge	TBD	
Graffiti	TBD	
Fire Risk (including camping in BLM land)	TBD	
Emergency Response to Natural Disasters	TBD	

Parks and Recreation/Cultural Resources

Future of the Cemetery	TBD	
Restoration of River Banks	TBD	
South Canyon Master Plan	TBD	
South Canyon RFQ	TBD	

Electric/Environmental

Glenwood Spring Electric Board Discussion/Solar	TBD	
Climate Action Plan	TBD	
Updated Energy Code	TBD	



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
FEBRUARY 20, 2020
101 W. 8TH STREET
6:15 PM

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PRE-MEETING	ACTION
	1.	Review of Regular Session Agenda	Information/Discussion
	2.	Council Comments / Future Agendas	Information/Discussion
		WORK SESSIONS	Information/Discussion
9:30 am - 12:00pm	A.	Confluence Redevelopment	
5:00pm	B.	6th Street	
5:00 pm	C.	City Council Norms and Protocols	Information/Discussion
6:00pm	Meeting Set-up		

REGULAR SESSION

1. Roll Call
2. Pledge of Allegiance
3. Agenda Changes & Conflicts
4. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)
5. Council Comments
6. Consent Agenda

All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items.

 - A. IGA for Garfield County Senior Programs Traveler Services -2020
 - B. 7 Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2020

ACTIONS AND/OR PRESENTATIONS

7. 48-19 Major Site/Architectural Plan Review and License to Encroach for a 89 unit multi-family apartment building
8. Report from City Administration
 - A. City Manager
 - B. City Attorney
 - C. Correspondence Incoming/Outgoing

9. Executive Session to Conduct a Conference with the City Manager and City Attorney Information/Discussion for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b), and (e) related to
10. Adjournment



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
MARCH 5, 2020
101 W. 8TH STREET
6:15 PM

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PRE-MEETING	ACTION
	1.	Review of Regular Session Agenda	Information/Discussion
	2.	Council Comments / Future Agendas	Information/Discussion
		WORK SESSIONS	Information/Discussion
	A.	Land Owned by City of Glenwood Springs	Information/Discussion
	B.	27th Street Bridge Renaming	
5:30pm	C.	CC4CA Membership Consideration	Information/Discussion
		Meeting Set-up	
		REGULAR SESSION	
	1.	Roll Call	
	2.	Pledge of Allegiance	
	3.	Agenda Changes & Conflicts	
	4.	Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)	
	5.	Council Comments	
	6.	Consent Agenda	
		<i>All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so requests.</i>	
		ACTIONS AND/OR PRESENTATIONS	
	7.	Colorado Division of Reclamation, Mining, and Safety update on South Canyon Coal Seam Project	
	8.	Planning Item 20-19 – Consideration of a Code Amendment to Section 070.040.020(d)(24) of the Glenwood Springs Municipal Code regarding riparian setbacks	Discussion and/or Action
	9.	Report from City Administration	
		A. City Manager	
		B. City Attorney	
		C. Correspondence Incoming/Outgoing	
	10.	RFTA IGA related to MOC	

11. Executive Session to Conduct a Conference with the City Manager and City Attorney Information/Discussion for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b), and (e) related to
12. Adjournment



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Discretionary and Tourism Grants

Action Requested: The Financial Advisory Board is asking Council for any additional guidance on funding requirements or priorities for the 2020 grant cycle.

Department: Finance

Presented By: Steve Boyd, COO

Background Info: The draft 2020 Grant Application is attached. FAB would like to specifically itemize which types of entities and expenditures are eligible for award and what Council would like to prioritize. Funds available for award from the Tourism Fund equal approximately \$35,000 (not including \$50,000 transferred from Tourism for events including 4th of July) and approximately \$170,000 in Discretionary Grants from the A&I Fund.

The 2019 award sheet is attached.

Issues: NA

Staff Recommendation: NA



2020 GRANT APPLICATION

Dear Applicant,

This document contains the 2020 Grant Application.

Each year, the City of Glenwood Springs allocates a portion of sales tax revenues from its A&I and Tourism Funds for human services, special events, tourism promotion and other public purposes as City Council deems appropriate.

Please be aware that this year the City is requiring all applications to be submitted in **full, on-time and in one pdf file only**. We have made exceptions in the past but Council has directed the finance staff to not present applications to the reviewing body that do not meet the 2020 requirements.

An applicant may submit only one application each grant cycle. The grant process is competitive. Receipt of funds in a prior year is not a guarantee of funding or the same amount of funds, in the current year.

Please review the entire application and all instructions prior to beginning work on it. Contact the City's COO Steve Boyd at steve.boyd@cogs.us or (970) 384-6422 at any point while completing your application. We will do our best to answer your questions.

Review your application completely before submitting it, and make sure you have followed all instructions.

The City of Glenwood Springs complies with all applicable state and federal laws, and does not discriminate in any manner.

Sincerely,

CITY OF GLENWOOD SPRINGS



INSTRUCTIONS

2020 Grant Application

PROGRAM DATES

Applications Available:	February 10 <u>March 8,</u> <u>2020</u> 19
Applications Due:	March <u>April 13,</u> <u>2020</u> 19
Target Award Date:	May 7 <u>June 7,</u> <u>2020</u> 19

Note: City Council reserves the right to take whatever time is necessary to make its final determination.

INSTRUCTIONS

1. Applications will be considered based on the following eligibility and organizational guidelines:
 - a. Must be complete, on-time and in a single pdf. Applications may be printed, completed and scanned along with supporting documentation into one pdf file. Applicants are encouraged to supply your answers directly in this Word document. You may then print this completed document as a pdf file and edit it to include your other documents or print this Word document when it is completed and scan it along with supporting documentation into a single pdf file. You may visit the City's finance office for assistance in either printing or scanning your document.
 - b. Must be a not-for-profit, government or tax-supported public entity.
 - c. May not be a political organization.
 - d. The estimated number of citizens of Glenwood Springs impacted by the application must be disclosed separately from the estimated number of people impacted overall.
 - e. General operating expenses are more likely to be funded than capital expenditures which will be subject to a higher level of scrutiny by the reviewing body.
 - f. Awards to religious organizations are generally not funded. Exceptions may be made on an individual basis depending on the purpose of the request.
 - g. We generally consider only applications of less than 10% of the organization's annual budget.
2. Applications MUST BE RECEIVED by the City of Glenwood Springs prior to 5:00 p.m. on ~~March 13, 2020~~ April 19, 2019. The official time of submittal will be the time stamp on the incoming email from the City's email server. All applicants must submit a complete copy in one .pdf document to steve.boyd@cogs.us. There will be no exceptions to this.
3. Applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The City of Glenwood Springs reserves the right to fund applications in whole, in part, or not at all, and to reject any or all applications.
4. Applications and all materials submitted to the City may be subject to disclosure pursuant to the Colorado Open Records Act.
5. No cover letter or table of contents should be submitted.
6. The final pdf file submitted to the City must include:
 - Completed and signed Summary Form – electronic signatures are acceptable
 - Use of Funds Summary ~~(250 words)~~
 - Responses to Selection Criteria Questions ~~(3 pages)~~
 - Attachments or supporting documentation in proper order

7. The City Council of the City of Glenwood Springs is the sole decision maker for grants awarded through the Financial Advisory Board. The Financial Advisory Board reviews applications and makes its recommendations to the City Council.
8. The Finance Director is responsible for all activities regarding the distribution of funds through the 20~~20~~19 Grant Cycle and may solicit information from any source as needed in conducting his work.
9. The City or its designee has the right to issue or not to issue supplemental statements regarding these Instructions or any aspect of the grant program on an as-needed basis, and to perform any due diligence that may be required in the discharge of its obligations. Applicants may be required to provide additional information or to participate in pre-award interviews, as needed.

SUMMARY APPLICATION FORM

APPLICANT INFORMATION

NAME:	
MAILING ADDRESS:	
APPLICANT CONTACT NAME:	TITLE:
ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: ☐ YES ☐ NO	
EMAIL:	
TELEPHONE:	
FEIN:	
INDICATE WHETHER THIS APPLICATION IS FOR DISCRETIONARY OR TOURISM FUNDS:	

GRANT REQUEST AND FINANCIAL INFORMATION

GRANT AMOUNT REQUESTED FOR 20 <u>2019</u> :
TOTAL OF ALL CURRENT RESERVES:
TOTAL APPROVED BUDGET FOR FISCAL 20 <u>2019</u> (CURRENT BUDGET YEAR):
TOTAL ACTUAL OPERATING EXPENSES FOR FISCAL 201 <u>98</u> (PRIOR BUDGET YEAR):
TOTAL INCOME FROM ALL SOURCES FOR FISCAL 201 <u>98</u> (PRIOR BUDGET YEAR):
PERCENTAGE OF FISCAL 201 <u>98</u> TOTAL INCOME FROM CITY OF GS GRANT FUNDS, IF ANY:
BRIEF PROJECT DESCRIPTION (PLEASE ANSWER THE THREE QUESTIONS BELOW IN A <u>TOTAL</u> WORD COUNT OF 250 WORDS (250 TOTAL, NOT 750) OR LESS: What does your organization do? How will grant funds be used? How will you measure success?

APPLICATION CHECKLIST

Submit this application with the following required documents in the following order:

- ☐ Description of Organization and its activities Summary: Form (two pages maximum)
- ☐ Use of Funds Summary (one page maximum) (max 250 words)
- ☐ Response to Selection Criteria Questions in narrative form, (maximum three pages maximum)

Additional information to include:

- ☐ Copy of IRS determination letter as to 501(c)(3) or other not-for-profit status
- ☐ Colorado Secretary of State Certificate as nonprofit corporation in good standing
- ☐ List of current board of directors and officers
- ☐ List of all major contributors (\$2,000 and above) and amounts contributed, highest to lowest
- ☐ Year-end financial statements for fiscal year most recently ended
- ☐ IRS Form 990 (most current available)
- ☐ Approved budget for current fiscal year

By signing below, the applicant hereby certifies and warrants that any and all statements and representations, including all sources and uses of funds made in this Grant Application, are true and correct, and may be relied upon by the City of Glenwood Springs.

Authorized Signature: _____
(From applicant organization)

Date: _____
(mm/dd/yyyy)

Printed Name and Title:

1

SELECTION CRITERIA

All applicants must respond to the following questions in no more than three (3) pages. The three-page limit applies only to your answers to these questions, not to the Summary Form, Use of Funds Summary, or any supporting documentation.

1. Which needs within the City of Glenwood Springs does your organization serve, or will your special event or public program serve?
2. Describe your paid professional staff and your level of volunteer involvement.
3. Quantify the service level you provide to the citizens of the City of Glenwood Springs. How many City clients were served in your last full fiscal year in the program(s) for which you are requesting funds? What are the projections for the current year and next year? If funding a special event, how many participants do you expect, and will the event draw visitors to Glenwood Springs?
4. Highlight the desired 20~~2019~~ goals and outcomes to be achieved with City of Glenwood Springs' funds. How will you define and measure your success as related to this funding request?
5. Describe your income stream(s), including fundraising efforts. If you are the local chapter of a national entity, explain how much funding it provides.
6. Have you used City of Glenwood Springs funds to receive additional funds from other sources? If so, what is the amount of leveraged funds received?
7. Has your organization had a deficit budget within the last three years? If so, how did you fund the deficit? What plans have you made to eliminate future deficits? Does your organization have a fund balance/reserve that is equal to or greater than six months of operating expenses? If so, how do you plan to use this reserve?

**CITY OF GLENWOOD SPRINGS GRANT APPLICATIONS
2019**

	<u>Allocated</u>	<u>Available</u>
2019 Discretionary Grants=>		
2019 Tourism Grants=>		
2019 Total Grants=>	\$197,826	\$10,307

*After \$50,000 to special events
**Estimate

D/T	APPLICANT NAME	PREVIOUS FUNDING						Request:	FAB:	Notes
		2015	2016	Request	Funded	2017	2018	2019	2019	
	1 A Way Out	\$0	\$2,500	\$12,000	\$2,500	\$2,500		\$7,000	\$2,500	
	2 Access After School	-	\$2,407	-	-	-	\$2,000	\$7,000	\$3,500	No 990 included in submission
	3 Alpine Legal Services	\$5,000	\$5,000	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	Granted, although discrepancy in P&L statements vs. question #7
	4 Andy Zanca Youth Empowerment Program							\$3,000	\$3,000	2016 990 included in submission; 2017 form was not available at the time of submittal
	5 Aspen Global Change Institute							\$1,925	\$0	Reserves of 10 million
	6 CASA of the Ninth	\$0	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$3,000	\$3,000	
	7 Catholic Charities	\$13,000	\$11,782	\$15,000	\$12,000	\$12,000	\$10,000	\$15,000	\$12,500	
	8 Dance Initiative Inc	-	-	-	-	-	\$2,500	\$5,000	\$3,000	
T	9 Downtown Market	-	\$8,500	\$10,000	\$10,000	-	\$10,000	\$10,000	\$10,000	Incomplete paperwork submission (no 990 / bal sheet / IRS Term Ltr / Ck list / No list major contrib / family as board)
	10 Family Visitor Programs	-	-	-	\$3,843	-	\$5,000	\$5,000	\$5,000	
T	11 Glenwood Arts Council - Summer of Music	\$15,000	\$5,000	\$20,000	\$20,000	\$20,000		\$20,000	\$20,000	
	12 Glenwood Springs Performing Arts							\$16,000	\$0	Incomplete paperwork submission (no 990 / bal sheet / IRS Term Ltr / Ck list / No list major contrib)
	13 High Country RSVP	\$0	\$0	\$3,000	\$1,500	\$1,500	\$1,500	\$3,000	\$2,000	
T	14 Historical Society and Frontier Museum	-	-	-	-	-	\$20,000	\$3,154	\$3,154	
	15 KDNK Community Radio	\$0	\$0	\$2,500	\$0	\$0	\$0	\$5,000	\$0	No 990 included in submission
	16 Literacy Outreach	\$2,000	\$0	\$2,000	\$2,000	\$2,000		\$3,000	\$3,000	
	17 Mountain Family Health Centers	\$0	\$0	\$6,360	\$6,360	\$6,360	\$10,000	\$10,000	\$10,000	
	18 Mountain Valley Developmental Services	\$5,000	\$1,500	\$10,000	\$7,500	\$7,500	\$8,000	\$10,000	\$10,000	
	19 Pathfinders							\$5,000	\$2,500	Granted, although discrepancy in P&L statements vs. question #7
	20 Rotary Club	\$0	\$0	\$5,000	\$5,000	\$5,000		\$5,000	\$0	We don't make grants to grant making organizations
	21 Smiling Goat Ranch	\$0	\$0	\$10,000	\$5,000	\$5,000	\$4,000	\$10,000	\$5,000	
	22 Social Bridge	-	-	-	-	-	\$4,000	\$10,000	\$0	No 990 included in submission
	23 Sopris Baracudas Swim Team	\$6,000	\$7,500	\$15,635	\$6,985	** \$6,985	\$7,500	\$10,000	\$7,500	
T	24 Take a Minute - Imagine Glenwood							\$2,422	\$2,422	No 990 included in submission
	25 Valley Settlement	-	-	-	-	-	\$2,500	\$5,000	\$1,000	Not clear benefit to GWS community served
	26 Western Slope Veterans Association							\$5,000	\$5,000	
	27 Yampah Mountain High School							\$10,000	\$5,000	
	28 Youth Hockey Association	\$6,000	\$15,820	\$7,000	\$13,000	** \$13,000	\$12,000	\$15,000	\$12,500	
	29 Youth Water Leadership Program	-	-	-	-	-	\$1,000	\$2,000	\$2,000	
	30 Youth Zone	\$12,000	\$16,782	\$20,000	\$17,000	** \$17,000	\$17,000	\$20,000	\$43,000	\$18k in cycle, \$25k from FAB meeting 9/25
	31 RF Center for Community Leadership	\$0	\$5,000	\$5,000	\$2,500	\$2,500	\$4,000	\$6,000	\$0	Late submission
T	32 Aspen Choral Society	-	-	-	-	-	\$2,500	\$3,500	\$2,500	
	33 HomeCare and Hospice of the Valley					\$3,000	\$3,000	\$7,500	\$3,750	
	34 Mission of Mercy								\$10,000	Council direction on 9-19
				\$289,259	\$210,984			\$248,501	\$197,826	



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Broadband

Action Requested: None at this time

Department: Utilities

Presented By: Matthew Langhorst, Public Works Director
Michael Gardner, Broadband Superintendent

Background Info: The City of Glenwood Springs created the Community Broadband Network (CBN) in 2002 with the idea of supplying the local community with fiber optic backed internet speeds and reliability. Since then CBN has changed, improved, made mistakes and improved again. In 2006-2007 Bob Farmer updated the function and billing abilities of the department and created the format and system that basically exists still today. Michael Gardner, our Broadband Superintendent, has taken Bob's work and improved upon its function, speed, reliability, service and overall performance to take it to an even higher level. Making Broadband an entity that could exist on its own financially.

In 2018 UpTown Consultants presented to City Council the results of the city wide internet, TV and phone service survey they had completed as part of their scope of services. The information was provided as a PowerPoint presentation to Council during a work session. The survey questions reviewed what was most important to the residents of the City from speed, pricing, reliability and who their preferred provider is or could be.

Survey respondents stated that their preferred provider for internet was The City at a rate of 63% of the respondents. The next highest response was "Don't Know" at 15%. It was posed to respondents if they could have high speed internet at a 10% price reduction from their current provider how likely would it be that they switch, and 78% provided a positive answer. It was also posed to respondents if they could have City internet at \$70 a month versus current Comcast pricing for 1 Gbps service pricing of \$110 would they switch, and 87% of respondents stated yes.

Is reliable internet needed in the City of Glenwood Springs, yes is the answer. 96% of the households surveyed had some form of internet at home service. The City of Glenwood Springs has distinct advantages over most providers in the area. We have local people on the ground that provide service for our customers, versus a remote call center that sends people to our city as needed for service. We also now have three redundant links to the main data center in Denver. If one link is severed, we do not lose service to our customers. The City will also be able to provide fiber to home service, which far exceeds the data capabilities of the other providers in the area with low installation and monthly fees.

The City of Glenwood Springs already provides great service to our customers through our water, sewer, electric and existing broadband systems. People know that the City has the ability to continue that high level of service with not only our normal services, but with expanded broadband because the City has been providing services to the citizens of Glenwood since 1914 when the City first bought the electrical system.

Businesses whether they are at home or brick and mortar need to have fast reliable internet in the world we live in and the City is the best option to provide this service at a reasonable price. We as staff feel so strongly about this that we are considering broadband a base utility, not a convenience

utility as some look at it.

To help balance the cost of providing long term services to the residents of Glenwood Springs, staff is looking to team with other local communities to help balance out the need for staff, staff salaries and keeping staff busy. The Town of Eagle is looking to provide at home fiber to their residents also, and we are currently in discussions with them on how Glenwood can help make their system financially viable along with helping cover some of the overhead costs that the City of Glenwood will see yearly too. Eagle staff will be at this work session to discuss with Council the cooperation between the two municipalities.

The proposed shared work load that the City of Glenwood anticipates for the Town of Eagle is: customer account management/billing, call center support, network operations, after hours support and fiber repair support. Glenwood will have staff on-board already that will be completing these tasks for Glenwood customers and will have time to be part of Eagles needs. Other items that could be coordinated depending on need and availability are: customer on-boarding once Glenwood customer startups slow down or can be balanced with Eagle customer needs and if the work load allowed for it and financially it made sense for both partners an Eagle repair/install technical may be located in Eagle for convenience.

Issues: None at this time.

Staff Recommendation: Staff is recommending continued discussions with the Town of Eagle.



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Spring Cleanup

Action Requested: None at this time

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director

Background Info: Every spring the City of Glenwood Springs conducts a spring clean-up program city wide, this program began when the city ended its city run trash service in 1984. The program requires the Streets and SWAT department complete the work needed to collect all of the debris left out by residents and has taken up to six (6) weeks of the crews time to complete in the past.

Over the years the program started to become more and more abused. This occurred due to both the public taking advantage of the program and little to no enforcement or communication between City staff and the residents on what the rules are for the cleanup and sticking with those rules. Over the past three (3) years the streets department has enforced more of the rules and regulations and the communication and support from other city staff has increased. These efforts have proven to be successful, although there is still some strong push back.

In 2019 the City decided to abide by all of the rules set forth for the program, which made it more successful from the staff prospective. To help with the rules enforcement and to make the program more "fair" to all residents the City gave out free landfill vouchers to anyone that was not considered as part of the program. The City handed out approximately 300 vouchers, of which 51 of them were utilized at the landfill. This work session is to discuss how the City would like to move forward with this program not in 2020, but in 2021.

Issues: None at this time.

Staff Recommendation: Continue with Spring Cleanup in 2020 with the same rules enforcement completed in 2019 and hand out vouchers to residents outside of the pickup areas/rules.

City of Glenwood Springs Spring Cleanup 2021 Options

Background:

The City of Glenwood Springs conducts an annual spring clean-up operation for the residents of Glenwood Springs. Spring clean-up allows the City residents to place brush and debris piles within the City streets, crews go neighborhood to neighborhood picking up these piles. Crews use a combination of front end-loaders, backhoes, tandem dump trucks and manual labor to load the brush and debris. All materials are then taken to the South Canyon landfill at the City's expense. Spring Clean-up requires the entire Streets Department crew (9 members), the SWAT department crew (3 members) and often members of the Parks Department are called in to assist. This means that normal street and storm drain maintenance is put on hold for 4-6 weeks in the spring. The scope of services for spring clean-up include separating the piles of debris into the categories noted below:

Shred-able Material

- Mattress
- Furniture
- Wood
- Brush

Trash / Debris

- Any non-shred able material
- Paper goods
- Lawn Debris
- Spring Cleanup items

Metal

- All solid metal that can be recycled

Restricted items:

- Paint
- Batteries
- TVs
- Refrigerators (without freon free sticker)
- AC Units
- Tires
- Oil
- Gas
- Propane or "air" tanks
- Electronics

Options for Updates to 2020 Spring Clean-up (A – D):

Option A:

Option A is a standard operation spring cleanup effort with some outside resources utilized for efficiency and to free up City staff. The 2019 Spring Cleanup was completed with this methodology with help from Gould Construction with trucking and some manual labor from the truck drivers themselves. The Streets Department would consider this a successful Spring Cleanup effort compared to past years. All areas were completed on time or ahead of schedule and streets work was still able to be completed with a portion of the Streets Department staff being freed up due to the services from Gould. While this proved to be an efficient option it still had an impact on the amount of routine maintenance that was performed. The City would once again provide landfill vouchers to multi-family residents for their use at the landfill. In 2019 there were 300 +/- vouchers handed out, but only 51 vouchers utilized at the landfill for a total fee of \$657.96. 300 vouchers is approximately 6.9% of the total 4,300 dwelling units in the City of Glenwood Springs. With the amount of vouchers handed out and only 1/6 of them used, we have to assume that some of the neighbors teamed up to haul items to the landfill under one voucher instead of multiple vouchers used. The City can expand its outreach this year on the Spring Cleanup options and publicize the vouchers more on Nextdoor, Facebook, direct mailing them to the dwelling units that are not part of the Spring Cleanup pick up, a news release or even bringing in the Post Independent for an article if they will run one for us.

Issues that arose with this option:

- Enforcement
- Trash and Debris are still stored in the gutter line during cleanup
- Unknown debris within the piles:
 - Crews have found needles, and other unknowns in the past
 - To the point that crews undertake a Haz-Mat training every year prior to Spring Clean-up
- Deferred maintenance

This option has three costs to it: Lost crew time, equipment wear/tear and cash value.

- Crew Lost Time: 630 hours or 79 – 8 hour work days.
- Equipment Wear: \$44,610
- Cash Value: \$38,000 including gas, landfill fees, etc.

Option B:

Option B would change the standard cleanup effort by asking residents to drop off their metal and brush at a central collection site instead of placing those items on the curb. With a central collection point for metal and brush, the City crews assigned to debris pick up would be able to move more efficiently through the different neighborhoods as they would not need to sort

through piles. All piles left at the curb would be considered trash only and those items would go directly to the landfill working face for disposal. The central drop off located for metal and brush could be at the rodeo grounds and would require two City crew-members to staff it, this staffing could be sourced from the SWAT and Parks Departments so the Streets Crews could work city wide collection. The rodeo ground crew would be responsible for enforcing the regulations for metal and brush collection as well as the chipping of brush as it comes in. Metal will be deposited directly into a contracted metal recyclers container and they will be responsible for the hauling of the metal. While this option would streamline the trash pick-up it still allows residents to stack trash within the gutter line. Often during spring clean-up spring rain storms occurring resulting in trash, debris and “trash juice” to be washed into the City’s storm-water system.

Benefits to this option:

- Ease of Collection for the crews.
- This would allow two additional crew members to do daily activities.

Draw backs to Option B:

- Enforcement
- Midnight trash drop offs in existing pile locations
- Unknown debris within the piles:
 - Crews have found needles, and other unknowns in the past
 - To the point that crews undertake a Haz-Mat training every year prior to Spring Clean-up

This option has three costs to it: Lost crew time, equipment wear/tear and cash value.

- Crew Lost Time Estimated: 450 hours or 56 – 8 hour days.
- Equipment Wear: \$30,000
- Cash Value: \$38,000

Option C:

Option C would change the look of spring clean-up and move it to two centralized collection locations in town and would require residents to bring their trash/debris to these locations instead of a curb side pickup. The City would create an RFP to be bid out for collection, site operations and hauling services. For residents that cannot make it to the collection location with their items, the City could work with Rotary, Lions Club or other volunteers to work as a team to go out during the event and help people transport their items to the collection site. The look of this plan would include setting up two sites with multiple 40-yard trash collection cans to separate items being brought to the site. Part of the RFP would be for the hauler to provide staffing for the site and temporary fencing for the site to control the intake of materials in off hours. These sites could be open for a long weekend, for a week or any time frame that

Council and Staff feels is appropriate. This system would allow a local trash hauler to bring separated 40-yard roll off cans to the correct locations at the landfill presorted in a timely manner. With this option the City would still collect brush at the rodeo grounds and the City would chip this material on its own. A metal recycling company would also be part of the collection process with metal collection provided within their 40-yard containers that would be removed by the hauler as needed. The metal recycler would be responsible for staffing of their containers within the fenced area. This option could be set up as an Earth Day type of event with the opportunity to make it a community event that Parks could possibly help set up and make it a new tradition for the City. It could include music and have a festive atmosphere. Hazardous Waste Day that the Landfill provides to City residents each year could also occur during this event making in an all-encompassing event for City wide cleanup.

This option would save the City staff time for the 12 employees that we utilize for the collection of trash/debris during spring cleanup and would let Streets Department and SWAT start on their spring, summer and fall work 4-6 weeks earlier. This means potholes filled, culverts jetted, streets swept, and overall repair and maintenance of the City infrastructure completed over a longer period of time.

This option would provide the much-appreciated spring clean-up service to the residents of Glenwood while also allowing the Streets and SWAT Department to fulfill its maintenance and construction obligations to the City, resulting in a win win.

This option has three costs to it: Lost crew time, equipment wear/tear and cash value.

- Crew Lost Time Estimated: 80 hours or 8 – 10 hour work days.
- Equipment Wear: \$5,000
- Cash Value: \$50,000

Option D:

This option would change the look of spring clean-up and move it to a voucher system as the County and some other surrounding communities do. The City would provide each residential unit in town, based on either electric or water billings, a Landfill voucher to bring a full load of material to the landfill for free. In 2019 the City handed out approximately 300 vouchers for the multi-family units that are in town that were not included in the curb side spring cleanup pickups. Out of those 300 vouchers, 51 were turned in at the Landfill for a total fee of \$657.96. There are approximately 4,300 units within the City limits that would have vouchers sent to them. On average the 2019 vouchers cost \$13 per load. If 50% of the 4,300 vouchers were utilized at this average expense it would cost the City approximately \$28,000. No staff labor outside of normal operations would be utilized for this option.



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Ordinance No 2, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code (SECOND READING)

Action Requested: Approval of Ordinance No 2, Series of 2020; An Ordinance of the City of Glenwood Springs, Colorado, amending section 070.040.070 of the Glenwood Springs Municipal Code regarding Access and Circulation

Department: Economic and Community Development

Presented By: Jennifer Ooton, Assistant City Manager

Background Info: On January 22, 2019, the Planning and Zoning Commission voted to initiate a code text amendment to 070.040.070(a)(3)e.2 to earmark the fee in lieu for sidewalk construction and pedestrian improvements and to consider whether there are neighborhoods where the City would not require two sidewalks.

The current regulations require the installation of sidewalks on all streets for any development or redevelopment projects. Planning Commission in initiating the code text amendment process expressed an opinion that sidewalks should not be required in all neighborhoods. At the May and August Commission meetings, the Planning Commission held public hearings on the topic. At the August 27, 2019 Planning and Zoning meeting, the commission unanimously recommended changes to amending section 070.040.070 of the Glenwood Springs Municipal Code regarding Access and Circulation.

Currently, the City Engineer may exempt sidewalks on streets where the minimum lot size is greater than an acre and in areas of steep slopes. Ordinance No. 2, 2020 includes an attachment with new code language that would allow for additional exemption for the requirement of two sidewalks. This proposal assumes that a limited list of roads would be added to the Engineering Standards where the City has determined that one or no sidewalks shall be installed, as the current work plan for street reconstruction also does not anticipate the construction of sidewalk on both sides of all streets.

This list would be based on individual engineering projects, such as roads within the Red Mountain and Cedar Crest subdivisions, where engineering work and public input have determined that two sidewalks would not fit the character of the neighborhood or where inadequate right-of-way would make two sidewalks infeasible.

Members of the public would not be able to petition to be on this list. The only eligible streets for this list would be ones for which a public outreach process had already taken place, significant engineering for a road reconstruction had already been completed, and there had been agreement between the City Engineer and Public Works Director. Today, the list would consist of Midland Avenue (Four Mile to I-70), Red Mountain Drive, Tanager Road, Cardinal Lane, Cedar Crest Drive, Ptarmigan Lane, Ptarmigan Drive, and Rock Ledge Drive.

The Comprehensive Plan identifies the importance of “increase(ing) the connectivity of local streets, trails and walkways to provide multiple routes for circulation through town,” however, it also sets forth the Community Goal of “preserv(ing) the small town character while maintaining the livability of Glenwood Springs and increasing the vibrancy and commercial success of the Downtown.”

One of the Policies to Enhance Transportation and Mobility in the Comprehensive Plan is that “the City encourages increasing transportation options, including constructing trails, roads, sidewalks and providing additional transit routes, to get around town but in ways that preserve neighborhood character and community sustainability.”

The already established cash in lieu fee allows developers to pay a fee for sidewalks that can be used to enhance pedestrian circulation in ways that preserve neighborhood character and community sustainability. Ordinance No. 2, Series 2020 would change language in the code regarding creating a separate fund to ensure that these dollars would be used only for pedestrian improvements.

Additionally, this ordinance would exempt small redevelopment projects from being required to install sidewalks.

REVIEW AUTHORITY

For actions involving amendments to the land use portion of the Municipal Code, the Planning & Zoning Commission is a recommending body to City Council. All Municipal Code amendments are completed by ordinance, which requires two hearings before City Council.

For amendments to the Municipal Code, the Planning Commission and City Council shall consider whether and to what extent the proposed text amendment:

- Is consistent with the Comprehensive Plan and other City policies;
- Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
- Is necessary to address a demonstrated community need;
- Is necessary to respond to substantial changes in conditions and/or policy; and;
- Is consistent with the general purpose and intent of this Code.

The City Council may take one of the following actions:

Approval of all or some of the amendments;

Deny of some or all of the amendments; or,

Continue the hearing with a requirement that staff submit changes or provide additional information regarding some or all the amendments.

The Planning Commission voted unanimously on August, 27, 2019, to recommend approval of amending Section 070.040.070 Access and Circulation with the following findings:

Pursuant to the authority in the Glenwood Springs Municipal Charter and Colorado Revised Statutes §29-20-101 et seq., and §31-23-301 et seq., as amended the City of Glenwood Springs has the authority to plan for and regulate the use of land within the municipality and to regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts, and other open spaces, the density of population, the height and location of trees and other vegetation, and the location and use of buildings, structures, and land for trade, industry, residence, or other purposes.

The proposed text amendment -

Is consistent with the Comprehensive Plan and other City policies in that the Comprehensive Plan encourages increasing transportation options, including constructing trails, roads, sidewalks and providing additional transit routes, to get around town but in ways that preserve neighborhood character and community sustainability.

Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code in that the new Title 070 of the Glenwood Springs Development Code is intended to create the best built environment for the city by:

Promoting orderly, efficient, and integrated development within the city;

Regulating the development and use of land based upon the impact of such development or use on surrounding areas or the city.

Is necessary to address a demonstrated community need.

Is necessary to respond to substantial changes in conditions and/or policy in that the Finance Department's preference is to have the code specifically identify how specific fees should be treated.

Is consistent with the general purpose and intent of this Code.

Issues:

If this item is adopted on first reading, the Engineering Standards would need to be amended to include the limited list of streets where one or no sidewalks would be required.

Staff Recommendation:

Staff recommends approval of Ordinance No. 2, 2020.



MINUTES
City of Glenwood Springs
Planning and Zoning Commission
Regular Meeting
August 27, 2019
Council Chambers, First Floor, City Hall
101 W. 8th Street
6:00PM

1. Work Session – 5PM

A. Civic Clerk Training

2. Regularly Scheduled Meeting – meeting was called to order at 6:00 p.m.
Carolyn Cipperly moved to seat Ingrid Wussow as meeting chair. Amber Wissing seconded. The motion carried by voice vote.

3. Roll Call

Present at roll call were Commissioners: Ingrid Wussow, George Shaver, Amber Wissing and Carolyn Cipperly

Absent: Kathryn Grosscup, Sumner Schachter, Tim Malloy, Marco Dehm and Dean Kinkel.

Also present were: Jenn Ooton, Asst. City Manager, Director Community Development Dept.
Gretchen Ricehill, Assistant Director Community Development Dept.
Anna S. Itenberg, City Attorney's Office
Jimmy Uvodich, Planner 1
Kathleen Michel, Admin. Assistant
Catherine Fletcher, City Clerk
Lindsey Christensen, Deputy City Clerk
Alissa Owsley, IT Director

George Shaver moved to seat Carolyn Cipperly. Amber Wissing seconded the motion. Motion carried by voice vote.

4. Receipt of minutes from the July 23, 2019_regular meeting. The minutes were continued to the next regular meeting.

5. Comments from citizens appearing for items not on the agenda. No one appeared.

6. Continued Items

A. 20-19 - Consideration of a Code Amendment to Section 070.040.020(d)(24) of the Glenwood Springs Municipal Code.

Motion to continue: George/Carolyn carried by voice vote.

B. 11-19 - Consideration of a special use permit to allow for the construction of a 2,800 square foot convenience store and re-location of underground fuel storage tanks.

Motion to continue: Commissioner Shaver, seconded by Commissioner Cipperly carried by voice vote

C. 05-19 - Consideration of Access and Circulation Code Text Amendments – Title 070.040.070 and 070.060.070 Glenwood Springs Municipal Code.

Jenn Ooton reported on the redraft of the section as requested.

- How would money paid in lieu be used
- Minor improvements should not trigger sidewalk installation
- Fee in lieu in areas where sidewalks do not make sense
- Neighborhood might not want sidewalks
- Street reconstruction and substantial engineering on road
- Exceptions: Midland Avenue; Red Mountain Drive, Cardinal, Rockledge Drive; others in list
- Exceptions drainage issues, Public Works Director determination

Shaver had concerns about streets in the east area at higher elevations

Cipperly had concerns about cost factor for property owners

Open for public comment. No one wished to speak.

Chair called for motion: George moved to accept changes red proposed by staff in consideration of code sections with findings on page 4 & 5 and delete the blue changes. Modified motion re access and circulation only. Carolyn seconded. Carried unanimously.

7. New Items

A. **22-19 - Consideration of a variance from section 070.030.040(d)(1)(g) of the Glenwood Springs Municipal Code for a 2-foot 10-inch side yard setback to allow for the construction of an accessory dwelling unit in an existing detached garage.**

Jimmy Uvodich presented the staff report.

- Zoning variance
- 636 sq.ft. garage convert to ADU
- Does not meet setback
- Applicant purchased property in 2013
- Site conditions existed since 1975

- Pre-existing configuration of buildings
- Necessary to remove 2 feet 2 inches from existing building to meet code
- City encourages ADUs
- Provides smaller housing
- Approve deny or continue application
- Staff recommends approval with findings

Commissioner Shaver asked where additional parking would be located. Commissioner Cipperly was concerned about parking.

Bruce Barth applicant, addressed the parking.

Called for public comment:

Ted Edmonds, Colorado Ave., across street from property. In favor of the ADU. Parking on that block is not an issue. Urged approval of the variance.

Commissioner Cipperly moved to approve zoning variance with findings on page 4 of staff report. Commissioner Shaver seconded. Motion carried unanimously.

B. 25-19 Consideration of a request to convert an existing church building into 13 multi-family units. The project also includes creating a 2-lot subdivision, condominiumization of the 13 units and a design variance from Section 5.2.10(K)(3) which prohibits vehicles from backing into the right-of-way.

Gretchen Ricehill provided a PowerPoint presentation in accordance with the staff report. The project converts an existing, vacant church building into 13 one-bedroom multi-family units ranging in size from 535 to 825 square feet. The church was constructed in 1951 and is approximately 8,200 square feet. The building sits on a one-acre lot. The church vacated the building approximately 7 or 8 years ago. Since then the building was occupied by a retail sports store and the lot was used for overflow parking from the nearby Honda dealership.

The project also includes an application to condominiumize the 13 units and a minor subdivision of the parcel into two, roughly ½ acre lots. There is no longer a need for a design variance from the Engineering Standards to allow vehicles to back out onto a city right-of-way. The owner has amended the application to change the parking stalls along 135 Rd. from pull-in to parallel which meets the Engineering Standards requirement.

Ms. Ricehill summarized the review process.

- The 2-lot subdivision is normally an administrative review.
- Because the project involves a land dedication for right-of-way along CR 135, the 13-unit site/architectural plan review is required to be reviewed and approved by City Council. Planning and Zoning Commission will act as a recommending body.
- The 2-lot subdivision remains an administrative review but City Council is required to approve or deny the land dedication.
- The Planning & Zoning Commission is the sole deciding body on the condominiumization application.

Ms. Ricehill reviewed the details of the site/architectural plan including:

- Exterior improvements and residential design standards
- Common open space requirements
- Landscaping, screening and fencing;
- Access and circulation
- Use of the private easement on the east side of the property
- Sidewalk construction
- Bicycle parking and bike circulation system
- Off street parking and plan revisions

Ms. Ricehill reviewed the six criteria for reviewing condominiumization proposals and noted the proposals conformance to many goals of the comprehensive plan. She reviewed the required action items and noted that staff recommended approval with findings and conditions.

Questions of Staff

Commissioner Shaver asked the following:

- Clarification of when building materials will be submitted.
- Staff responded that materials are submitted with the construction plan review which is an interim step prior to submitting a building permit application.
- Clarification of owner's use of private access road and maintenance responsibility and applicability of Engineering Standards to private accesses.
- Staff explained that the Engineering Standards and prohibition of backing out did not apply to private roads.

Regarding the roadway maintenance, staff explained that there were three parties to the original agreement. As far as staff is aware, there was not a provision for maintenance responsibilities. Ms. Ricehill explained that maintenance was a private issue between the easement holders. The Commission could include a recommendation that the owner [TB & SB LLC] be responsible for some portion of the maintenance, but the city would not be able to enforce the condition.

Commissioner Shaver asked Anna Itenberg for her opinion about Balcomb & Green's findings regarding the owner's use of the private roadway.

Anna Itenberg, City Attorney's office, indicated that ideally the owner would have an express easement. She suggested that a condition could be that to the satisfaction of the City Attorney, the owner provide evidence of an express easement on record with the County Assessor, or establishment of a prescriptive easement.

Commissioner Wussow asked about -

- Short term rental and whether the units could be used as such. Staff commented that they could unless the condominium declarations precluded this use.
- Sprinkler system and whether it was required. Staff responded that it is a building & fire code requirement that the building have sprinklers.
- ADA requirement for any of the units to be accessible. Staff responded that it is not a requirement that condo units be made accessible.
- Whether the owner intended having any of the units be affordable. Staff responded that it was not a code requirement.
- System improvement fees. Staff responded that this project must pay all fees that are due for residential projects. Some credit may be available for the property's past use.

Applicant Presentation

Brad Jordan, Jordan Architecture, project architect, stated that the owner, his attorney and the project engineer are present tonight. Mr. Jordan discussed -

- Condition of the building
- Need for residential units
- Enhancement of building's appearance
- Materials stone, stucco, cladding on doors & windows, roofing and colors in brown, golds and tans.
- Landscaping enhancements
- Agree with staff's presentation and recommended conditions
- Parking redesign on CR 135; 5-foot wide sidewalk with a ten to thirteen-foot wide landscape buffer next to the building
- Building will be sprinkled.

Commissioner Shaver asked for confirmation that the parallel spaces would be outside of the 15-foot wide easement being granted to the City. Mr. Jordan confirmed.

Asked about the location of a water meter in the northeast corner of the lot.

Commissioner Cipperly encouraged the owner to provide accessible units as there are accessible parking spaces on the east side of the building. Mr. Jordan discussed the difficulty of providing accessible units due to the number of stairs on the east side of the building and clarified that the accessible parking spaces are not solely for people in wheelchairs.

Commissioner Wussow asked about the rationale for providing all one-bedroom units and about storage. Mr. Jordan indicated that it would have been difficult in this existing building to create multi-bedroom units. Storage closets will be provided for some of the units that did not have dedicated storage space within the unit. Bicycle spaces – can the developer provide more than the code required three. Mr. Jordan agreed that additional bike parking spaces could be provided.

Chad Lee, 818 Colorado Ave., Balcomb & Green and counsel for developer, indicated that short term rentals would be subject to the City's new buffer requirement. Perhaps just one unit in the building would be allowed as a short-term rental. Regarding access, the issue surfaced at the last minute. Mr. Lee explained about use of, and right to use the easement. He also explained the steps in establishing a legal prescription. Mr. Lee indicated the owner's interest in helping to maintain the road and preparing a written maintenance agreement. He encouraged the Commission not to include a condition regarding maintenance as it was an issue between the private owners.

Commissioner Shaver asked about a recommendation regarding maintenance. Mr. Lee reiterated his opposition to such a condition.

Commissioner Wussow asked Mr. Lee to clarify the establishment of a prescriptive use and whether it required 18 years of continuous use. Mr. Lee explained that once you establish 18 years of use title automatically transfers. Once established, you are subject to abandonment law. Abandonment needs to be an intentional waiver or relinquishment of a right. In his opinion, eight years of non-use would not qualify. He pointed out that there was commercial use after the church left so there was some continuation of the use.

Dave Kotz, SGM, 118 W. 6th Street, project engineer, reviewed drawings with the Commission regarding location of meters, pedestals outside the property. It was determined that information was inadvertently located in the wrong area when transferred between civil and landscape plans.

Thomas Bartolomoczek, owner TB & SB LLC, 81 River Park Lane, Carbondale, regarding Commissioner Wussow's question about affordable housing the owners have not taken that into consideration at this point but will.

Public comment:

Patrick Hunter, Carbondale, owns a unit at Valley View West Condominiums. He explained about the issues with the access road in the past:

- Carwash at the bottom of the road had a drainage problem.
- Discount Tire bought the property and removed the carwash and fixed the lower portion of the road
- There is no written maintenance agreement
- There are fifty-some units in Valley View West all come and go at same time each day
- There is a lot of use of the private road
- Church had traffic one day a week
- He believed that there was just a gentlemen's agreement regarding use of the road.
- Discount Tire does not really use the road.
- Prefers that there not be back out parking onto the road.
- Prefers that traffic from this development use 135 Rd.
- Prior owner, David McDavid's plans were to only use 135 Rd.

Mr. Lee addressed comments made by Mr. Hunter and clarified that no express easement has been discovered at this time but that he continues to research the issue. He clarified that while churches are mostly used on Sunday, there are also activities on Wednesdays and other days of the week. Mr. Hunter's other comments regarding the roadway and use did not affect his opinion stated in his letter. Regarding Commissioner Shaver's earlier comments about a condition to enter into a maintenance agreement, Mr. Lee was opposed given that there already was a common law obligation to do that but to the extent that the Commission wanted to add a condition, he would favor one that required the owners to negotiate in good faith and to address each party's proportional impacts to that road. .

Item 1: MOTION: Commissioner Wussow moved to recommend that Council approve the site/architectural plan review allowing the conversion of an existing building into 13 multi-family units based on findings and conditions on page 10 and 11 of the report.

Commissioner Wissing seconded the motion. Commissioner Wussow amended her motion to add the condition that the City Attorney find an acceptable or identify an acceptable easement or prescription for access. Commissioner Wissing amended her second.

Commissioner Shaver was not comfortable with some of the loose ends such as the parking situation on the west side and other access issues; defining the private road access; backing out on a private road is a concern. He suggested continuation.

Commissioner Wussow did not feel that the one-bedroom units would cause a great traffic impact. If there were more units or if there were more bedrooms, she may have felt differently. Commissioner Wussow was not in favor of delaying the project and stated that the project still

needs to be reviewed by City Council. She did suggest that the applicant revise plans before the Council hearing.

Commissioner Cipperly also had concerns about the project details: she was concerned that parking was not fully completed; access issues; additional trash dumpster; pavement added under the dumpster; location of the parking space on the northeast corner of the site; landscaping. She felt that the project was a good reuse of the building.

Commissioner Wissing was in favor allowing the application to move forward.

Commissioner Wussow asked for a list of revisions from those Commissioners favoring a continuance.

Commissioner Cipperly: parking; landscaping; access issues; additional trash dumpster; location of utilities off the property; use of one of the parking spaces and impact to rear yard area and landscaping.

Jenn Ooton asked for clarification – Are you looking for additional information related to the application or are you suggesting conditions that need to be satisfied prior to the issuance of a building permit or construction plan review?

Commissioner Cipperly indicated that she was willing to approve the project with those conditions being met.

Commissioner Wussow and Ms. Ooton reminded the Commission about the intent of the general site/architectural plan review and the extra step in the process that requires a detailed construction plan review. That latter step requires staff review to make sure that all of the conditions are met prior to the applicant submitting a building permit application.

Commissioner Cipperly recommended adding the following conditions:

- Required landscaping
- Relocating utilities on to the site
- Revising plans to reflect parallel parking on CR 135;
- Moving and/or adding a second dumpster

Staff clarified that revising the parking on CR 135 was in the list of recommended conditions.

Commissioner Wussow also recommended adding a condition to revise the plans to limit the number of spaces backing out onto the access road.

Commissioner Wussow called for the question:

The motion passed 3-1

Commissioner Shaver voted no.

Action Item 2: Commissioner Wussow moved to approve consideration of an application to condominiumize 13 multi-family units with findings and conditions on page 12 of the staff report. Commission Cipperly seconded the motion.

Commissioner Cipperly commended the owner on the allowance of pets in the building with restrictions; recommended additional storage for the units.

Commissioner Wussow commended the owner on the project and recommended that the owner consider affordability.

Hearing no further discussion, Commissioner Wussow called for the question.

The motion carried unanimously.

2 Commissioner Comments

Commissioner Wissing thought this was an appropriate scale project. Wished Jimmy well.

Commissioner Shaver thought the loading of 225 pages was excessive.

Commissioner Wussow thought using Civic Clerk was like driving someone else's car.

Commissioner Cipperly thought seeing attainable housing was good.

3 Director Comments

October 3 City Council meeting re airport study.

We have a new building official, Victor Meraz.

10 Adjournment 8:38 p.m.

Planning Commission Report



Date August 27, 2019
To: Planning and Zoning Commission
From: Jennifer Ooton, Assistant City Manager
Subject: #05-19 Access and Circulation Text Amendments—
Title 070.040.070 and 070.060.070 Glenwood
Springs Municipal Code

REQUEST	Consideration of various code text amendments to Municipal Code Title 070.040.070 Access and Circulation and 070.060.070 Flexibility and Relief Procedures
APPLICANT	City of Glenwood Springs
OWNER	City of Glenwood Springs
LOCATION	City wide
ZONE	All

BACKGROUND

On January 22, 2019, the Planning and Zoning Commission voted to initiate a code text amendment to 070.040.070(a)(3)e.2 to earmark the fee in lieu for sidewalk construction and pedestrian improvements and to consider whether there are neighborhoods where the City would not require two sidewalks. The current regulations related to Access and Circulation are included below. The information in red represents information from the Planning Commission's consideration of this topic at the May Planning and Zoning Commission meeting and staff's original proposed language, which addresses the Planning Commission's concern that these monies not be absorbed into the General Fund. Text in blue indicates that the Planning Commission indicated an interest in continuing to discuss the information in advance of any recommendation.

The current regulations require the installation of sidewalks on all streets. Planning Commission has expressed an opinion that sidewalks should not be required in all neighborhoods. The May Commission meeting included a lengthy discussion of this this topic.

The following text amendment proposes including an additional exemption for the requirement of two sidewalks. Currently, the City Engineer may exempt sidewalks on streets where the minimum lot size is greater than an acre and in areas of steep slopes. Staff proposes to also include a list of roads within the Engineering Standards where the City has determined that one or no sidewalks shall be installed, as the current work plan for street reconstruction also does not anticipate the construction of sidewalk on both sides of all streets. This list would be based on individual engineering projects, such as roads within the Red Mountain and Cedar Crest subdivisions, where engineering work and public input have determined that two sidewalks would not fit the character of the neighborhood or where inadequate right-of-way would make two sidewalks infeasible.

Members of the public would not be able to petition to be on this list. The only eligible streets for this list would be ones for which a public outreach process had already taken place, significant engineering for a road reconstruction had already been completed, and there had been agreement between the City Engineer and Public Works Director. Today, the list would consist of Midland Avenue (Four Mile to I-70), Red Mountain Drive, Tanager Road, Cardinal Lane, Cedar Crest Drive, Ptarmigan Lane, Ptarmigan Drive, and **Rock Ledge Drive**.

The Comprehensive Plan identifies the importance of “increase(ing) the connectivity of local streets, trails and walkways to provide multiple routes for circulation through town,” however, it also sets forth the Community Goal of “preserv(ing) the small town character while maintaining the livability of Glenwood Springs and increasing the vibrancy and commercial success of the Downtown.”

One of the Policies to Enhance Transportation and Mobility in the Comprehensive Plan is that “the City encourages increasing transportation options, including constructing trails, roads, sidewalks and providing additional transit routes, to get around town but in ways that preserve neighborhood character and community sustainability.”

The already established cash in lieu fee allows developers to pay a fee for sidewalks that can be used to enhance pedestrian circulation in ways that preserve neighborhood character and community sustainability.

070.040.070 - Access and Circulation.

(f) *Pedestrian Circulation.*

(1) *Sidewalks Required.*

a. *Where Required.*

1. Sidewalks shall be provided by the developer to allow convenient pedestrian access through or across the development and joining with pedestrian ways of adjacent properties.
2. Sidewalks shall be installed on both sides of all arterials, collector streets, and local streets (including loop streets and cul-de-sacs), and within and along the frontage of all new development and redevelopment, **excluding those redevelopments with building elevation changes that involve 50 percent or less of the exterior walls of a roofed building within a 2-year period, commencing upon the issuance of the building or other required permit, structural additions of less than 500 square feet on a single lot, and/or building elevation changes that are for the purpose of minor cosmetic maintenance.**

- b. *Fee in Lieu of Sidewalks.* Where the existing right-of-way adjacent to a development is substandard or insufficient for providing sidewalk according to the City Engineer **or where there is a discontinuity of the sidewalk system**, the developer may, with approval by the

City **Engineer or Director**, pay a fee in lieu of providing all or a portion of the required sidewalk. The amount of such in-lieu payment shall be **set by City Council resolution. determined based on an engineer's estimate of the cost of constructing the sidewalk.** All fees paid pursuant to this section shall be deposited in a separate fund, which fund may be used to undertake future projects to accommodate pedestrian improvements. These fees may not be used for the general expenses of the City.

- c. *Exemption.* Sidewalks are not required on local streets in districts where the minimum lot size is one (1) acre or greater, in steep-slope areas where sidewalks on one (1) side of the street may be approved to reduce excessive slope disturbance, adverse impacts on natural resources, and potential soil erosion and drainage problems according to the Director and/or City Engineer, **and on a limited list of local streets maintained in the Engineering Standards where the City has determined that one (1) sidewalk or no sidewalk shall be installed.**
- d. *Design and Materials.*
 - 1. Sidewalks shall conform to the City's Engineering Standards.
 - 2. Sidewalks shall be at least eight (8) feet wide in nonresidential and mixed-use zoning districts, and five (5) feet wide in residential zoning districts.
 - 3. Sidewalks shall be separated from the back edge of curb pursuant to the streetscape standards in Subsection 070.040.050(d).
 - 4. Alternative paving materials within residential developments may be approved by the Director and/or City Engineer.

e. Variance Procedure Not Applicable

The developer may not use the variance procedure in Section 070.060.070(a) to seek relief from sidewalk requirements.

Staff would also suggest adding the following to the end of the Variance section in the Flexibility and Relief Procedures 070.060.070(a)(1):

Purpose: The variance procedure may not be used to seek relief from the sidewalk requirements in 070.040.070(f)(1)

REVIEW AUTHORITY

For actions involving amendments to the Municipal Code, the Planning & Zoning Commission is a recommending body to City Council. All Municipal Code amendments are completed by ordinance, which requires two hearings before City Council.

For amendments to the Municipal Code, the Planning Commission and City Council shall consider whether and to what extent the proposed text amendment:

1. Is consistent with the Comprehensive Plan and other City policies;
2. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
3. Is necessary to address a demonstrated community need;
4. Is necessary to respond to substantial changes in conditions and/or policy; and;
5. Is consistent with the general purpose and intent of this Code.

ACTION ITEMS

Action 1:

Consideration of code text amendment to Municipal Code Title 070.040.070 Access and Circulation and 070.060.070 Flexibility and Relief Procedures.

The Planning and Zoning Commission may take one of the following actions:

1. Recommend approval of all or some of the amendments;
2. Recommend denial of some or all of the amendments; or,
3. Continue the hearing with a requirement that staff submit changes or provide additional information regarding some or all the amendments.

Staff recommendation: Staff recommends **approval of the text amendment** with the following findings:

Recommended Findings:

1. Pursuant to the authority in the Glenwood Springs Municipal Charter and Colorado Revised Statutes §29-20-101 et seq., and §31-23-301 et seq., as amended the City of Glenwood Springs has the authority to plan for and regulate the use of land within the municipality and to regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts, and other open spaces, the density of population, the height and location of trees and other vegetation, and the location and use of buildings, structures, and land for trade, industry, residence, or other purposes.
2. The proposed text amendment -
 - a. Is consistent with the Comprehensive Plan and other City policies in that the Comprehensive Plan encourages increasing transportation options, including constructing trails, roads, sidewalks and providing additional transit routes, to get around town but in ways that preserve neighborhood character and community sustainability.
 - b. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code in that the new Title 070 of the Glenwood Springs Development Code is intended to create the best built environment for the city by:
 - Promoting orderly, efficient, and integrated development within the city;
 - Regulating the development and use of land based upon the impact of such development or use on surrounding areas or the city.

- c. Is necessary to address a demonstrated community need.
- d. Is necessary to respond to substantial changes in conditions and/or policy in that the Finance Department's preference is to have the code specifically identify how specific fees should be treated.
- e. Is consistent with the general purpose and intent of this Code.



MINUTES
City of Glenwood Springs
Planning and Zoning Commission
Regular Meeting
May 28, 2019
Council Chambers, First Floor, City Hall
101 W. 8th Street

Chair Marco Dehm called the meeting to order at 6:03 P.M.

1. Roll Call

Present at roll call were Commissioners: Amber Wissing, Ingrid Wussow, George Shaver, Marco Dehm, Kathryn Grosscup, Tim Malloy, Sumner Schachter, and Alternate Carolyn Cipperly

Absent: Dean Kinkel

Also present were: Jenn Ooton, Assistant City Manager, Economic & Community Dev. Director
Gretchen Ricehill, Assistant Director
Anna S. Itenberg, City Attorney's Office
Kathleen Michel, Admin. Assistant

2. Receipt of minutes of the February 25, 2019 special meeting and April 23, 2019 regular meeting.

MOTION: Moved by Commissioner Malloy, seconded by Commissioner Shaver, to accept the minutes of the February 25, 2019 special meeting. Commissioner Dehm abstained. Motion carried by voice vote.

MOTION: Moved by Commissioner Malloy, seconded by Commissioner Shaver, to accept the minutes of the April 23, 2019 regular meeting. Commissioner Grosscup and Commissioner Wussow abstained. Motion carried by voice vote.

3. Comments from citizens appearing for items not on the agenda. No one appeared.

New Items

4. 05-19 – Consideration of various code text amendments to Municipal Code Title 070.040.070 Access and Circulation and 070.060.070 Flexibility and Relief Procedures.

Applicant: City of Glenwood Springs
Location: City wide
Zone: Various

Jenn Ooton presented the staff report.

- Redevelopment would not require sidewalks on both sides.
- Cash in lieu amounts to be set by Council resolution and paid into a separate fund for pedestrian improvements.
- Two-year period must pass before seeking further structural modifications.

Discussion between Commissioner Malloy and Director Ooton regarding language for the code.

Commissioner Grosscup brought up the Devereux Road project that prompted re-examination of code language and Commissioners commented on a proposed situation.

[Recording Starts]

Commissioner Schachter spoke about the character of the Devereux neighborhood and requiring a sidewalk to nowhere, but still concerned about connectivity.

Commissioner Schachter and Director Ooton discussed why one acre or more lots are exempt from the sidewalk requirements. They also talked about the wording about how funds are used and when they are paid.

Commissioner Wussow and Director Ooton discussed engineer's estimate in the staff report.

Commissioner Shaver and Director Ooton spoke about the variations in sidewalk width and the difference between residential and commercial.

Commissioners Malloy and Shaver and Director Ooton discussed the balance of building the sidewalk and the fee-in-lieu.

Commissioner Wussow suggested that Rockledge be included in the list of streets and asked who has final say to allocate the funds when the fee-in-lieu is paid.

Director Ooton said there would be no variance regarding the sidewalk requirement.

Commissioner Malloy wanted language added to provision to allow a variance from the design and materials but not from providing the sidewalk or fee-in-lieu.

Commissioner Wussow asked about the procedure before the P&Z and would like an avenue of relief or variance when things are not so black and white.

Commissioner Malloy says this may be a unique case. This situation allows for a fee-in-

lieu based on certain criteria and if a variance is allowed, the criteria could prevent the collection of that fee.

Commissioner Schachter asked what would happen when engineering determined a sidewalk is not possible in the location or does not want it in that location at that time. It would be up to the City Engineer at that point.

Commissioner Shaver agrees with Commissioner Wussow that there should be an avenue for relief in the form of a variance.

Discussion concluded that Engineering has the ability to decide whether fee or sidewalk is required.

Commissioner Wussow

- suggested allowing P&Z to recommend a percentage of exemption to the financial aspect
- believed applicant has the right to be heard
- glad there is an appeal process for the applicant

Director Ooton pointed out that the code does not consider financial aspects a hardship.

- Engineering to decide whether sidewalks on one side or both
- Fee used for future construction of pedestrian projects
- Cannot be used for maintenance and operation costs

Anna Itenberg, City Attorney's Office, wants to look at code to see what is required for an appeal.

Commissioner Malloy is concerned with the fee-in-lieu requirement language, wanting to broaden the criteria for fee-in-lieu and narrow exemptions.

Further discussion from commission and staff

- Doing away with exemptions and creating a mandatory fee
- Keeping things as it was proposed
- Adding the possibility for a variance
- Appeal process
- Development is wanted but only if supported by improvements
- Make it clear that money cannot be a reason for a variance
- Money cannot be use for maintenance, only for construction
- Getting engineering involved in the conversation and attend next meeting

Chairman Dehm stated he believes how the code is currently written will work. He believed that the Code is becoming more complicated and that was not the intent when it was redrafted.

Commissioner Malloy asked about removing the 1-acre lot exemption. The Commission requested information about the origin of that exemption. Commissioner Malloy asked Director Ooton to consider a process by which people could add their street to the exemption list and a process by which someone could appeal the sidewalk minimum width requirements.

Chairman Dehm believes variances provide a necessary flexibility when a project does not neatly fit into the Code requirements.

Commissioner Malloy summarized that the city is asking a developer to create a sidewalk or pay a fee. The variance will remain for the sidewalk and the specific design requirements such as width.

MOTION: Commissioner Schachter moved to continue the meeting with the requirement that staff submit changes and provide additional information regarding some or all of the amendments and the discussion by the planning commission and its input. Commissioner Shaver seconded the motion.

Discussion: None

The motion carried unanimously.

5. General Discussion. Commission Priorities-preparation for Council/Board & Commission meeting.

Gretchen Ricehill started discussion regarding City Council wanting to sit down with the boards and chairs to discuss their top two goals. Commissioner Schachter will participate in Chairman Dehm's place on July 2.

Ms. Ricehill and Commissioners discussed:

- P&Z can still add to the list and decide in June what the two priorities are.
- Look at the big picture.
- We need to limit ourselves to two priorities from a lengthy list of ideas.
- Moving recycle center downtown
- Housing

Commissioner Schachter and Chairman Dehm discuss that recommendation should go to council and then come back with their focus on housing elements.

Commissioner Grosscup explains that housing is so large and will be important to start the presentation with the different types of housing.

Commissioner Malloy and Director Ooton discussed the purpose of the strategic plan.

Commissioner Shaver wondered who is meeting with Council and Director Ooton provided a summary of the city's current boards and commissions.

6. Commissioner Comments

Commissioner Malloy asked what happened to the unresolved code issues regarding changes to sensitive area protection standards from last meeting. Ms. Ricehill responded saying it is a delicate process reopening this particular section of the code.

Commissioner Grosscup would like to hear about the landscaping schedule for the bridge area.

Commissioner Malloy asked about the activation under the Grand Avenue Bridge and water features.

Commissioner Wissing asked how to respond to comments about ANB.

Chairman Dehm asked about a final design of 7th street and wanting more trees.

Director Ooton and Ms. Ricehill explained the difficulties of that in regard to the utilities in that location.

7. Director Comments: None.

8. Adjournment 8:25 p.m.

APPROVED

ORDINANCE NO. 2

Series of 2020

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 070.040.070 OF THE GLENWOOD SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, on January 22, 2019, the Planning and Zoning Commission voted to initiate an amendment to Section 070.040.070(f)(1) of the Glenwood Springs Municipal Code to earmark the fee in lieu of sidewalks for future pedestrian improvements and to consider whether there are neighborhoods where the City would not require two sidewalks; and

WHEREAS, on August 27, 2019, the Planning and Zoning Commission recommended amending Section 070.040.070(f)(1) of the Development Code to state that the fee in lieu of sidewalk construction shall be set by City Council resolution and shall be deposited into a separate fund to be used for pedestrian improvements; to recognize an exception from the sidewalk requirement for redevelopments with limited building elevation changes; and to reference a list of local streets where the City has determined that one sidewalk or no sidewalks shall be installed; and

WHEREAS, the Planning and Zoning Commission found that the recommended amendments satisfy the Code Amendment Approval Criteria set forth in Section 070.060.040(3)(c)d.3.; and

WHEREAS, on January 16, 2020, City Council considered the recommendations of the Planning and Zoning Commission; and

WHEREAS, City Council desires to amend Section 070.040.070(f)(1) of the Development Code to state that the fee in lieu of sidewalk construction shall be set by City Council resolution and shall be deposited into a separate fund to be used for pedestrian improvements; to recognize an exception from the sidewalk requirement for redevelopments with limited building elevation changes; and to reference a list of local streets where the City has determined that one sidewalk or no sidewalk shall be installed; and

WHEREAS, the City Council finds and declares that the amendments to the Development Code regarding sidewalks set forth herein satisfy the Code Amendment Approval Criteria set forth in Section 070.060.040(3)(c)d.3. and are proper and necessary to advance the public health, safety and welfare of the City’s residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 070.040.070 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

Section 070.040.070 – Access and Circulation

(f) Pedestrian Circulation

(1) Sidewalks Required.

a. Where required.

1. Sidewalks shall be provided by the developer to allow convenient pedestrian access through or across the development and joining with pedestrian ways of adjacent properties.
2. Sidewalks shall be installed on both sides of all arterials, collector streets, and local streets (including loop streets and culs-de-sac), and within and along the frontage of all new development and redevelopment, excluding those redevelopments with building elevation changes that involve 50 percent or less of the exterior walls of a roofed building within a 2-year period, commencing upon the issuance of the building or other required permit, structural additions of less than 500 square feet on a single lot, and/or building elevation changes that are for the purpose of minor cosmetic maintenance.

- b. *Fee in Lieu of Sidewalks.* Where the existing right-of-way adjacent to a development is substandard or insufficient for providing sidewalk according to the City Engineer or where there is a discontinuity of the sidewalk system, the developer may, with approval by the City Engineer or Director, pay a fee in lieu of providing all or a portion of the required sidewalk. The amount of such in-lieu payment shall be set by City Council resolution determined based on an engineer's estimate of the cost of constructing the sidewalk. All fees paid pursuant to this section shall be deposited in a separate fund, which fund may be used to undertake future projects to accommodate pedestrian improvements. These fees may not be used for the general expenses of the City.

- c. *Exemption.* Sidewalks are not required on local streets in districts where the minimum lot size is one (1) acre or greater or in steep-slope areas where sidewalks on one (1) side of the street may be approved to reduce excessive slope disturbance, adverse impacts on natural resources, and potential soil erosion and draining problems according to the Director and/or the City Engineer, and on a limited list of local streets maintained in the Engineering Standards where the City has determined that one or no sidewalk shall be installed.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS 16th DAY OF JANUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST

Catherine Mythen Fletcher, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY
TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND
PUBLICATION THIS 6TH DAY OF FEBRUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: American Environmental Services Contract

Action Requested: Approval to move forward with American Environmental Services consulting work for 2020 in the estimated amount of \$176,000 for landfill design and consulting services.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director

Background Info: The landfill goes through permitting, design and onsite consultation on a yearly basis. A majority of these scopes of services were put out to bid in 2014 and awarded to American Environmental Consulting, LLC (AEC). The contract that was signed was a one year contract with the ability to extend it up to 5 years if the City staff so chose to which included daily, monthly and yearly design and consulting needs along with several specific projects to be completed. The AEC contract came due at the end of 2019 and staff feels that continuing the partnership with AEC is the best choice for the landfill operations and design.

AEC is currently in the middle of working on new car wash pond designs, new effluent pond designs, working with staff to create bid documents for the car wash ponds to be bid out with the updated Compost EDOP plan that CDPHE has approved and expects the City to construct by the end of 2020, along with a full update of the landfills CD (Certificate of Designation) boundary plan that will help the landfill's 10 year planning come to fruition and set up staff for success with long term operations and site phasing.

Staff has included as attachments the 2020 AEC Schedule of Fees, the current AEC scope of services for 2020, and a list of services that AEC can provide to the City for the landfill on an as-needed basis. Council will see that the Schedule of Fees for an engineering company/consultant are very reasonable and come with a high level of work competency and landfill expertise. Budget has already been established within the 2020 approved landfill budget under professional services, other operating expenses, and the project line items.

Issues: There are no issues at this time.

Staff Recommendation: Staff is recommending the City continue to work with AEC through 2020 and potentially beyond, to be approved by Council on a yearly basis.

M E M O R A N D U M

Date: December 4, 2019

To: Matthew Langhorst

cc: King Lloyd

From: Curt Ahrendsen

Subject: 2020 Scope of Work, Budget, and Projected Activities

King – Here is a brief scope of work, estimated budget, and projected additional activities list for 2020. I have also attached a rate sheet for 2020.

The budget items are for ongoing activities commenced prior to 2020 and continuing into 2020 and regular reporting.

1. Groundwater Reports:

This year the estimate is based on our actual costs in 2019. In 2019 the groundwater reporting was approximately \$5000. We expect 2020 to be similar barring anything unexpected occurring. The estimate only includes preparations of the semi-annual groundwater reports and does not include the sampling completed by Minion. There will also be a \$295 cost for the statistical software licensing.

The estimated costs for 2020 is \$5,500.

2. Expansion of Waste Area

The waste area expansion includes the permitting of the expansion and is unchanged from last year's estimate. I assume there will be a lateral expansion to include areas east of the existing Phase 4C to include portions of the landfill that we have previously investigated and should be ready (or close to ready) for filling. The expansion work is also assumed to not include a lateral expansion into the areas referred to as Phase 6. If Phase 6 is to be included, additional costs may be incurred for subsurface investigation work. The expansion is assumed to include the following components:

- Expansion over the existing leachate sump to ultimately use it as a sump.
- Inclusion of areas previously investigated within Phase 4 but outside of the permitted fill limit.
- Design of at least 2 additional leachate holding ponds and associated piping on the south side of the access roads.
- The redesign will likely require an updated topographic map of the area to be used south of the road and down to the property line at a minimum.

- Stormwater redesign to incorporate the expansion areas.
- CD boundary amendment approved through both the CDPHE and Garfield County,
- Update and submittal of the expansion EDOP which will include updating much of the document. Bob Peterson asked that this be done at the time of the vertical expansion submittal, so everything is in one place going forward. This will be a chore just gathering everything up to be included!

It is not assumed that this document will be approved in 2019 so there will not be a requirement to update the air quality permits, stormwater permits, etc. Those will have to be completed in future years, however.

The budget for this expansion submittal is unchanged from 2019 and is estimated to be \$ 60,000.

3. Compost Area:

This will include any changes to the EDOP that might be necessary as a result of the new ponds. It will also include CQA assuming construction of the new compost area will occur in 2020. There could be a plan revision to use shotcrete rather than old slabs. The permitting of expanded area to the south of existing cardboard area to stage cardboard and organics for composting.

The estimated cost for the Compost activities in 2020 is \$25,000.

4. Waste Evaluations:

Contaminated soils review annual costs have ranged from a high of nearly \$7,000 in a year to less than \$1,500 in a year. In 2019 the costs were approximately \$1,700.

The estimated cost for 2020 is \$2,000.

5. Air Quality:

The air quality reports include regular reporting of VOCs using the LandGEM model and a calculation of waste density.

The estimated cost for 2020 is \$ 5,000.

6. Section 9 Activities:

The Section 9 costs include all the design, permitting, EDOP preparations, etc. In 2020, it is anticipated that the EDOP will be submitted to CDPHE and only follow up will be required. Construction of the ponds is anticipated to take place also. Our portion of the construction (mostly CQA) is anticipated to be approximately \$40,000. The remainder of the Section 9 activities can include reporting, modifications to the EDOP (follow up for approval), attendance at the

County hearings for the EDOP approvals, etc. This may be an additional \$10,000. Additionally, SCLF will be sampling random loads and the sample analysis results will be reviewed.

The Section 9 work is estimated to cost \$55,000 in 2020.

The Section 9 activities will be further divided into the following categories:

1. Operations Assistance (Annual Reports, sample analysis reviews, ongoing compliance assistance)
2. EDOP Preparation
3. New Pond and Offload Facility Design
4. Pond Construction

7. Financial Assurance Update:

This is an update to include the costs of the new ponds, the compost area, and any other limited changes. Additionally, it will include any necessary inflation updates.

The estimated cost to update the C/PC estimates is \$3,000.

Potential Projected Activities:

These are possible budgeting items that could be considered in 2020.

- 1. Mapping:** It would be wise to prepare an updated topo map of the entire site to tie everything together in one map. This primarily to also update the topography outside the current fill areas (since we have mapped those in the recent past) and tie the revised CD Boundary together under a single topo map. The update map can also be used for the expansion designs.
- 2. Update Capacity and Volume Data:** The updated topo map can be used to prepare volume calculations of the remaining capacity of the landfill, site life of the remaining constructed cell, etc.
- 3. Construction of a New Leachate Pond:** We have discussed (as part of a potential expansion) needing a leachate pond to replace the existing pond if it were to become a sump for an expanded landfill.
- 4. Old C/D Landfill:** Close the C&D area and reduce the closure financial assurance.

AEC
SCHEDULE OF FEES
for
GLENWOOD SPRINGS, COLORADO
ENGINEERING AND ENVIRONMENTAL SERVICES
December 2019

LABOR	RATE
Principal/Professional Engineer	\$ 95.00 /Hour
Principal/Project Manager	90.00 /Hour
Senior Project Engineer	90.00 /Hour
Senior Staff Professional.....	75.00 /Hour
Staff Engineer	65.00 /Hour
Staff Professional	55.00 /Hour
Sampling Technician	45.00 /Hour
CQA Monitor	50.00 /Hour
CAD Designer.....	65.00 /Hour

MISCELLANEOUS EXPENSES	RATE
Vehicle Mileage	\$0.50 /Mile
Truck Expense	\$75.00/Day
Per Diem	\$125.00/Day
Nuclear Density Gauge	\$ 80.00/day
CAD Drawings.....	\$2.75/sq. ft.
Subcontracted Material/Equipment/Services (including equip rental, lab work, copies, services, CAD work, etc)	Cost Plus 10%
Incidental Expenses (fax, CPU, phones, presentation materials, etc.).....	5% of Labor

NOTES

1. All rolling equipment is charged portal-to-portal plus loading and unloading.
2. Incidental expenses are charged on all hourly labor rates. These do not include large numbers of copies for permit submittals, document reprints, drawing copies, etc. These will be billed as a material/equipment/services expense.
3. Hourly rates are calculated to the nearest quarter hour, rates subject to change upon 30 days notice.
4. Labor rates billed are generally charged appropriately for the level of work conducted, not the specific personnel. AEC may be able to provide lower rates than those shown based on a project effort specific basis. For large jobs, AEC may provide a weekly or monthly rate lower than the rates shown above.

AEC Services

January 2020

SOLID WASTE MANAGEMENT CONSULTING

- FACILITY SITING
- FACILITY PERMITTING AND PERMIT REVIEW
- ENGINEERING AND FACILITY DESIGN
- CONSTRUCTION MANAGEMENT
- CONSTRUCTION OVERSIGHT AND QUALITY ASSURANCE MONITORING
- ENVIRONMENTAL MONITORING
- WATER QUALITY STATISTICAL ANALYSIS
- LANDFILL, TRANSFER STATIONS, COMPOST OPERATIONS
- CLOSURE/POST-CLOSURE PLANNING AND DESIGN
- GAS CONTROL SYSTEM ASSESSMENT AND DESIGN
- AIR QUALITY PERMITTING AND TESTING
- LANDFILL REMEDIATION
- ACQUISITION/DIVESTITURE DUE DILIGENCE
- MANAGEMENT/ECONOMIC PLANNING
- OPERATIONAL ASSESSMENTS
- EXPERT WITNESS AND LITIGATION SUPPORT
- COMPLIANCE ASSESSMENTS
- OPERATIONAL PLANNING AND ASSESSMENT
- OPERATIONS TRAINING
- VOLUME AND CAPACITY ASSESSMENTS
- LIFE SPAN ASSESSMENTS
- WASTE TIRE FACILITY DESIGN AND PERMITTING
- LANDFILL LEACHATE MANAGEMENT
- SECTION 9 POND DESIGN, PERMITTING, AND CONSTRUCTION

ENVIRONMENTAL PERMITTING/COMPLIANCE SERVICES

- SPILL PREVENTION COUNTERMEASURE AND CONTROL PLANS
- STORMWATER PERMITS
- NPDES PERMITS
- AIR PERMITS (TITLE V, APEN, CONSTRUCTION, ETC)
- HAPS, VOC, GREENHOUSE GAS ANALYSIS,

AEC Services

January 2020

- PSD PERMITS
- SARA TITLE III REPORTING – TIER II REPORTS
- REGULATORY COMPLIANCE AUDITS
- WASTE DISPOSAL FACILITY AUDITS
- COMPLIANCE TRAINING PROGRAMS
- ENVIRONMENTAL PROGRAM DEVELOPMENT AND IMPLEMENTATION

ENVIRONMENTAL STUDIES AND ASSESSMENTS

- PHASE I ASSESSMENTS
- PHASE II ASSESSMENTS
- ENVIRONMENTAL ASSESSMENTS/ENVIRONMENTAL IMPACT STATEMENTS
- FACILITY SITING AND SUITABILITY ANALYSES



MINUTES
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
January 16, 2020
101 W. 8TH STREET
6:15 P.M.

9. Roll Call

Mayor Jonathan Godes called the meeting to order at 6:15pm. Present at roll call: Charlie Willman, Rick Voorhees, Tony Hershey, Jonathan Godes, Shelley Kaup, Paula Stepp and Steve Davis.

Also present were Debra Figueroa; City Manager, Karl Hanlon; City Attorney, Steve Boyd, COO; Yvette Gustad; Finance Director, Terri Partch; City Engineer, Sarah Derrigan; Public Information Officer, Catherine Fletcher; City Clerk and Jenn Ooton; Assistant City Manager.

10. Pledge of Allegiance

Mayor Godes led in the Pledge of Allegiance.

11. Agenda Changes & Conflicts

Mayor Godes made note of item number 27, 27th Bridge Change Order, that was added last minute to the agenda.

Councilor Willman moved, seconded by Councilor Hershey to include item 27, 27th Bridge Change Order, on the January 16, 2020 Agenda.

Motion passed unanimously.

12. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)

Mayor Godes opened the item for public comment.

Frank Orosz- expressed his concerns with the new 27th Street roundabout.

Lisa Orosz- expressed her concerns with the City's "Slow Down in Town" campaign, odor coming from various marijuana establishments, and the development of Airport Road.

Mayor Godes closed the item for public comment.

13. Council Comments

Councilor Kaup- made note of the first Coffee with Council event and urged the public to attend. Coffee with Council will be taking place the 3rd Thursday of every month at 8:00am at various locations. The schedule can be found online.

14. Consent Agenda

All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items.

- A. Resolution 2020-1; A Resolution of the City Council of the City of Glenwood Springs, Colorado Designating a Posting Place for 2020
- B. Resolution 2020-2; A Resolution of the City of Glenwood Springs, Colorado, Adopting the Colorado Municipal Election Code of 1965 and Delegating the Authority of Appointing Election Judges for the Glenwood

Springs April 14, 2020 Special Election

- C. Resolution 2020-3, A Resolution of the City Council of the City of Glenwood Springs, Colorado, Adopting Community Broadband Network Rates for Residential and Commercial Services
- D. Minutes of the December 19th, 2019 Regular Meeting
- E. VueWorks Contract for Approval
- F. Modular Office Lease-Purchase

Mayor Pro Tem Kaup moved, seconded by Councilor Hershey to approve the Consent Agenda.

Motion passed unanimously.

ACTIONS AND/OR PRESENTATIONS

15. Census 2020

Jenn Oton, Assistant City Manager, and Brian J. Meinhart, Partnership Specialist with the US Census Bureau, presented regarding the ongoing work towards the 2020 Census. The Census is a constitutionally required ten-year count to produce statistics of all people living in the US regardless of citizenship.

For the past several months, a cross-sector coalition of leaders from Aspen to Parachute has been collaborating to address the barriers to achieving a complete Census count in the Roaring Fork Valley and Colorado River Valley. The strategy is to create trust among residents and motivate participation among residents to ensure a complete count of our areas in the 2020 Census.

A Steering Committee including members from Eagle County, Valley Settlement, the Aspen Community Foundation, Town of Carbondale, City of Glenwood Springs, Pitkin County, City of Aspen, Garfield County, Town of Snowmass Village and the Town of Basalt is currently working with Rachel Brenneman from Manifest Communications on an outreach campaign that will kick off at the end of the month.

Mayor Godes opened the item for public comment.

No comments were noted.

Mayor Godes closed the item for public comment.

16. Update on Homelessness Initiatives

Debbie Wilde was hired by the City to lead and promote strategies to reduce homelessness in the City of Glenwood Springs. As part of this effort, she has also been leading a regional discussion to create a detox center to help individuals with chemical dependency while also reducing the burden on our emergency service responders and local hospitals.

Mayor Godes opened the item for public comment.

No comments were noted.

Mayor Godes closed the item for public comment.

Mayor Pro Tem Kaup moved, seconded by Councilor Voorhees to approve a contract extension with Debra L. Wilde Consulting to continue to work towards a regional detox facility and programs to reduce homelessness.

Motion passed unanimously.

17. CC4CA Introduction-Coalition of Communities for Strong Climate Policy

Jacob Smith, Executive Director for Colorado Communities for Climate Action, presented a request that the City join and engage with CC4CA. the2019- 2020 CC4CA Policy Statement includes carbon pollution, GHG inventories, barriers to local programs, electric co-ops and renewables, energy efficiency, vehicle emissions and EVs, drilling emissions, and solid waste. The coalition moves to support its members as effectively as possible.

Mayor Godes opened the item for public comment.

Jim Yellico- cautioned council to consider the community while making their decision.

Mayor Godes closed the item for public comment

Council agreed to further consider joining the CC4CA in an upcoming work session (exact date to be determined).

18. Bus System Re-Branding – Studio Six Contract Extension (*tabled until February 6th, 2020*)

Mayor Pro Tem Kaup moved, seconded by Councilor Hershey to table item 18, Bus System Re-Branding – Studio Six Contract Extension.

Motion passed unanimously.

19. Sayre Park Phase One

Cassandra Irving and Brian Smith presented Sayre Park Phase One. In November 2019 the completed Sayre Park Master Plan was presented to Council for their feedback and discussion on next steps. Council indicated they would like to see the park improvements phased out with financial support from the community to be matched by the city for implementing each phase in turn.

Phase I of the Sayre Park Plan includes the following objectives:

- Demo of the old basketball court and gazebo
- Site prep and construction of 3 new sports courts
- Installation of ADA curb ramps and pathways
- Drinking fountain w/ bottle filler and water service
- Landscaping and park entry beautification
- Irrigation modifications
- Install court lighting
- Wayfinding signage
- Furnishings, benches and trash receptacles

Cost estimates for Phase I are projected at \$246,422.

The City has partnered with Game on Camps and Hoop d'Ville as primary stakeholders in the project for fundraising efforts which has brought in \$147,342.50- roughly 60% of the project cost for Phase I.

The project is being setup as an Enterprise Zone Contribution Project which adds additional tax credit for donors up to 25% of the donation value.

An application for a \$25,000 FMLD Mini Grant will be submitted for portions of the project also.

Mayor Godes opened the item for public comment.

Commented in support of Sayre Park Phase One:

- Andy Muller
- Maddy Mosher
- Hadley Yellico

- Quinn Massey
- Rhonda Mosher

- Kyle Kappelli

Mayor Godes closed the item for public comment.

Councilor Davis moved, seconded by Mayor Pro Tem Kaup to approve a match of the Community's donations for up to 40% of the total project in the amount of \$99,079.06 from the Parks Impact Fees Fund.

Motion passed unanimously.

Councilor Hershey moved, seconded by Councilor Willman to improve the Sayre Park stairway up to \$15,000 from the Park Impact Fee Fund with the condition that the stairway be ADA compliant.

Motion passed unanimously.

20. Appointments to Boards and Commissions
Arts and Culture Board

Mayor Pro Tem Kaup, the City Council Liaison for the Arts and Culture Board, mentioned that she recently interviewed Elizabeth Caris and recommended to Council that she be appointed to the Arts and Culture Board.

Councilor Kaup moved, seconded by Councilor Hershey to appoint Elizabeth Caris to the Arts and Culture Board.

Motion passed unanimously.

21. Contract to Purchase Western Petroleum

On January 29th, 2019 the City of Glenwood Springs sent a letter of interest to Pester Marketing, the Company that is liquidating the Western Petroleum property at 1300 Pitkin Avenue, intersection of 13th and School Street. The letter states that the City was interested in the property, for what use the letter does not state. Pester Marketing has completed the remediation/hazardous waste cleanup of the site to a level of cleanliness that CDPHE is providing them with a "No Further Action Letter" which certifies the site clear of all hazardous waste material in their view. The purchase agreement supplied by Pester Marketing also states that if any additional cleanup was needed on the site after the purchase that the seller would be responsible for that work, not the City.

The purchase amount would be \$250,000 and would be paid out of the Landfill Fund.

Mayor Godes opened the item for public comment.

None were noted.

Mayor Godes closed the item for public comment.

Councilor Willman moved, seconded by Councilor Davis to approve purchase of the Western Petroleum Site located at 1300 Pitkin Avenue for \$250,000 from the Landfill Fund.

Ayes: Willman, Davis, Voorhees, Kaup, Stepp
Nays: Hershey, Godes

Motion passed.

22. Ordinance No 1, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 100.040.020 and 120.020.100 of the Glenwood Springs Municipal Code (FIRST READING)

In August, Council adopted several ordinances regulating various activities in the Downtown Area, including outdoor smoking and camping. After several months of observation, staff has recommended some refinements of the Downtown Area prohibitions. Additionally, after discussion with staff, the conclusion was that the adoption of maps depicting these prohibition areas would work better in the Municipal Code than attempting to describe the areas.

Mayor Godes opened the item for public comment.

None were noted.

Mayor Godes closed the item for public comment.

Councilor Willman moved, seconded by Councilor Davis to approve Ordinance No 1, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 100.040.020 and 120.020.100 of the Glenwood Springs Municipal Code.

Motion passed unanimously.

23. Ordinance No 2, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code (FIRST READING)

Jenn Ooton presented the background relating to Ordinance No 2, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code. On January 22, 2019, the Planning and Zoning Commission voted to initiate a code text amendment to 070.040.070(a)(3)e.2 to earmark the fee in lieu for sidewalk construction and pedestrian improvements and to consider whether there are neighborhoods where the City would not require two sidewalks.

The current regulations require the installation of sidewalks on all streets for any development or redevelopment projects. Planning Commission in initiating the code text amendment process expressed an opinion that sidewalks should not be required in all neighborhoods. At the May and August Commission meetings, the Planning Commission held public hearings on the topic. At the August 27, 2019 Planning and Zoning meeting, the commission unanimously recommended changes to amending section 070.040.070 of the Glenwood Springs Municipal Code regarding Access and Circulation.

Mayor Godes opened the item for public comment.

None were noted.

Mayor Godes closed the item for public comment.

Councilor Hershey moved, seconded by Councilor Stepp to approve Ordinance No 2, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code.

Motion passed unanimously.

24. Resolution 2020 - 4; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Setting Fees in lieu of Sidewalks Pursuant to Section 070.040.070 of the Glenwood Springs Municipal Code (*Moved until second reading of Ordinance No. 2 Series of 2020*)

Councilor Willman moved, seconded by Councilor Davis to table item number 24, Resolution 2020 - 4; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Setting Fees in lieu of Sidewalks Pursuant to Section 070.040.070 of the Glenwood Springs Municipal Code, until the second reading of Ordinance No. 2 Series 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 070.040.070 of the Glenwood Springs Municipal Code.

Motion passed unanimously.

25. Resolution 2020-5; A Resolution of the City of Glenwood Springs, Colorado, referring to the Registered Electors of the City of Glenwood Springs at the April 14, 2020 Special Election a Question Whether Section 2.6 of the City of Glenwood Springs Home Rule Charter Shall be Amended to Require that Candidates for Elected Office Receive a Majority of Votes and to Authorize Runoff Elections

Resolution 2020-5 was drafted at the direction of Council, to provide for runoff elections. Implicit in this request is a requirement that in order to prevail in an election, a candidate must receive a majority – or more than fifty percent – of the vote. The amendment proposed for this spring's special election would amend Section 2.6 of the City Charter to provide for a new requirement that elected officials receive more than fifty percent of the vote. It furthermore provides that in the event no candidate achieves the fifty percent threshold, the race will go to a runoff between the top two vote recipients in the race.

Councilor Hershey moved to approve Resolution 2020-5; A Resolution of the City of Glenwood Springs, Colorado, referring to the Registered Electors of the City of Glenwood Springs at the April 14, 2020 Special Election a Question Whether Section 2.6 of the City of Glenwood Springs Home Rule Charter Shall be Amended to Require that Candidates for Elected Office Receive a Majority of Votes and to Authorize Runoff Elections.

Motion died for lack of second.

26. Consideration of the Ross Settlement Agreement

Karl Hanlon presented the Consideration of the Ross Settlement Agreement. Urban Renewal Authority met to discuss the Ross Settlement Agreement in prior to the regular meeting. He noted that over the last several months he was in discussions with Ross to come up with a solution. An URA was created a year ago and was developed to redevelop a blighted property. Ross has negotiated a contract with the new purchaser for the mall and this contract should be approved by February 24. Ross will be dismissing the lawsuit against the city and the URA and the city will be withdrawing the motion for attorney fees.

Mayor Godes opened the item for public comment.

None were noted.

Mayor Godes closed the item for public comment.

Mayor Pro Tem Kaup moved, seconded by Councilor Voorhees to approve the settlement agreement with Ross that was approved by the URA

Motion passed unanimously.

27. 27th Bridge Change Order

The City and the Construction Management (CM) team, HDR, have spent time evaluating the staffing need of this project based on the extension of the construction completion date for the 27th Street Bridge and Roundabout.

The most recent Construction Schedule shows substantial project completion by the end of January of 2020. Remaining items include:

- Masonry
- Retaining wall completion
- Landscaping (not a part of substantial completion, will need to wait until spring)
- Sidewalk completion
- Final Grading
- Ground Stabilization

Additional Construction Management hours are necessary for the documentation and completion of this project in compliance with our Federal Highway Administration's (FHWA) Off-System Bridge funding. These additional hours would cover the added oversight predicted by the contractor through January 2020, contract final documentation, additional hours for financial and document audit and the additional hours that have been necessary for the oversight of the night work requested by the contractor and additional slide dates. The requested contract cost increase is \$99,905.75. HDR's Construction Management costs total \$1,752,003.55, which is approximately 17.3% of the current construction contract value.

Mayor Godes opened the item for public comment.

None were noted.

Mayor Godes closed the item for public comment.

Councilor Willman moved, seconded by Mayor Pro Tem Kaup to approve the extra funds subject to the City's total reservation of rights to seek remedy as set forth under the various contract for this project.

Ayes:

Kaup, Willman, Stepp, Vorhees

Nays:

Hershey, Davis, Godes

28. Report from City Administration

A. City Manager

- i. Public Information Presentation given by Public Information Officer, Sarah Derrigan.**
- ii. Council Norms- It was decided to have a work session on council norm at the next upcoming council meeting**

B. City Attorney

Mr. Hanlon noted that there were some legislative changes to mining on Federal lands

C. Correspondence Incoming/Outgoing

29. Adjournment

Meeting adjourned at 10:00pm.



MINUTES
CITY OF GLENWOOD SPRINGS
SPECIAL CITY COUNCIL MEETING
JANUARY 7, 2020
101 W. 8TH STREET
5:00 PM

1. Roll Call

Mayor Jonathan Godes called the meeting to order at 5:00pm. Present at roll call: Charlie Willman, Rick Voorhees, Tony Hershey, Jonathan Godes, Shelley Kaup, Paula Stepp (on conference phone) and Steve Davis.

Also present were Debra Figueroa; City Manager, Karl Hanlon; City Attorney, Steve Boyd, COO; Yvette Gustad; Finance Director, Terri Partch; City Engineer, Sarah Derrigan; Public Information Officer, Catherine Fletcher; City Clerk, and Jenn Ooton; Assistant City Manager and members of the FAB board.

2. Pledge of Allegiance

Mayor Godes led in the Pledge of Allegiance.

3. Strategic Vision

Debra Figueroa gave a brief overview of the history of the strategic plan process. On January 2, the subcommittee of council met to prepare for the meeting and proposed one change to the Strategic Vision for 2020-2025.

Mayor Godes opened it up to the public no comments were noted

Councilor Willman seconded by Councilor Hershey approved the revised strategic vision 2020-2025 for the City of Glenwood Springs.

Motion Passed Unanimously.

City Council and FAB reviewed and discussed the City's projects and strategies.

4. Adjournment

Meeting adjourned at 6:15pm.



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Sustainable Strategies Contract

Action Requested: Approve renewal of Grant Writing Contract

Department: City Administration

Presented By: Debra Figueroa, City Manager

Background Info: Sustainable Strategies is a grant writing and lobbying firm that assists the City in obtaining funding for projects and influencing legislation. The firm has assisted in securing millions in project funding including the \$7 million Build America Grant for South Midland.

The total amount of the contract is \$102,000 and is allocated between funds that benefit from their activity; General Fund (Non-Departmental RMR), Water, Capital Projects, A&I and Fire/EMS.

Attached are the end year reports from Sustainable Strategies from 2018 and 2019.

Issues: None

Staff Recommendation: Staff supports approval.

Steve Boyd, Chief Operating Officer
(970) 384-6400 (o)



101 West 8th Street
Glenwood Springs, CO 81601

January 29, 2019

Andrew Seth
Sustainable Strategies DC
500 New Jersey Avenue NW, Suite 600
Washington, DC 20001

via email: andrew.seth@strategiesdc.com

RE: Agreement for Professional Services

Dear Mr. Seth:

The above-referenced agreement for your firm's services to provide professional strategic funding services is being extended to December 31, 2020. Please accept this letter as the City's authorization to extend this agreement. All other conditions remain the same.

Thank you.

Sincerely,

Steve Boyd
Chief Operating Officer

c: Debra Figueroa

Steve Boyd, Chief Operating Officer
(970) 384-6400 (o)



101 West 8th Street
Glenwood Springs, CO 81601

January 9, 2019

Andrew Seth
Sustainable Strategies DC
500 New Jersey Avenue NW, Suite 600
Washington, DC 20001

via email: andrew.seth@strategiesdc.com

RE: Agreement for Professional Services

Dear Mr. Seth:

The above-referenced agreement for your firm's services to provide professional strategic funding services is being extended for an additional one month. Please accept this letter as the City's authorization to extend this agreement for an additional term, to February 29, 2020. All other conditions remain the same.

Thank you.

Sincerely,

A handwritten signature in black ink that reads 'Steve Boyd'. The signature is written in a cursive, flowing style.

Steve Boyd
Chief Operating Officer

c: Debra Figueroa

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES is made this 24th day of January, 2019 between the CITY OF GLENWOOD SPRINGS, a home rule municipality under the laws of the State of Colorado ("City"), and SUSTAINABLE STRATEGIES DC.

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Scope of Agreement. Contractor agrees to provide the City with professional strategic funding services, as more fully described on **Exhibit A** attached hereto and incorporated herein.

2. Consideration. The City agrees to compensate Contractor for its fees and services in an amount not to exceed One Hundred Two Thousand Dollars (\$102,000.00), as set forth on **Exhibit A**, plus expenses for travel, lodging, and meals necessary to complete the services identified in Section 1 of this Agreement. Contractor shall submit a bill for approval and payment on a monthly basis until completion of the services. Each bill shall contain a statement of the time that the Contractor's employees spent on the Project since the previous bill, a brief description of the services provided by each such employee, and an itemization of direct expenses actually incurred. Upon reasonable advance request, the City may inspect and copy Contractor's documentation of time and expenses.

3. Term. This Agreement shall be effective as of January 17, 2019 and shall continue until January 31, 2020, or unless earlier terminated due to completion of the services identified in Section 1 or pursuant to Section 15 of this Agreement. Contractor represents, covenants, and agrees that it will not undertake any obligations or make any commitments that will limit or prevent timely completion of this Agreement.

4. Agreement Subject to Appropriations. It is expressly understood and agreed that the City's performance of this Agreement is subject to appropriations being made by the City Council of the City of Glenwood Springs. In the event City Council fails to make or maintain sufficient appropriations to pay any costs incurred under this Agreement, the Agreement shall be terminated immediately.

5. Status. Contractor is an independent contractor and shall not be considered an employee or agent of the City for any purpose. Contractor is not entitled to workers' compensation benefits and is obligated to directly pay all federal and state income tax obligations on compensation earned under this Agreement.

6. Employees and Subcontractors. The providing of professional services required under Section 1 of this Agreement shall be the responsibility of the Contractor. Contractor may employ or subcontract with additional persons to assist in the performance of this Agreement.

Supervision and payment of any such persons shall be the sole and exclusive responsibility of Contractor.

7. Standard of Care. The standard of care applicable to Contractor's services will be the same degree of care, skill, and diligence employed by highly competent professionals performing the same or similar services. In case of any conflict between the interests of the City and any other entity, the Contractor shall fully and immediately disclose the issue to the City and shall take no action contrary to the City's interests.

8. Duty to Warn. Contractor agrees to call to the City's attention errors in any drawings, plans, sketches, instructions, information, requirements, procedures, and other data supplied to the Contractor by the City or any other party that it becomes aware of and believes may be unsuitable, improper or inaccurate in a material way. However, Contractor shall not independently verify the validity, completeness or accuracy of such information unless otherwise expressly engaged to do so by the City. Nothing shall detract from this obligation unless the Contractor advises the City in writing that such data may be unsuitable, improper or inaccurate and the City nevertheless confirms in writing that it wishes Contractor to proceed according to the data as originally given.

9. Documents. All work notes, reports, documents, computer programs (non-proprietary), computer input and output, analyses, tests, maps, surveys, or any other materials developed specifically for the Project are and shall remain the sole and exclusive property of the City. The Contractor, upon request by the City, agrees to provide documents or any other materials developed specifically for the Project in a fully accessible and electronically editable format. The Contractor shall not provide copies of any material prepared under this Agreement to any other party without the prior written consent of the City.

10. Indemnity. To the extent permitted by law, each party to this Agreement shall hold harmless and indemnify the other party, including the other party's employees, officers, agents, and assigns, from award of damages, to the extent such award of damages arises from the action or inaction of that party's own officers, employees and agents.

11. Patented Devices, Materials, and Processes. Contractor shall hold and save harmless the City from any and all claims for infringement by reason of the use of any patented design, device, material, process, or trademark or copyright and shall indemnify the City for any costs, expenses, and damages, including court costs and attorney fees, which it might be obligated to pay by reason of infringement at any time during the prosecution or after completion of its' services under this Agreement.

12. Responsibilities. Contractor shall be responsible for all damages to persons or property caused by the Contractor, its agents, employees or sub-contractors, to the extent caused by its negligent acts, errors and omissions hereunder, and shall indemnify and hold harmless the City from any claims or actions brought against by reason thereof. Contractor's obligation to indemnify the City as set forth in this Agreement shall survive the termination or expiration of this

Agreement. Contractor or its insurer(s) shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the City when applicable, and shall pay all costs and judgments which may issue thereon.

13. Insurance. Contractor agrees to provide proof of professional liability insurance coverage of at least One Million Dollars (\$1,000,000.00) for each claim and aggregate limit. Contractor shall maintain this insurance for the term of this Agreement.

13.1 Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of Contractor's indemnification obligation. Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

13.2 It is understood and agreed, for the benefit of the City, that the following additional considerations shall apply to all coverage specified herein:

13.2.1 All coverage provided herein shall be primary and any insurance maintained by the City shall be considered excess.

13.2.2 The City shall have the right to verify or confirm, at any time, all coverage, information or representations contained herein, and the insured and its undersigned agent shall promptly and fully cooperate in any such audit the City may elect to undertake.

13.2.3 Advice of renewal is required.

13.3 It is understood and agreed that should any policy issued hereunder be cancelled or non-renewed before the expiration date thereof, or sustain a material change in coverage adverse to the City, the issuing company or its authorized agent shall give notice to the City in accordance with policy provisions.

14. Governmental Immunity. Nothing herein shall be interpreted as a waiver of governmental immunity, to which the City would otherwise be entitled under §24-10-101, et seq., C.R.S., as amended.

15. Termination. If at any time the City is dissatisfied with the services of Contractor for any reason whatsoever, the City may terminate this Agreement effective immediately upon the delivery of written notice to Contractor. In the event of any such termination, the City shall pay Contractor for services rendered to the date of termination. In the event of such termination, Contractor shall promptly deliver to the City all drawings, computer programs, computer input and output, plans, photographic images, analyses, tests, maps, surveys, and written materials of any kind generated in the performance of its services under this Agreement up to and including the date of termination.

16. Agreement Administration and Notice. For purposes of administering this Agreement, the City Manager will represent the City in carrying out the purposes and intent of this Agreement. Any notices required to be given pursuant to this Agreement shall be delivered as follows:

To the City: City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

To the Contractor: Andrew Seth
Sustainable Strategies DC
500 New Jersey Avenue NW, Suite 600
Washington, DC 20001
Phone: 202/261-9881

17. Entire Agreement. This Agreement constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time in writing and signed by both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

18. No Assignment. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

19. Governing Law. The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Venue for any action instituted pursuant to this Agreement shall lie in Garfield County, Colorado.

20. Authority. Each person signing this Agreement represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

21. No Third Party Beneficiaries. The parties intend no third party beneficiaries under this Agreement. Any person other than the City or Contractor receiving services or benefits under this Agreement is an incidental beneficiary only.

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

23. Counterparts. This Agreement may be executed in counterparts, including any facsimile copies, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this 24th day of January, 2019.

CITY OF GLENWOOD SPRINGS

ATTEST:

By: _____

Michael Gamba, Mayor

Catherine Mythen Fletcher
Catherine Mythen Fletcher City Clerk

SUSTAINABLE STRATEGIES, DC

By: _____

Andrew Seth, President

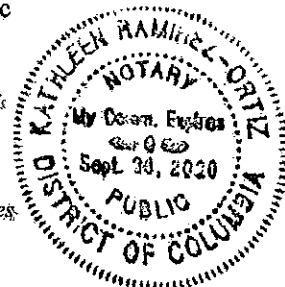
DISTRICT OF COLUMBIA) ss.

The foregoing AGREEMENT FOR PROFESSIONAL SERVICES was acknowledged before me this 22 day of January, 2019 by Andrew Seth as President of Sustainable Strategies DC.

Witness my hand and official seal.

My commission expires: 09/30/2020

Notary Public



City of Glenwood Springs
Addendum to Professional Services Agreement

Work By Illegal Aliens Prohibited. Pursuant to Section 8-17.5-101, C.R.S., *et. seq.*, as amended, Contractor warrants, represents, acknowledges, agrees and certifies that:

1. Contractor does not knowingly employ or contract with an illegal alien who will perform work under this agreement. Contractor shall not knowingly enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien who will perform work under this Agreement.

2. Contractor will participate in the electronic employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, and jointly administered by the Department of Homeland Security and the Social Security Administration, or its successor program (hereinafter, "E-Verify Program") or will participate in the "Department Program" as established in §8-17.5-102(5)(c), C.R.S., as amended, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

3. Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this agreement through participation in the E-Verify Program or the Department Program.

4. Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

5. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall be required to:

(a) notify the subcontractor and the City within three (3) days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(b) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

6. If Contractor participates in the Department Program, Contractor shall provide a notarized written affirmation to City that Contractor has, as required by the Department Program, examined the legal work status of employees hired to perform work under this Agreement and shall comply with all other requirements of the Department Program. (A sample contract affirmation may be obtained at: <http://www.coworkforce.com/lab/pcs/default.asp>).

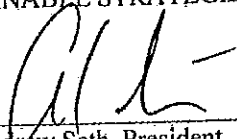
7. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to its legal authority.

8. Nothing in this Addendum shall be construed as requiring Contractor to violate any terms of participation in the E-Verify Program.

9. If Contractor violates this Addendum, the City may terminate this Agreement for breach of contract. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the City arising out of said violation.

SUSTAINABLE STRATEGIES DC

Dated: January 22, 2019

By: 

Andrew Seth, President



EXHIBIT A

Sent via e-mail to dfigueroa@cogs.us

January 8, 2019

City Manager Debra Figueroa
City Hall
101 W 8th Street
Glenwood Springs, CO 81601

Re: Proposal for Resource Roadmap Services in Glenwood Springs, CO

Dear Debra:

On behalf of Sustainable Strategies DC (S²), I am pleased to provide this proposal for services to provide strategic funding consulting to Glenwood Springs, CO. S² has extensive experience helping communities secure the funding for community priorities, including federal transportation, brownfields, housing, green infrastructure, and economic development resources. Attached is a 2018 Year End Report detailing the \$7.9 million in new grant funding secured in 2018 (with \$450,00 still pending), in addition to \$2+ million in additional funding secured since S² began work with the City in the fall of 2016.

S² is currently underway with updating a "Resource Roadmap" identifies Glenwood Spring's priorities and the best opportunities to secure resources for these projects. Moving forward, we propose to provide comprehensive services to implement the roadmap, including strategic planning, grant-writing, and advocacy services. This retainer agreement defines a scope of work for the period of February 1, 2019 through January 1, 2019 (following the closure of our current contract). This agreement also proposes a compensation arrangement and provides background on our firm and our team.

GLENWOOD SPRINGS' PRIORITIES

As we discussed with various department heads and community leaders during our roadmap workshops, Glenwood Springs has a number of community revitalization priorities for which S² can help the City pursue funding and other support. Highlights included:

- **Transportation Infrastructure:** Glenwood Springs is underway with major transportation infrastructure improvements, including the South Midland Reconstruction and South Bridge Projects. Other projects include funding for running buses from the Hanging Lake Welcome Center, as well as a transit center and parking garage at the confluence.
- **Brownfields:** Glenwood Springs seeks federal funding to assess contamination at key sites identified in the Area-Wide Brownfields Plan for the Confluence Area supported by a U.S.

EPA Brownfields Area-Wide Planning grant. A U.S. EPA Brownfields Community-Wide Assessment grant would provide the City with a pot of funding to conduct Phase I and Phase II Brownfields assessments at properties with potential contamination that are ripe for cleanup and redevelopment.

- ***Parks and Recreation:*** Glenwood Springs seeks funding for a variety of local parks and trail projects, including the completion of the LOVA Trail, parks planning for South Canyon, and sports park upgrades (ice rink enclosure, soccer field “bubble”).
- ***Arts and Culture:*** Glenwood Springs seeks funding to support upgrades to the historic Hydroelectric Plant building that provides arts and cultural programming to the community.
- ***Other:*** Other projects for which the City needs funding include resources for expanding the municipal broadband network, clean energy and efficiency improvements, a ride hailing service, a new recycling center, and fire and police staff and equipment.

SCOPE OF WORK

Glenwood Springs’ success in obtaining resources will involve strategic thinking, clear grant writing and strong advocacy. S² proposes to work with Glenwood Springs to secure federal, state and other funding by:

- ***Identifying Glenwood Springs’ Top Community Revitalization Priorities:*** Working with the City to determine which local projects are most competitive and ready for grant resources;
- ***Building Glenwood Springs’ Competitive Advantages:*** Providing strategic advice to make Glenwood Springs more competitive for specific grant opportunities (e.g., what types of projects does the federal agency really want to fund, how projects should be shaped to be most eligible and competitive, what types of partnerships would be most effective, what results does the federal agency hope to see, what’s the likelihood of success, what are the local matching or other resource requirements);
- ***Grant-Writing:*** Providing comprehensive analysis of grant opportunities, and preparing up to ten grant proposals during the year for Glenwood Springs’ highest priority projects;
- ***Stakeholder Support:*** Working with Glenwood Springs to identify and gather stakeholder support for funding projects from the right local, regional, state, and national stakeholders;
- ***Advocacy:*** Helping the City connect with appropriate federal and state officials to advocate for your community priorities; and
- ***In-person Strategic Support:*** Meeting directly with city officials and other key stakeholders in Glenwood Springs to implement and continually update the City’s funding strategy.

COMPENSATION ARRANGEMENT

We will provide inclusive services for a monthly retainer of \$8,500 per month the period of February 1, 2019 through January 31, 2020, plus out-of-pocket costs (which should be minimal and composed mostly of reasonable travel costs). This increase our currently monthly retainer of \$7,500 (10-12 grants per year) by \$1,000 per month to reflect our workload of 14-15 grant applications and major projects per year.

We suggest that this proposed scope of work and compensation arrangement will provide S² with an opportunity to fully understand your needs, apply our proven skills in helping community's secure significant resources and continue to position Glenwood Springs as a national leader in rural revitalization. Our firm is unique in these services because we combine 50+ years of solid focus on these issue areas, a devotion to representing local governments as opposed to private sector clients, a strong track record of securing funding for localities, substantial experience in Washington DC with congressional and agency officials and a full menu of funding and advocacy services.

INFO ON SUSTAINABLE STRATEGIES

S² is a government affairs and strategic consulting firm based in Washington, DC that helps clients secure resources for revitalization and tools for success in the green economy. We primarily represent local governments, green technology companies and non-profit organizations across the nation, with a focus on sustainable economic development, clean energy, brownfields revitalization and smart growth, community revitalization, clean air and clean water projects, and infrastructure improvements. We provide grants advocacy, congressional and agency advocacy, consulting on community revitalization, consulting on green technology deployment, project funding guidance, support for formation of public-private partnerships, and environmental legal counsel. We have helped communities across America succeed on innovative local projects, and secure hundreds of millions of dollars in resources for those projects. For more information, see www.StrategiesDC.com.

OUR TEAM

Matt Ward, CEO: Prior to the launch of S², Matt was a partner and Sustainable Communities practice group leader at The Ferguson Group (TFG). He joined TFG in 2005 after being a partner at the Washington, DC law firm Spiegel & McDiarmid, where he provided advocacy consulting on sustainability issues to communities for more than a decade. He is a co-founder of the National Brownfields Coalition and the Brownfield Communities Network, and he has served as national policy director to a number of organizations including the National Association of Local Government Environmental Professionals, the National Association of Towns and Townships, the Climate Communities coalition, the Mayors Automotive Coalition, the Manufacturing Alliance of Communities, and the American Waterfront Revitalization Coalition. Matt received his B.A., magna cum laude, from American University and his J.D. from the University of Virginia. Matt's published work as a co-author includes: *Unlocking Brownfields: Keys to Community Revitalization*; *the Roadmap for Auto Community Revitalization*; *Smart Growth is Smart Business*; *Smart Growth for Clean Water*; *Recycling America's Gas Stations: The Value and Promise of*

Revitalizing Petroleum Contaminated Properties; Profiles of Local Clean Air Innovation: Empowering Communities to Meet the Air Quality Challenges of the 21st Century; Revitalizing Mothballed Brownfields; Profiles of Business Leadership on Smart Growth: New Partnerships Demonstrate the Economic Benefits of Reducing Sprawl; HUD CDBG Brownfields Funding: A Building Block for Community Development; and Building a Brownfields Partnership from the Ground Up: Local Government Views on the Value and Promise of National Brownfields Initiatives. Matt served as a city councilman and planning commission member in his hometown of Charles Town, WV for more than a decade.

Andrew Seth, President: Prior to his role as the President of S², Andrew Seth was a partner and the Director of Coalitions at The Ferguson Group. He is the Executive Director of the Climate Communities coalition, and directed the American Waterfront Revitalization Coalition. He previously served as a project manager on environmental issues at the International City/County Management Association, where he directed the Local Government Environmental Assistance Network. Prior to joining ICMA, Andrew was a member of the government affairs team at Spiegel & McDiarmid. He began his environmental career at the conservation non-profit American Rivers. Andrew received his B.S., summa cum laude, from Salisbury State University and a M.S. in Resource Administration and Management from the University of New Hampshire. Andrew's published work as a co-author includes: *Smart Growth is Smart Business; Profiles of Local Clean Air Innovation: Empowering Communities to Meet the Air Quality Challenges of the 21st Century; Profiles of Business Leadership on Smart Growth: New Partnerships Demonstrate the Economic Benefits of Reducing Sprawl; Empowering Local Government Climate Action: A Blueprint for President Obama and the 111th Congress; and Empowering Local Clean Energy Action: Federal Policy Agenda for 2011.*

Ashley Badesch, Principal: Prior to joining S², Ashley worked at the Center for International Policy. Ashley received her Master of Public Policy with a focus in Environmental Policy from the University of Virginia Frank Batten School of Leadership & Public Policy. Ashley received a B.A. with Distinction in Spanish with a minor in philosophy at UVA, where she co-founded the Zero Waste Initiative, chaired the student sustainability organization, and served as the student representative on the Materials Task Force for the President's Committee on Sustainability. Ashley is currently a J.D. candidate in the part-time program at Georgetown University Law Center.

Matthew Popkin, Senior Associate: Prior to joining S², Matthew Popkin worked at the White House Council on Environmental Quality and Maryland Energy Administration. He received his M.P.P. from the Maryland School of Public Policy specializing in Energy and Environmental Policy, while helping to initiate the City of College Park's sustainability planning. Matthew also received his B.A. from the University of Maryland in Government and Politics, with minors in sustainability and Middle Eastern studies, and he chaired the University Sustainability Fund grant review committee and led the Student Government Association's Sustainability Committee, Ethics Committee, and Legislature. Matthew's published work as a co-author includes: *New Manufacturing on Old Brownfields and Sustainability Plan – College of Behavioral and Social Sciences.*

Sarah Marin, Client Services Manager: Sarah Marin manages client outreach and communications for S², including weekly client alerts containing upcoming grant opportunities and memos with key steps necessary for submission of proposals. Sarah is a recent graduate of the George Washington University where she received her bachelor's degree in International Affairs

with focuses in International Environmental Studies and Global Public Health and a minor in Sustainability. Prior to joining the team, she worked at Justice and Sustainability, LLC where she served in a Project Coordinator capacity.

Again, we are excited about the prospect of continuing to work with Glenwood Springs to help you obtain resources for your community priorities. We would be pleased to discuss our proposal with you further. In the meantime, please let us know if you have questions or want additional information.

Sincerely,



Matt Ward
CEO



Andrew Seth
President



Ashley Badesch
Senior Associate & Project Director



CERTIFICATE OF LIABILITY INSURANCE

MV
R001DATE (MM/DD/YYYY)
4/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AFFINITY INS SERVICES INC/PHS 320229 P: (866) 467-8730 F: (888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME: PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No): (888) 443-6112 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Ins Co LTD NAIC# 11000 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED SUSTAINABLE STRATEGIES DC, LLC 500 NEW JERSEY AVE NW FL 6 WASHINGTON DC 20001	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR HYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR General Liab	X		39 SBA BQ6951	04/21/2018	04/21/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☒ LOC OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐			39 SBA BQ6951	04/21/2018	04/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			39 SBA BQ6951	04/21/2018	04/21/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER

ty of Glenwood Springs
101 8TH ST
GLENWOOD SPRINGS, CO 81601

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

AFFINITY INS SERVICES INC/PHS
301 WOODS PARK DRIVE
CLINTON NY 13323

City of Glenwood Springs
101 8TH ST
GLENWOOD SPRINGS CO 81601



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/02/2019

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PRODUCER AFFINITY INS SERVICES INC/PHS 39320229 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265		CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext): FAX (888) 443-6112 (A/C, No): E-MAIL ADDRESS:	
INSURED SUSTAINABLE STRATEGIES DC, LLC 500 NEW JERSEY AVE NW FL 6 WASHINGTON DC 20001-2070		INSURER(S) AFFORDING COVERAGE INSURER A: The Sentinel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC# 11000	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ General Liability	X		39 SBA BQ6951	04/21/2019	04/21/2020	EACH OCCURRENCE \$1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000						
	MED EXP (Any one person) \$10,000						
	PERSONAL & ADV INJURY \$1,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:							GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			39 SBA BQ6951	04/21/2019	04/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	BODILY INJURY (Per person)						
	BODILY INJURY (Per accident)						
	PROPERTY DAMAGE (Per accident)						
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ DED ☒ RETENTION \$ 10,000			39 SBA BQ6951	04/21/2019	04/21/2020	EACH OCCURRENCE \$5,000,000
	AGGREGATE \$5,000,000						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A					PER STATUTE ☐ OTH-ER ☐
	E.L. EACH ACCIDENT						
	E.L. DISEASE -EA EMPLOYEE						
	E.L. DISEASE - POLICY LIMIT						
A	EMPLOYMENT PRACTICES LIABILITY			39 SBA BQ6951	04/21/2019	04/21/2020	\$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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CERTIFICATE HOLDER

City of Glenwood Springs
101 8TH ST
GLENWOOD SPRINGS CO 81601

CANCELLATION

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AUTHORIZED REPRESENTATIVE

Suarez S. Castaneda

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THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

May 2, 2019

City of Glenwood Springs
101 8TH ST
GLENWOOD SPRINGS CO 81601

Account Information:

Policy Holder Details :	SUSTAINABLE STRATEGIES DC, LLC
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Contact Us

Business Service Center
Business Hours: Monday - Friday
(7AM - 7PM Central Standard Time)
Phone: (866) 467-8730
Fax: (888) 443-6112
Email: agency.services@thehartford.com
Website: <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team

GLENWOOD SPRINGS

2019 Annual Report

January 2020

SUSTAINABLE STRATEGIES DC



The Year in Review

In 2019, Sustainable Strategies DC worked with Glenwood Springs to advance key community priorities, including boosting the outdoor recreation economy, promoting downtown development, and improving transportation infrastructure.

Over the course of the past year, S² prepared and submitted 10 grant applications for community priorities, developed briefing materials and letters of support to advance these projects, and secured technical assistance to enhance community benefits from the City's outdoor recreation economy. To date in this calendar year, S² has brought in a total of **\$1,047,806 in new grant funding** to implement Glenwood Springs' priority projects. This funding leverages an additional \$9.4 million in funding secured since S² began work for the City in the fall of 2016.

S²'s CEO Matt Ward's Ward Washington Law Firm has played a key role in organizing the City's efforts to prevent the expansion of the Rocky Mountain Resources mine that threatens to derail Glenwood Springs' outdoor recreation tourism economy and impact livability for community members. In May, S² arranged a D.C. trip for Mayor Godes and his team both to meet with federal agency representatives to advocate for pending federal grant applications, as well as to advocate to the Glenwood Springs' U.S. Congressional Delegation about the importance of enforcing BLM regulations and preventing the expansion of the mine.

S² featured the City of Glenwood Springs in two presentations at the National Brownfields Conference in Los Angeles in December of 2019. City Manager Debra Figueroa presented on the City's successes and challenges in implementing the US EPA Area-Wide grant that S² helped to secure in 2016.

Applied for (Not secured)	Assisted	• \$55,000 in Pitkin County Healthy Rivers Grant funding for Thre Mile Confluence Planning project
		• \$14.6 million from Federal Land Access Program to support LoVa Trail • \$94,800 from Census Complete Count for strategic efforts to encourage accurate census reporting • \$390,297 from HHS for Youth Engagement in Sports program to increase physical activity among minority youth • \$1 million in DOLA Renewable and Clean Energy Challenge funding to support a West Glenwood Substation • \$500,000 in GCFMLD funds for paving and drainage improvements in the Red Mountain North Subdivision
	Success	• DC advocacy trip on preventing mine expansion • Recreation Economy for Rural Communities Planning Assistance from EPA Office of Smart Growth for strategies to bring Hanging Lake Shuttle users into the downtown • Area-Wide Funding Strategy
		• \$54,806 from FEMA for flood mitigation planning for Mitchell Creek • \$200,000 GCFMLD funds for the Cedar Crest Roadway, Drainage, and Water Line Repair Project in West Glenwood • \$93,000 USDA Rural Business Development Grant to launch the Glenwood Springs Small Business Revolving Loan Fund • \$700,000 from GCFMLD Joint Grant for LoVa Trail

In 2019, S² engaged with the Glenwood Springs team to accomplish the following:

- In January, S² helped Glenwood Springs to secure **\$54,806** from the Federal Emergency Management Agency Flood Mitigation Assistance (FMA) Advanced Assistance Grant funding to undertake detailed Hydrologic and Hydraulic analysis of the Mitchell Creek neighborhood to inform flood mitigation interventions.
- In February, S² helped Glenwood Springs to secure **\$200,000** in Garfield County Federal Mineral Lease District (GCFMLD) funds to support the Cedar Crest Subdivision Roadway, Drainage, and Water line Repair Project to address the deficient infrastructure in residential neighborhoods in West Glenwood.
- Also in February, S² provided support on the Parks and Recreation Department's application to the Pitkin County Healthy Rivers Grant to support riparian restoration at Three Mile Creek, resulting in a **\$55,000** grant award.
- In March, S² helped Glenwood Springs to secure **\$93,000** in USDA Rural Business Development Grant funds to launch the Glenwood Springs Small Business Revolving Loan Fund, which will provide capital grants to small businesses seeking to locate and grow in the downtown, including to cover the high costs of fire prevention.
- In August, S² helped Glenwood Springs to **win a national competition** for technical assistance from the EPA Smart Growth Office under its new Recreation Economy for Rural Communities grant program. The technical assistance will provide a workshop to help the City attract tourists who use the Hanging Lake Shuttle service to dine, shop, and stay in the downtown.
- In September, S² helped Glenwood Springs (in partnership with the Town of New Castle and RFTA) to secure **\$700,000** in the first ever GCFMLD Joint Grant program to support a 690-linear-foot extension of the LoVa Trail heading west from Glenwood Springs.
- S² provided grant-writing services on five additional grant proposals totaling over \$16.5 million in requests that were not successful in this funding cycle. S² consistently seeks debriefs on unsuccessful grant applications to ensure that future applications for the same resources are improved in accordance with agency feedback. S² will build upon the partnerships developed, language written, and other work that has gone into unsuccessful applications to develop successful applications for priorities that remain the same in 2020.

S² success in action:

In October of 2019, the City of Glenwood Springs unveiled a 10,000-pound Yule Marble sculpture by artist Madeline Weiner entitled “Tubing on the Colorado” at Glenwood’s north landing site. This public art project was funded by the \$20,000 National Endowment for the Arts grant that S² helped to secure in 2017.



Roadmap for 2020

This month, S² will begin working with Glenwood Springs’ administration and elected officials to refresh our “Glenwood Springs Resource Roadmap” for the New Year. The key function of Glenwood Springs’ Resource Roadmap will be to identify the grants and other resources for which the city’s priority projects are eligible and most competitive. The Roadmap will assess competitiveness factors and tactical considerations, typical funding ranges, required match amounts, timing considerations, and key next steps.

The renewed roadmap will identify projects which:

- Address priority community needs or catalyze major revitalization;
- Have support from municipal officials, local businesses, and the public;
- Are feasible to implement from a staff capacity, funding capacity, legal and institutional perspective;
- Are competitive for grants and other resources.

This Roadmap will guide our firm’s work with Glenwood Springs over the next year. Planning ahead will enable the City to budget for necessary matching requirements and make informed determinations regarding which projects are best suited for grant funding. The Roadmap will also include information regarding the changing political landscape in Washington, D.C., and how Glenwood Springs can best navigate this to its advantage in accomplishing its goals.

S² WISHES YOU A HAPPY NEW YEAR & LOOKS FORWARD TO ANOTHER SUCCESSFUL YEAR FOR GLENWOOD SPRINGS!

GLENWOOD SPRINGS

Year-End Report

DECEMBER 2018

SUSTAINABLE STRATEGIES DC



The Year in Review

In 2018, Sustainable Strategies DC worked with Glenwood Springs to advance key community priorities, including transportation infrastructure, economic development, parks and recreation, and historic preservation.

Over the course of the past year, S² prepared and submitted 13 grant applications for community priorities, developed briefing materials and letters of support to advance these projects, assisted in securing two Opportunity Zone designations, and developed a resource strategy to advance restoration of the historic Hotel Colorado. To date in this calendar year, S² has brought in a total of **\$7,465,631 in new grant funding** to implement Glenwood Springs' priority projects, with **\$555,000 in grant funding still pending**. This funding leverages an additional \$2.2 million in funding secured since S² began work for the City in the fall of 2016.

This year, Glenwood Springs participated in S²'s First & Main Coalition national advocacy efforts. In April, S² led a fly-in of leaders from small- and medium-sized communities from all over the country, including two representatives from Glenwood Springs, to advocate to protect federal investment in programs critical to community revitalization. Given the increase in U.S. Department of Transportation funds available to rural communities and plus ups to other key programs, S² considers these efforts a success and thanks Glenwood Springs for their participation.

In September, S² arranged a D.C. trip for Mayor Gamba and his team to meet with Glenwood Springs' U.S. Congressional Delegation and federal agency representatives to advocate for pending federal grant applications, build and maintain strong relationships with key federal partners, and learn from national experts at the Economic Innovation Group about how to maximize the City's Opportunity Zone designations.

Secured	• \$7,007,562 from US DOT BUILD for South Midland Reconstruction & Rural Broadband Project • \$151,750 from DOLA EIAF for rockfall mitigation on South Midland • \$150,000 from GCFMLD for School Street upgrades • \$87,500 from DOLA EIAF for Airport Property Scenario Planning Study • \$35,000 from History Colorado for Downtown Architectural & Historical Survey • \$24,630 from FMLD for Fire Department Drones • \$9,189 from Colorado River District for Two Rivers Park Shoreline Restoration
Success	• 2 Opportunity Zone designations • DC advocacy trip on protecting federal funding for small communities • DC advocacy trip for relationship-building and lobbying key projects • Targeted Resource Roadmap for Hotel Colorado
Pending	• \$30,000 from GOCO for restroom renovations at Axtell Park. • \$75,000 from GOCO for South Canyon Area Parks Plan. • \$350,000 from GOCO for boat ramp and trail upgrades at Two Rivers Park. • \$100,000 from FEMA for flood mitigation planning for Mitchell Creek.
Not secured	• \$600,000 from FMLD to support the South Midland Reconstruction project • \$300,000 from FMLD to support shoreline restoration at Two Rivers Park • \$45,000 from GOCO for Two Rivers Park Shoreline Restoration

In 2018, S² engaged with the Glenwood Springs team to accomplished the following:

- In January, S² helped Glenwood Springs to secure **\$87,500** from the state's Department of Local Affairs (DOLA) Energy and Mineral Impact Fund to conduct an **Airport Property Scenario Planning Study**.
- In February, S² helped Glenwood Springs to secure **\$150,000** in Garfield County Federal Mineral Lease District (FMLD) funds to support upgrades to **School Street** that will improve pedestrian safety and traffic flow near the newly renovated Glenwood Springs Elementary School.
- In April, S² helped Glenwood Springs to secure **\$9,189** in Colorado River District funding to undertake **shoreline restoration** at Two Rivers Park.
- In March, S² helped Glenwood Springs to secure **Opportunity Zone designations** for its two eligible census tracts, which creates a new incentive for private investment in key priority projects in the downtown area.
- In July, S² submitted an application for approximately **\$7 million** in U.S. Department of Transportation (DOT) Better Utilizing Investments & Leveraging Development (BUILD) funding to support the **South Midland Reconstruction & Rural Broadband project**. This application is still pending.
- In August, S² submitted an application for **\$45,000** in Great Outdoors Colorado (GOCO) Habitat Restoration funding to support **shoreline restoration** efforts at Two Rivers Park. This application was rejected.
- Also in August, S² submitted three grants to the GCFMLD grant program, including:
 - An application for **\$24,630** to purchase Unmanned Ariel Vehicle (UAV) equipment and training for the Fire Department. This grant was secured.
 - An application for \$600,000 to support the South Midland Reconstruction project. This application was rejected.
 - A joint application with the Colorado River District for \$300,000 to support shoreline restoration at Two Rivers Park. This application was rejected.

- In September, S² completed a **targeted Resource Roadmap** outlining potential grant opportunities and incentives available to advance the restoration of the iconic **Hotel Colorado**.
- Also in September, S² helped Glenwood Springs to secure **\$35,000** in funding from the History Colorado Historic Preservation Grant to support a **Downtown Architectural & Historical Survey**.
- In November, S² submitted three GOCO grants (all still pending) including:
 - An application for **\$30,000** to support restroom renovations at **Axtell Park**.
 - An application for **\$75,000** to support a **South Canyon Area Parks Plan**.
 - An application for **\$350,000** to support upgrades to the boat ramp and trail facilities at **Two Rivers Park**.
- In December, S² helped Glenwood Springs to secure **\$7,007,562** in U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) to support the South Midland Reconstruction & Rural Broadband project.
- Also in December, S² helped Glenwood Springs to secure **\$151,750** in DOLA EIAF funds to support **Rockfall Mitigation on South Midland Avenue**.
- In December, S² will submit a grant application for **\$100,000** in Federal Emergency Management Agency funding to support flood mitigation planning along **Mitchell Creek**.

S² success in action:

In November 2018, Glenwood Springs celebrated the groundbreaking of the 27th Street Bridge Replacement. S2 helped to secure \$1.45 million in funding from state and county funding sources to support this project in 2017.



Roadmap for 2019

This month, S² will begin working with Glenwood Springs' elected officials and administration to refresh our "Glenwood Springs Resource Roadmap" for the New Year. The key function of Glenwood Springs' Resource Roadmap will be to identify the grants and other resources for which the city's priority projects are eligible and most competitive. The Roadmap will assess competitiveness factors and tactical considerations, typical funding ranges, required match amounts, timing considerations, and key next steps.

Based upon interaction with city officials and key organizational stakeholders in meetings held in Glenwood Springs in December, the renewed roadmap will identify projects which:

- Address priority community needs or catalyze major revitalization;
- Have support from municipal officials, local businesses, and the public;
- Are feasible to implement from a staff capacity, funding capacity, legal and institutional perspective;
- Are competitive for grants and other resources.

This Roadmap will guide our firm's work with Glenwood Springs over the next year. Planning ahead will enable the City to budget for necessary matching requirements and make informed determinations regarding which projects are best suited for grant funding. The Roadmap will also include information regarding the changing political landscape in Washington, D.C., and how Glenwood Springs can best navigate this to its advantage in accomplishing its goals.



**S² WISHES YOU A HAPPY NEW YEAR & LOOKS FORWARD TO
ANOTHER SUCCESSFUL YEAR FOR GLENWOOD SPRINGS!**



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: BD 2019-053 Three-Phase Electronically Controlled Reclosers

Action Requested: Approval to purchase three-phase electronically controlled substation reclosers for the Roaring Fork Substation for \$118,354.44.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director

Background Info: The City of Glenwood Springs owns and maintains three substations on the City grid. The Mitchel Creek, North Glenwood and Roaring Fork Substations. Each of these substations are controlled/connected to the grid through hydraulic reclosers. That is all a recloser does, it opens if a fault is detected and closes to complete a primary circuit loop. Hydraulic reclosers will operate/cycle open-closed three times on a primary fault situation before they stay open and drop the circuit. When we have a fault on a 3 phase line the current reclosers do not let the crew members know which leg has the fault, so they have to check the whole line to figure it out. The new electronic closures will not only tell us which leg the fault is on, but they can be hooked to our AMI metering system and allow the crews to see the issue remotely, attempt closures remotely and be able to collect data from the primary lines that we currently have to use multiple systems to collect the same data. The hydraulic closers are old technology, they require a lot of maintenance and they do not provide the crews necessary data to get a whole section of town back up and running as quickly as possible. All three substations have hydraulic closers and the closers were recommended to be replaced in our 5 year system plan from 2013-2017, so you can see we are a few years behind on this work. We will be looking at replacing the North Glenwood substation this year in a second RFP and Mitchel Creek substation next year.

Issues: None

Staff Recommendation: Staff recommends the approval to purchase three-phase electronically controlled substation reclosers for the Roaring Fork Substation for \$118,354.44.

City of Glenwood Springs Procurement Department
101 West 8th Street
Glenwood Springs, Colorado 81601



ADDENDUM NUMBER ONE FOR
THREE-PHASE ELECTRONICALLY CONTROLLED RECLOSER
BID NUMBER 2019-053

THIS ADDENDUM MUST BE ACKNOWLEDGED.

THIS ADDENDUM SHALL BECOME A PART OF THIS SOLICITATION.

The following information is being added or amended as indicated as a part of the Invitation to Bid:

The City of Glenwood Springs is requesting updated pricing for Bid BD 2019-053. Three-Phase Electronically Controlled Recloser. Unfortunately, the original bid specifications were not correct. However, the City is requesting updated quotes for the Three-Phase Electronically Recloser as per the attached Exhibit A. New quotes should include pricing as per the specifications, and for shipping, and training. If interested in participating in this bid process, please respond with new pricing for the Three-Phase Electronically Recloser as per the attached Exhibit A.

Quote is due no later than 2:00 pm on December 27, 2019.

This addendum must be acknowledged.

Responses shall be submitted electronically to bidresponse@cogs.us no later than the time and date stated above. Include BID # BD 2019-053 in the subject line.

PRINT OR TYPE YOUR INFORMATION

Name of Company:	<u>Border States</u>	Fax:	_____
Address:	<u>4686 Ivy St</u>	City/State:	<u>Denver/Co</u>
Contact Person:	<u>Jacob Carter</u>	Title:	<u>CSR</u>
Authorized Representative's Signature:	<u>Jacob W Carter</u>	Phone:	<u>303 336 7388</u>
Printed Name:	<u>Jacob Carter</u>	Title:	<u>CSR</u>
		Date:	<u>12/27/2019</u>

12/16/19

BID SCHEDULE
CITY OF GLENWOOD SPRINGS
THREE-PHASE ELECTRONICALLY CONTROLLED RECLOSERS
BID #BD2019-053

Bidding \$ 118,354.44 total amount for (4) Three-Phase Electronically Controlled Reclosers as per the attached Exhibit A.

Bidding 112 total days for delivery of items as specified in Exhibit A.

Does your offer comply with all the terms and conditions per attached Exhibit A?
If no, indicate exceptions on a separate sheet of paper.

Yes X
No _____

Does your offer meet or exceed all specifications? If no, indicate exceptions on a separate sheet of paper.

Yes X
No _____

Have you filled in all the blanks listed above?

Yes X
No _____

SUBMITTED BY:

Name Jacob Carter

ADDRESS 4086 Ivy St

City Denver State Co Zip 80216

Corporate Seal

Firm Name * Bonder States Industries Inc., a North Dakota Corp

Signature Patrick Muir

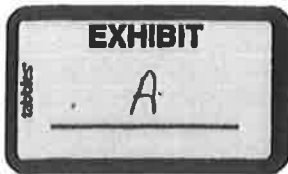
Title Branch Manager

Phone (303) 336-7373

* Insert " Corporation, Partnership " etc.

Responses shall be submitted electronically to bidresponse@coqs.us no later than the time and date stated above. Include BID # BD 2019-053 in the subject line.

12/16/19



Item 1: G&W Electric Viper-S Solid Dielectric Recloser, Catalog No. VIP376ER-12S

Similar to G&W part number D3670SS1ZB00 with updated features highlighted below:

Standard Features:

- Three (3) epoxy insulated vacuum interrupter modules
- One (1) three phase magnetic actuator operator, providing three phase operation
- Manual trip and lockout handle with mechanical block, capable of physically blocking electronic and manual operation
- Contact position indicator
- Three (3) 400/200:1 current transformers, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control (factory set 200:1)
- Operation counter
- Lifting provisions
- Three (3) capacitively coupled voltage sensors, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control specified at 120 VAC.

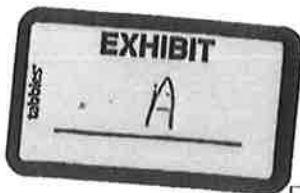
Additional Features:

- "L" style vacuum interrupter modules
- Six (6) 800 Amp interfaces with screw-on silicone Insulators
- Aerial lugs included: NEMA 4-hole pads
- Three (3) capacitively coupled voltage sensors, encapsulated within the solid dielectric insulation, exclusively for use with the AMI metering system specified at 120 VAC.
- 10-foot voltage sensing cable, with 8 pin connectors on both ends
- 10-foot control cable, with 14 pin connectors on both ends
- 10-foot AC power cable, with 2 pin connectors on recloser end, for connection from recloser to 120 VAC via the control. Customer to hardwire to control.
- Galvanized steel substation frame, with recloser mounting positions of 45 and 90 degrees. Shipped unassembled, with instructions for field assembly.
- Recloser requires 120VAC, to be supplied by user
- Three (3), externally mounted 200:5, 0.3-B0.2 current transformers including galvanized steel mounting bracket
- Beckwith Control: A-7679-XND
 - o Relay: M-7679-V6L1MH4SLA2CF000
 - o Cabinet: M-2979-A14CW1DW10900T00

Note: The Beckwith control requires 120VAC for control power, to be provided via connection to a user supplied source

Ratings:

Maximum design voltage	15.5kV
Impulse level (BIL)	110kV
Continuous and load break current	630A
8 Hr. Overload at 20°C	960A
60Hz Withstand, kV rms Dry, 1 min	50kV
60Hz Withstand, kV rms Wet, 10 sec	45kV
Interrupting Rating RMS (kA)	12.5kA



Making Current, RMS, asym, KA	20kA
Peak, asym (kA)	32kA
Short Circuit Current, kA sym, 3 second	12.5kA
Mechanical Operations	10K

Operating Temperature Range: Temperature range, -40°C to +65°C (-40°F to 150°F)

Standards: Ratings per IEEE C37.60-2012 and IEC 62271-111

Training:

- 1 Day Training: Viper Recloser and Beckwith Relay
- Viper Recloser Training
 - Installation, Operation and Maintenance of the G&W Viper S
- Beckwith M-7679 Recloser Control Training
 - Features, Functions, and Protection.



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Chamber Resort Agreement for Tourism Promotion Services

Action Requested: Approve the Tourism Promotion Contract with the Chamber

Department: City Administration

Presented By: Glenwood Springs Legal, Legal

Background Info: Accommodations Tax collected by the City is deposited into the Tourism Fund. The City outsources marketing services annually to the Chamber Resort Association. This agreement is executed with the Chamber each year for those services.

Issues: None

Staff Recommendation: Approval

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF GLENWOOD SPRINGS, a municipality under the laws of the State of Colorado ("City") and GLENWOOD SPRINGS CHAMBER RESORT ASSOCIATION, a Colorado corporation ("Chamber"), is effective January 1, 2020 no matter the date on which it was signed.

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Scope of Agreement. Chamber agrees to perform for the City Tourism Promotion Services more particularly described in the Marketing Plan attached hereto as **Exhibit "A"** and incorporated herein ("Marketing Plan").

2. Consideration. The City agrees to pay the Chamber in accordance with the proposed budget attached hereto as **Exhibit "B"** and incorporated herein.

3. Term. This Agreement shall be effective from January 1, 2020 through December 31, 2020.

4. Independent Contractor. Chamber is providing services independently and is not an employee of the City. Chamber shall not be entitled to any benefits provided to City employees. Chamber understands the difference in status between an independent contractor and an employee and acknowledges and stipulates that Chamber is neither eligible nor entitled to statutory or legal benefits or provisions of labor codes or other such similar statutes. The parties further agree that the City shall not withhold from Chamber unemployment insurance, social security or any other withholdings. Chamber agrees to be responsible for all such payments required by law.

4.1 Chamber acknowledges and agrees that it is not entitled to unemployment insurance benefits unless unemployment compensation is provided by Chamber or some other entity. Chamber also acknowledges and agrees to report all payments received from the City on its federal and state income tax returns and is obligated to pay any and all resulting federal and state income tax obligations. Chamber will indemnify the City for any such payments required but not paid.

4.2 Chamber acknowledges and agrees that it is not covered by the City's workers' compensation coverage and is not entitled to workers' compensation benefits. The City will be held harmless, and Chamber will indemnify the City for any liability arising out of or caused by Chamber's business and/or persons engaged in operations covered by this Agreement.

4.3 In making and performing this contract, Chamber acts and at all times shall act as an independent contractor and shall maintain operations that are separate and distinct from the City. Nothing contained in this Agreement shall be construed or applied as to create or imply the relationship of partners, joint adventurers, or of employer or employee between the parties hereto.

5. Definitions. For purposes of this Agreement the following definitions shall apply:

Ad Production Expense. Design and creative (photographs/videos) work for tourism-related ads or other print or electronic materials.

Associated Staff. Refers to any staff hired by the Chamber, who is expressly involved with the promotion of tourism, directed by the Director of Tourism Promotion, and paid through budgeted funds allocated through the Tourism Promotion Marketing budget.

Association Memberships. Memberships in tourism-related or industry specific organizations.

Billboard. Advertising on mass transit and billboards.

Bookkeeping Services. Covers costs of bookkeeping, for the tourism promotion fund, e.g., accounts payable/receivable; billing co-op advertising partners; providing detailed P&L statements; tracking reimbursable marketing expenses for postage and printing, any tourism promotion fund bills which have been paid by the Chamber.

Building Costs & Equipment. Includes office space for the Director of Tourism Promotion and any associated staff; telephone system, telephones and regular monthly long distance and local phone bills; desks and furniture; office equipment to include computers, fax machine, use of copier and any other equipment; ; software including database management software; virus protection; and all other software; high speed internet access; IT support on related equipment; equipment maintenance; use of common areas.

Cooperative Advertising. Joint advertising efforts between the tourism promotion department and various tourism-related businesses.

Direct Mail. Bulk direct mailing to individuals regarding specific advertising campaigns, including design, printing, postage and handling. These costs may include services provided by the Chamber or by a mail house.

Distribution. Distribution, storage and shipping of brochures to distribution outlets and costs of brochure distribution companies.

Financial Interest. Any undertaking or activity in which the Chamber will receive money from the City other than for payment of services pursuant to this Agreement.

Fulfillment. Postage costs incurred from responding to specific requests for tourism-related information.

Internet Listings, Website & Links. Infrastructure improvements, search engine optimization, marketing, promotion and sales of the Glenwood Springs visitor destination on visitglenwood.com and its' social channels.

Outside Consultants. Outside professionals retained to accomplish specific goals of the Marketing Plan.

Print Advertising. Advertising in news publications, and various industry and trade publications, such as travel guides, state guides, and travel magazines.

Promotional Items. Giveaway items such as Glenwood Springs branded merchandise.

Public Relations & Social Media. Public Relations initiatives include press releases, articles, Internet placements and media familiarization tours. Social Media initiatives include targeted online advertising and posts. Also, includes, payments to outside consultants providing public relations and social media services.

Research and Tracking. Research to gain adequate knowledge of our target audience and demographics for branding issues and determining how promotional initiatives can be best executed. Budget will also fund tracking measures of marketing, advertising, and public relations.

Special Events & Group Marketing. For events/tour groups/meetings/businesses coming to Glenwood Springs, the Chamber may provide support as appropriate and determined by the Director of Tourism Promotion.

Tourism Promotion Board. Nine member board as created and defined in the Glenwood Springs Municipal Code Article 020.020.

Trade Shows. Includes shows geared toward the travel industry. This area also includes marketing items for shows and promotional items purchased for giveaways at shows and for conventions and groups.

Travel. Covers travel expenses for the Director of Tourism Promotion and Associated Staff. Purpose is for attendance at trade shows or other out-of-town business meetings and functions. Includes transportation, lodging, meals and incidentals, does not include alcohol or personal entertainment.

TV/Radio. Television and radio advertising budget utilized for messages and promotions.

Visitor Center/Visitor Services. Includes staffing, space and furnishings, and all ancillary costs, for visitor information center, provided by the Chamber. Visitor Center shall be open year-round as follows:

Monday – Friday 8 a.m. to 5 p.m., Saturday 10 a.m. to 4 p.m.;
Special closures – the weekend of Strawberry Days
Christmas Eve - closed at noon;
Holiday closures--Thanksgiving Day, Christmas Day, New Year's Day.

6. Duties of Chamber.

6.1 Implement the Marketing Plan in cooperation with the Tourism Promotion Board and City Council.

6.2 Provide periodic updates with at least an annual presentation to the City Council regarding the status of the Marketing Plan.

6.3 Recommend and implement changes and amendments, as needed to the Marketing Plan approved by City Council or its designee.

7. Payment for Services. Invoices shall be paid within fourteen (14) days of receipt subject to the following:

7.1 Invoices shall be in a form approved by the Finance Director and shall have backup for all expenses listed thereon.

7.2 All expenditures shall be approved for payment by City Council or its designee.

7.3 Travel expenses for any persons other than the Director of Tourism Promotion and associated staff shall be pre-approved by the City

Council or its designee. Expenses incurred for meals and mileage shall be reimbursed at the current applicable I.R.S. rate

- 7.4 No credit card expenditures, other than the Director of Tourism Promotion and associated staff shall be reimbursed and such expenditures shall comply with the Chamber's written credit card policy adopted December 21, 2005 and attached hereto as **Exhibit "C."**
- 7.5 **Separate Accounts.** Any money received and disbursed pursuant to this Agreement shall be reflected in a separate account maintained by the Chamber, and shall be strictly segregated from all other monies received, handled, or disbursed by the Chamber pursuant to activities other than described herein. Such monies shall be accounted for in the same manner as used by the City for its own accounts.
- 7.6 **Record Keeping and Inspections.** The Chamber shall cooperate fully with the Tourism Promotion Board and City Council or its designee to maintain full and complete records of any and all activities performed pursuant to this Agreement and shall make such records available for inspection by the City upon request and during the Chamber's regular business hours. The City also reserves the right to inspect, review and audit any phase of the Chamber's performance hereunder either on a continuing or spot-check basis.

8. **Disclosure of Financial Interest.** Chamber shall disclose in writing to the City any Financial Interest it has in any transaction including without limitation special events, publications and activities for which City funds are used in whole or in part, including without limitation promotion, Printing, storage or Distribution.

9. **City Representative; Work Product.**

- 9.1 A City Council representative shall sit as an ad hoc non-voting member of both the Chamber Resort Association and the Tourism Promotion Board during the term of this Agreement.
- 9.2 All work product created pursuant to this Agreement paid for with Tourism Promotion Funds is and shall remain the property of the City, including but not limited to URL addresses, web content, contact lists and research information, printed materials, photographic and video assets, and all consultant work

products, except for the domain name glenwoodchamber.com that is registered and paid for by the Chamber.

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

10.1 Chamber does not knowingly employ or contract with an illegal alien.

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

10.2 Chamber has participated in or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the Department of Homeland Security (hereinafter, "E-Verify") in order to verify that Chamber does not employ illegal aliens. If Chamber is not accepted into E-Verify prior to entering into this Agreement, Chamber shall forthwith apply to participate in E-Verify and shall submit to the City written verification of such application within five (5) days of the date of this Agreement. Chamber shall continue to apply to participate in E-Verify, and shall certify such application to the City in writing, every three (3) months until Chamber is accepted or this Agreement is completed, whichever occurs first. This Section shall be null and void if E-Verify is discontinued.

10.3 Chamber shall not use E-Verify procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

10.4 If Chamber obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Chamber shall be required to:

10.4.1 notify the subcontractor and the City within three (3)

days that Chamber has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

10.4.2 terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Chamber shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

10.5 Chamber shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in subsection 8-17.5-102(5), C.R.S.

10.6 If Chamber violates this Section, the City may terminate this Agreement for breach of contract. If this Agreement is so terminated, Chamber shall be liable for actual and consequential damages to the City arising out of said violation.

11. Indemnity, Insurance and Governmental Immunity Act.

11.1 Chamber hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorneys' fees, litigation, judgments, damages, claims, and demands of any kind whatsoever arising from or out of any negligent act or omission or other tortious conduct of Chamber, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

11.2 Chamber has provided proof of general liability insurance to the City upon execution of this Agreement. City may require increased coverage based on particular project requirements.

11.3 Nothing herein shall be interpreted as a waiver of governmental immunity, to which the parties would otherwise be entitled under §24-10-101, et seq., C.R.S., as amended.

12. Termination. The City or the Chamber may terminate this Agreement at any time by providing a minimum thirty (30) calendar days' written notice to the other party. If the parties have mutually determined that the work has become infeasible, the parties agree to terminate the Agreement in accordance with this Section 12. In the event this Agreement is terminated, the Chamber shall be compensated for all work performed to date including a pro-rated amount for work items begun but not completed.

13. Agreement Administration and Notice. For purposes of administering this Agreement, the City Manager hereby appoints the City Finance Director to represent the City in carrying out the purposes and intent of this Agreement. Any notices required to be given pursuant to this Agreement shall be delivered as follows:

To the City: Finance Director
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

Copies to: City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

To the Chamber: Lisa Langer, Director of Tourism Promotion and
Angela Anderson, President and CEO
Glenwood Springs Chamber Resort Association
P.O. Box 1238, 802 Grand Avenue
Glenwood Springs, CO 81602-1238

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

15. Governing Law. The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Venue for any action instituted pursuant to this agreement shall lie in Garfield County, Colorado.

16. Authority. Each person signing this Agreement represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

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

18. Counterparts. This Agreement may be executed in counterparts, including any facsimile copies, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

19. Agreement Subject to Appropriations. It is expressly understood and agreed that the City's performance of this Agreement is subject to appropriations being made by the City Council of the City of Glenwood springs. In the event City Council fails to make or maintain sufficient appropriations to pay any costs incurred under this Agreement, the Agreement shall be terminated immediately.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this ____ day of January, 2020.

CITY OF GLENWOOD SPRINGS

ATTEST:

By: 
Steve Boyd, Chief Operating Officer


Catherine Mythen-Fletcher, City Clerk

GLENWOOD SPRINGS CHAMBER
RESORT ASSOCIATION, INC.

By: _____

Angela Anderson, President and
Chief Executive Officer

By: _____

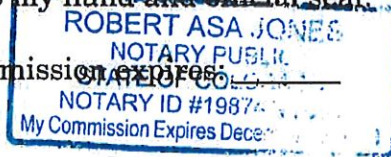
Ian Exelbert, Chairman

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

The foregoing AGREEMENT FOR PROFESSIONAL SERVICES was
acknowledged before me this 06 day of January, 2020 by Angela Anderson as
President and Chief Executive Officer and Ian Exelbert as Chairman of Glenwood
Springs Chamber Resort Association, Inc.

Witness my hand and official seal.

My commission expires _____



Notary Public



2020 | TOURISM PROMOTION MARKETING PLAN AND BUDGET

**2020 Tourism Promotion Marketing Plan
By Lisa Langer, Director of Tourism Promotion**

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Glenwood Springs Tourism Promotion Board

Vision: Be the preferred regional tourism destination.

Mission: To promote regional activities, attractions and events to increase tourism spending in Glenwood Springs.

Tourism Promotion Board Position Statement, August 2019

The Tourism Promotion Board is greatly concerned about the pattern developing by city council to draw from the tourism promotion fund for reasons outside its intent.

- The intent of the Tourism Promotion Fund, as voted for by the citizens of Glenwood Springs, is to provide tourism promotion/marketing to bring visitors and economic growth to the community.
- The Tourism Promotion Fund is made up of 92.5% of the overall Accommodations Tax receipts gathered from September 1 through August 31 of the year prior to calendar year budget. The remainder, 7.5%, is directed by the city's Financial Advisory Board.
- The Tourism Promotion Board oversees and advises the destination marketing efforts of the tourism department on behalf of the City of Glenwood Springs. If the city cuts marketing funding, visitation to Glenwood Springs will decrease, accommodations tax receipts will decrease, and sales tax receipts will decrease.

Further, it is the position of the Tourism Promotion Board that the marketing of this community is top-notch, and the tourism staff already works with a smaller budget than comparable sized communities, while stretching the existing funds wisely and appropriately. It is demoralizing to both the city's advisory board and the tourism staff to have funds requested for purposes other than tourism promotion.

We strongly advise city council resist taking money from the Tourism Promotion Fund. We not only believe it is unwise to dwindle this growing economic driver for Glenwood Springs, but also by dipping into this fund, it will jeopardize future tax initiatives driven by the city. We believe this type of action causes mistrust of the city government by the citizenry.

As city-appointed members of the Tourism Promotion Board, it is our fiduciary responsibility to ensure the accommodations tax dollars collected are allocated in accordance with the city's municipal code, which clearly states the funds are to be used for Destination Marketing.

The 2020 Marketing Plan

The tourism promotion budget for 2020 has been set at \$1,148,795 (1). This is an increase of \$129,553 over the base budget set for 2019. It is important to note that the tourism promotion budget is based on 92.5% of accommodations tax receipts collected from September 1 through August 31 of the year prior to budget.

Non-Marketing/Advertising Expenses include visitor services at the 802 Grand Avenue Visitor Center. In 2018, in response to a request from the Glenwood Springs Chamber Resort Association, the Tourism Promotion Board approved an increase in Visitor Center Funding from 2015's \$100,000 to \$115,000 (2). This amount remains the same for 2020. It reflects current costs incurred by the GSCRA for visitor related services and includes the tourism promotion department's office space, overhead and supplies.

Support Costs include salaries, benefits and payroll taxes for both the Director of Tourism Promotion and Tourism Promotion Project Manager. Also included in the Support Costs section are bookkeeping services, which include bi-annual audits and annual budget reviews. Support Costs for 2020 are \$187,556 (3). Visitor Center, tourism department overhead and Support Costs combined, represent 26.3% (4) of the total 2020 Tourism Promotion Budget.

The Working Tourism Marketing Budget for 2020 is \$846,239 (5)

The marketing budget must be somewhat pliable within the parameters of the overall budgeted amount. If opportunities arise within the budget year, the tourism staff may request reallocations through the Tourism Promotion Board. The City Finance Department has indicated that if the overall budget is within the total budgeted amount, requests to shift dollars from one category to another is unnecessary. The following information summarizes each section of the budget and further explains proposed expenditures.

Advertising -- includes: Print, Online, Out-of-Home, Radio & Television, PPC, Media Creative (Graphic Design, video production, Agency-Related Fees & Commissions), social media advertising, and co-ops. Budgeted at \$663,284 (6)

Xuma Communications is contracted to manage, create and place advertising in close communication with the Director of Tourism Promotion. Xuma will manage all aspects of the allocated advertising budget including creative, production and media costs.

- I. Agency Responsibilities, Creative Development and Production**
Agency fees and production costs to be billed as a monthly retainer for \$10,000 per month.
 - Development of overall strategic and creative approach of 2020 marketing based on marketing goals and secondary research
 - Development and presentation of strategy and creative
 - Develop an overall strategy for media and final media plan
 - Develop tactical creative components to support media plan

- Production of all components (to be mutually agreed upon following approval of media plan), which may include but is not limited to:
 - Television
 - Out-of-Home
 - Online Video
 - Online Banners
 - Print
 - Radio
 - Develop tactical creative components separate from paid media
 - Production of all components (to be mutually agreed upon following approval of plan), which may include but is not limited to:
 - Collateral (including but not limited to 2020 travel guide)
 - Videos (including 6-30 second videos for social media)
 - Photo & Video asset building (contract with photographers/videographers for updated assets)
 - Guerilla marketing efforts
 - Ensure all materials are in-line with tourism standards and Glenwood Springs goals for 2020
 - General support of account, including travel, planning sessions, meetings and additional support as required by Glenwood Springs tourism department.

II. Media Strategy. Planning, Buying, Execution, Maintenance and Reporting
Media costs and planning fees not to exceed \$400,000

- Development and presentation of media objectives, and strategies by target audience and seasonality. This includes a review of all media types leading to a recommended media mix and spend level recommendation to achieve agreed upon goals
- Ensure all media strategies are in line with goals
- Strategic development of media plan
- Revisions to media plan based on client input
- Presentation of final media plan
- Media negotiations of rates, positioning, placement and value-added promotional opportunities
- Develop and establish metrics and measurement goals
- Review and analyze media spend to establish success measurements and metrics
- Optimization of all media to maximize effectiveness
- Periodic reporting on all media to ensure effectiveness and make any necessary recommendations
- Ensure that all media and promotions run as ordered; all necessary make goods are received
- Update flowcharts and budget reflecting actual media, spending and achievement of goals against spend
- Media plan and mix to be mutually agreed upon by Glenwood Springs, Thayer and Xuma Communications.

III. Fee Structure

- All agency fees are payable monthly, due in full net 30 days, billed on the last day of each month.
- Agency fees will be billed at a rate of \$160/hour.
- Contract period: January 1, 2020 through December 31, 2020
- Total contract: \$520,000

BlizzardPress is contracted to provide marketing services to generate online traffic. Specific tasks are designed to increase ROI within the dictated monthly budget and with the BlizzardPress team, working with the staff of Visit Glenwood Springs, the tourism department of Glenwood Springs Chamber Resort Association (GSCRA).

Visit Glenwood Springs, on behalf of the City of Glenwood Springs, is contracted with BlizzardPress to pay monthly payments of \$2,250 for a total of \$27,000 to market www.VisitGlenwood.com.

Paid Search Advertising in Google Ads and YouTube is managed by BlizzardPress Marketing with an agreed upon \$2,500 monthly budget for a total of \$30,000. This budget is separate from BlizzardPress fees and placed directly on the tourism promotion credit card. BlizzardPress will provide suggestions to maintain building quality links to the website and evaluate renewing and new online directories.

BlizzardPress researches and implements proven Search Engine Optimization & Marketing techniques. The owners work closely with partners to identify those services deemed as most critical to success and strategizes to develop services implementation. Please keep in mind that these services are based upon the availability of resources and budget and may be modified as we adapt to changes within the industry and budgetary constraints.

Service Definitions

- Consultation ~ Email/phone correspondence and training with Client, Webmaster and Vendors.
- Search Engine Optimization ~ SEO & Keyword research followed by website and content recommendations, on-page optimization, quarterly site audits including broken Link review/update, XML Sitemap review and submission to Google, Structured Data Review/Update.
- Local Search Citation monitoring with submission recommendations.
- Paid Advertising ~ Google Ads monthly maintenance including Ad copy, bid adjustments, ROI Reporting and performance analysis.
- Website Performance Analysis ~ Via Google Analytics, Search Console and Tag Manager will evaluate website traffic, behavior and conversions. Assessment of search engine appearance and performance of on-page optimization, website indexing and usability. Recommendations for increased performance will be provided.

Public Relations
Budgeted at \$25,750 (7)

Scope of Work

- Visit Glenwood Springs works with an independent contractor to provide Media Pitching, Media hosting and Press Releases as needed.
- Contractor will work with GSCRA tourism promotion staff to meet the specifications of Glenwood Springs Public Relations' goals and objectives to complement the 2020 Tourism Marketing Plan.
- Primary goal is to encourage positive story placement about Glenwood Springs as a premier vacation destination.

Account Management: \$10,000/year

- Pitch story ideas to key writers, editors and media who specialize in travel, tourism and hospitality industries and international news media journalists
- Target websites, blogs, magazines, newspapers, business publications, trade journals, tour/travel books/guides, television and radio
- Serve as liaison between media and the official Visit Glenwood Springs spokesperson
- Communicate with in-state tourism industry organizations (Colorado Tourism Office, Colorado Hotel & Lodging Association, Destination Colorado, Colorado Ski Country, etc.)
- Respond to media leads provided by the Colorado Tourism Office, if Tourism Promotion Department is unavailable.
- Assist and respond to individual media seeking onsite visits, if Tourism Promotion Department is unavailable.
- Create up to three press releases per year
- Determine appropriate topics as needed

Fee Structure

- Payable monthly, due in full net 30 days, billed on the first day of each month
- Contract period: January 1, 2020 through December 31, 2020
- Total contract: \$10,000
- Time allocation based upon \$100/hour. Additional time may be allocated depending upon the level of representation desired.
- Additional Expenses: Visit Glenwood Springs will assume cost of additional graphic design, production, printing, website modifications, travel if sent on assignment outside the Roaring Fork Valley, promotional gifts, media lodging and entertainment, CTO media reception costs, and cost of media platform subscription separately.

Meltwater Media Platform

Meltwater, an online media monitoring service has been purchased to follow story placements, access media value and pitch to top journalists. \$15,750/year.

Vacation Planner Printing and Distribution
Budgeted at \$36,600 (8)

Glenwood Springs' tourism promotion produces a 32-page full color vacation and group planner for distribution and direct mail. In 2020, Xuma Communications will produce the piece. The printed piece is shipped and distributed as follows:

- Brochure Express – Montrose, Delta, Grand Junction
- Colorado Activities Center – I-70, Hwys. 285 & 24, Summit County, N. & S. Front Range & DIA
- Certified Folder & Display – GJ, Durango, NE. CO Super Cities + web ads
- Vail Distribution – Eagle Airport plus 72 locations in Vail, Avon & Beaver Crk.
- Visit Denver – Distribution in Denver Visitor Center (this service is part of membership with Denver Metro Convention & Visitors Bureau).

Hosting (Website, Video, Photos, Domains, Email, Social Media Tools, etc.)
Budgeted at \$24,100 (9)

- CrowdRiff social media photo aggregator, annual online hosting/management of photo and video library
- Website Hosting and support
- Website Monitoring monthly service
- Email for website leads through Sendgrid
- Domain Renewals & Hosting through GoDaddy.com
- Constant Contact online program for email marketing/e-newsletters
- Social Media Management Tools

Internet Management Budgeted at \$25,000 (10)

In 2018, www.visitglenwood.com was redesigned and moved from the Drupal content management system to a "mobile-first" WordPress platform. Although, the content and continued enhancement of the new site is managed in-house, but in-depth design elements will continue to be updated through BlizzardPress. VisitGlenwood.com is a visitor-first, functional repository and planning website for Glenwood Springs visitor content. In 2020, we will continue to add content, blogs, video, and Google API's. We will also make the online booking ability more robust across all industry segments. BlizzardPress will continue to consult on website usability and search engine optimization through 2020. Resort Trends will continue to provide monthly blogs and content as directed.

Direct Mail and Fulfillment Budgeted at \$9,500 (11)

Although there is an increase of vacation/group planning through internet and downloading of online brochures, many trip planners still like to have a hard copy of a destination's brochure before visiting. This area of the 2020 budget addresses the direct fulfillment of such visitor requests. Most of the individual mailing leads are forwarded to Bulk Mail Pros, but requests are also handled in-house by visitor center staff. Visit Glenwood staff ships cases of vacation and group planners to welcome centers across Colorado and to group tour operators both domestic and international. Brochures are also provided to many groups and meetings participants who visit Glenwood Springs.

Trade Shows / Industry Specific Organizations & Education

Budgeted at \$7,450 (12) and \$7,405 (13) respectively

Trade Show representation and supplies:

- International Sportsman's Expo (Denver – Colorado Convention Center)
- AAA Vacation Showcase (Denver - Mile High Stadium)
- Presentation and promotional items for shows, groups and media events

Industry Specific Organizations & Education:

- Rocky Mountain Lodging (RML) – monthly Colorado occupancy reports
- DMAWest – annual dues
- Colorado Association of Destination Marketing Organizations (CADMO)
- Colorado Tourism Conference – registration for two
- Denver Metro Convention and Visitors Bureau (DMCVB)
- Travel Industry Alliance of Colorado (TIAC) – dues + legislative reception sponsorship
- Training specific to digital/social marketing
- Other workshops or conferences specific to tourism promotion

Group and International Marketing / Miscellaneous Budgeted at \$26,100 (14) and \$2,250 (15) respectively

Group and International Marketing:

- Go West Summit – attendance at the western states' marketplace for international tours/travelers
- CTO Familiarization Tours (FAMs) – hosting of tour operators and media
- IPW (International Sales Summit) – partner booth with Colorado Tourism Office - this is the largest international marketplace in the United States.
- Tour Colorado – co-op partnership for ABA and NTA (domestic group travel summits)
- Grand Circle Association – promotion of travel within the Four Corners region
- CTO Sales Missions/Brochure Distribution – there are multiple opportunities to promote Glenwood Springs through partnerships with CTO international promotions committee.

Miscellaneous costs include tourism marketing meetings and luncheons held by tourism department staff and office equipment/supplies not covered by GSCRA.

Travel for Shows / Conferences / Meetings

Budgeted at \$18,800 (16)

Included in this area are the following expenses/reimbursements:

- Transportation - Air, Train, Bus
- Cell Phone reimbursement - partial monthly reimbursement for Director of Tourism Promotion and Tourism Promotion Project Manager
- Lodging – overnight stays for meetings, conferences, sales missions, etc.
- Meals – while on tourism business, meetings, conferences, sales missions
- Mileage – reimbursement for tourism-related travel
- Other Travel – related fees including parking, tips, shuttles, cabs, bag fees, etc.

The Partners and History of Glenwood Springs Tourism Promotion

Vision

Be the preferred regional tourism destination.

Mission

To promote regional activities, attractions & events to increase tourism spending in Glenwood Springs.

Vision & Mission Statements identified at Strategic Planning Retreat Nov. 2010

History of Glenwood Springs Tourism Promotion

Tourism Promotion Fund creation in 1985

The Tourism Promotion Fund was created by a Chamber-led initiative and approved by Glenwood Springs voters in 1985, to allow for an accommodations tax to be collected by lodges (and paid by consumers) to create a reliable, sustainable and appropriate funding mechanism for continued marketing of the primary industry in Glenwood Springs. Since that "bed tax" was instituted, the Chamber Resort Association has sought and gained voter approvals twice to not only renew the tax, but to increase it to its current level of 2.5% and to remove the sunset clause (approved 2000).

Initially this fund was administered through the City of Glenwood Springs government through a council appointed tourism commission. The commission hired an advertising agency, and the Chamber responded to visitor information requests and information, events for visitors, and public relations functions such as hosting travel writers. Another organization called Central Reservations dealt with hotel reservations. The process was fragmented and inefficient, and a more streamlined approach was undertaken in 1988.

Chamber Resort Association formed in 1988

The Glenwood Springs Chamber Resort Association (GSCRA) was incorporated in 1988 and formed by a merge with the City of Glenwood Springs tourism commission, Central Reservations and the Glenwood Springs Chamber. Since that time, the GSCRA has managed the accommodations tax-based tourism promotion fund and executed its annual tourism marketing plan and related budget. The GSCRA was formed with the input and vision of the mayor, city manager, chamber leadership, hotels, and activities businesses in the community as an economic development initiative. Community leaders recognized that tourism was the main industry in Glenwood Springs and that there should be continuous investment to sustain and grow annual tourism business.

The purpose of the Resort Association was to accomplish the following:

1. Organize area vacation products and services into one-stop-shopping for guests.
2. Combine community promotion and sales efforts for greater efficiency and more return on investment.
3. Create a broader funding base to generate more money for tourism promotion.
4. Insure the stability of funding through the creation of a mandatory funding structure.
5. Allocate these funds by a single budgetary process to maximize the return to area businesses.

Tourism Promotion Board Roles

The Glenwood Springs Tourism Promotion Board is a committee of the City of Glenwood Springs Municipal Government, tasked to govern the Tourism Promotion Fund (TPF). In accordance with Resolution 2012-28, the TPF is derived from a 92.5% portion of accommodations tax receipts from September 1 through August 31 of the year prior to budget. Under current city legislation, the total collected accommodations tax funds are to be appropriated with 92.5 percent toward destination marketing services and programs and 7.5 percent toward support of tourism-related events as determined by the city council. The resolution also requires a marketing reserve fund balance at a desired level of 15 percent of prior year's collections (September 1 through August 31). As a committee of the City of Glenwood Springs, the Tourism Promotion Board must follow open meetings laws in noticing meetings with more than two members in attendance.

The Tourism Promotion Board determines policy, reviews the budget and expenditures, sets goals and establishes the overall focus to maximize return on investments with Glenwood Springs' tourism marketing dollars. Accountability, oversight and override authority is provided by the Glenwood Springs City Council. The over-arching goal of the Glenwood Springs Tourism Promotion Board and its role in the stewardship of the Tourism Promotion Fund is to grow tourism business for Glenwood Springs.

The nine-member Glenwood Springs Tourism Promotion Board is comprised of community and tourism stakeholders, appointed by the City of Glenwood Springs Council. Each Board member serves a three-year term. The Board generally meets the second Thursday of each month from 2:00 PM to 3:00 PM at Glenwood Springs City Hall. As the selected organization for the destination marketing contract, GSCRA is required to have a presence at each monthly meeting and other meetings as necessary. In close collaboration with the Tourism Promotion Board, the GSCRA Tourism Department develops, executes and reports on the annual marketing plan and budget and is accountable to the Glenwood Springs Tourism Promotion Board and City Council.

2020 Tourism Promotion Board members/affiliations

- Trent Blizzard, Chair ~ Blizzard Press – *GSCRA Board Representative*
- Krissy Clary, Vice Chair ~ Colorado Ranch House – *Restaurant*
- Nancy Heard, Treasurer ~ Glenwood Caverns Adventure Park – *Tourism*
- Scott Dyer ~ Best Western Antlers – *Lodging*
- Jeremy Gilley ~ The Hotel Colorado – *Lodging*
- John Goss ~ Glenwood Vaudeville Revue – *Tourism*
- Suzanne Stewart ~ Retired – *Citizen/Resident*
- Patrick Drake ~ Blue Sky Adventures – *Citizen/Resident*
- Sharon Brady ~ Cooper Wine & Spirits – *Citizen/Resident*

Powers and Duties of the Tourism Promotion Board (GSMC 020.020.030[IV]):

The powers and duties of the Tourism Promotion Board shall be:

(1) To investigate, study and report to the City Council: a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601-postal zip code, and b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601-postal zip code.

(2) To coordinate with City Staff, Community Organizations, Community Businesses, and other Boards and Commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601-postal zip code.

(3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601-postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601-postal zip code in ways that could reasonably be expected to benefit the City.

(4) To establish rules of procedure and order for the Board to follow.

(5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report performance to City Council.

(6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.

Tourism Promotion Board: *Amended by City Council January 7, 2015*

- a. Two (2) representatives from tourism-related businesses located within the city;
- b. Two (2) representatives from lodging businesses located within the city;
- c. One (1) representative from restaurant or retail businesses located within city;
- d. One (1) representative from the Glenwood Springs Chamber Resort Association; and
- e. Three (3) citizens, at least two (2) who are residents of the city and that shall not have a direct financial interest in a business referenced in (a), (b) or (c) above and one (1) who is a resident that may have a financial interest in a business referenced in (a), (b) or (c) above.

Tourism Promotion Staff Roles and Responsibilities:

The Director of Tourism Promotion serves on the staff of the Glenwood Springs Chamber Resort Association. Through a collaborative approach, he/she works closely with the Glenwood Springs Tourism Promotion Board to produce and execute an annual marketing plan and corresponding budget to implement the Visit Glenwood Springs' (tourism promotion department) and Board's strategies. Responsibilities include regular reporting on marketing initiatives, advertising placements and budget expenditures to provide transparency and board/community accountability.

The Director of Tourism Promotion:

Creates and manages the annual Tourism Promotion Fund budget and related marketing plan, with approval by the chamber and tourism promotion boards and the City Council. Manages monthly Tourism Promotion Board meetings and scheduling. Monthly payables are generated by the Director of Tourism Promotion with oversight by GSCRA's bookkeeper, tourism promotion board treasurer and the City Finance Director. Regular reporting to City Council is encouraged.

- Generates ideas for new marketing campaigns and collaborates with tourism partners to participate in promotional offerings.
- Works with contracted agencies/vendors to create ads and sales collateral, place media buys and provide digital marketing strategies and solutions.
- Speaks on behalf of Visit Glenwood Springs tourism community
- Oversees the duties of the Tourism Promotion Project Manager.
- Handles day-to-day operations and decision-making including managing public relations and overseeing website, social media and content creation; coordinating with professional group tour operators and meeting planners.
- Attends appropriate travel and tourism tradeshow, sales missions and conferences.
- Assists with management of the Glenwood Springs Visitor Center.

The Tourism Promotion Project Manager:

Serves on the staff of the Glenwood Springs Chamber Resort Association under the management of the Director of Tourism Promotion, duties include:

- Website development and content management of VisitGlenwood.com
- Social media management including Facebook, Twitter, Instagram, Google+, etc.
- Leads data management, culmination, dissemination for mail-house fulfillment
- Act as content curator for photo, video and branding assets
- Create Constant Contact template and maintain data base for email marketing
- Generate ideas/content for new e-news blasts, social and website marketing
- Monitor and report on Google Analytics & social media engagement
- Coordination of website marketing/SEO/Pay-per-click through contractor
- Attendance at monthly tourism promotion board meetings (transcribe minutes)
- Assistance for groups - responding to group and wedding leads
- Group tour and meetings follow-up (touching base after shows and/or meetings)
- Attendance at appropriate travel industry tradeshow, training and conferences

EXHIBIT B

	2020 TPF BUDGET - CITY COUNCIL	2020	% ch over'19
1	2020 TPF REVENUE (92.5% of accommodations tax receipts 9/1/2018-8/31/2019)	1,148,795	12.7
2	NON-MARKETING/ADVERTISING EXPENSES (VC & TP Dept. Overhead)	115,000	0.0
3	2020 BUDGET FOR SUPPORT COSTS (Salaries, Taxes, Benefits, Acct'g)	187,555	4.7
4	2020 SUPPORT COSTS IN RELATION TO TOTAL TPF BUDGET	26.3%	-2.5
5	2020 WORKING TOURISM MARKETING BUDGET	846,239	16.7
6	Advertising - Includes Print, Online, Out-of-Home, Radio & Television, Media Creative, Graphic Design, photos, video production, agency- related Fees/Commissions, discretionary social ad & content creation	663,284	19.9
7	Public Relations	25,750	66.2
8	Vacation Planner Printing/Distribution	36,600	19.6
9	Hosting - Website, Video, Photos, Domains, Email, Social	24,100	-31.3
10	Internet Management	25,000	66.6
11	Direct Mail and Fulfillment	9,500	26.6
12	Trade Shows	7,450	-19.2
13	Industry Specific Organizations & Education	7,405	3.2
14	Group and International Marketing	26,100	4.6
15	Miscellaneous	2,250	0.0
16	Travel for Shows / Conferences / Meetings	18,800	2.7
17	Consultants	0.00	-100.0
18	2020 TOTAL TOURISM MARKETING EXPENSE	846,239	16.7
19	Interfund Cost of Service - City of Glenwood Springs	10,914	2.0



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: IGA With Garfield County Clerk for Special Election Services

Action Requested: Approve IGA with Garfield County for election assistance for the Special Election on April 14, 2020.

Department: City Clerk

Presented By: Catherine Fletcher, City Clerk

Background Info: The Garfield County Clerk and recorder will assist with the Special Election on April 14, 2020. The County clerk designates members of her staff to help set-up the ballot design, send an extract to the printer so ballots are compatible with the voting equipment and provide training on how to prepare ballots for processing through the voting equipment. Once all ballots are scanned the clerk will tabulate election results and provide the reports to the DEO.

Issues: No Issues

Staff Recommendation: Approve IGA with Garfield County for election assistance for the Special Election on April 14, 2020.

INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

This Intergovernmental Agreement for election services is entered into this ____ day of _____ 2020 by and between the, City of Glenwood Springs, a Colorado Home Rule Municipality (hereinafter the “City”), and the Garfield County Clerk & Recorder, (hereinafter the “Clerk”), collectively referred to as the “Parties”.

WHEREAS, the City has requested the assistance of the Clerk for the Special Municipal Election to be held on April 14, 2020 and

WHEREAS, the Clerk is willing to assist the City in certain aspects of the April 14, 2020 Special Municipal Election to effectuate a smooth and efficient election process.

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

1. Term of Agreement. This Agreement applies to the April 2020 Special Municipal Election and is effective from the date of execution to the conclusion of any appeal or contest of the April 2020 Special Municipal Election.

2. Clerk’s Duties. The Clerk agrees to:

- a. Designate members of her staff to be the Election Staff to assist the City in the April 14, 2020 Special Municipal Election and to provide the names of those individuals to the City.
- b. Use the ballot content provided by the City to set-up the ballot design for the April 14, 2020 Special Municipal Election and send proofs to the City by e-mail when completed.
- c. Provide an extract to the City’s designated printer so ballots compatible with the Clear Ballot Voting equipment will be printed for the City’s mail ballot election.
- d. Provide training to designated City staff or designated election judges on how to prepare the ballots for processing through the Clear Ballot Municipal scanner.
- e. Provide the Clear Count Ballot Scanner located in the first-floor election room at the County Courthouse for use in processing the voted ballots on April 14, 2020. Clerk Election Staff member(s) will accept the voted ballots as delivered by the City’s designated election judges to scan and tabulate on Election Day.
- f. Once all the voted ballots are scanned and the City’s Designated Election Official is ready to issue election results, the Clerk will tabulate election results and provide reports to the City’s DEO.
- g. Bill the City within thirty (30) days after the election for staff time spent in setting up the ballot, logic and accuracy testing, ballot counting and tabulation process on election night, and a \$250 fee for use of the Clear Ballot Voting System owned by Garfield County. If any contest is close enough for a recount, the Clerk

will additionally charge the City for staff time needed to assist with the recount process. Anticipated cost to assist the City with this election will be approximately \$1000.

3. City's Duties. City agrees to:

- a. Provide the Clerk with certified ballot content at soon as possible. Please contact Edna Place at 384-3700 x 1804 or edplace@garfield-county.com for format required for content certification.
- b. Proof and return signed verification that the ballot proof is acceptable either by e-mail or fax to the Clerk as soon as possible after receipt.
- c. Provide Clerk Election Staff with the name and contact information for their printer.
- d. Provide at least two staff members to assist with the logic and accuracy testing (LAT) of the election equipment. This testing will be done at the Clerk's office in Glenwood Springs. Both City and Clerk staffs will hand mark and hand tabulate ballots prior to those ballots being processed through the Clear Ballot Municipal kit. The LAT is done to verify that the electronic equipment is correctly processing the marked ballots.
- e. Provide to the Clerk required information for City Election contacts and all election judges so the Clerk can conduct CBI background checks prior to the votes being scanned on the County election equipment. The City will be responsible for all CBI charges.
- f. Reimburse the Clerk for staff time spent in setting up the ballot, logic and accuracy testing, assisting with the ballot counting and tabulation process on election night, and a \$250 fee for use of the Clear Ballot Voting System owned by Garfield County. If any race is close enough for a recount, the City agrees to reimburse the Clerk for staff time needed to assist with the recount process.
- g. The City Clerk will provide a new, encrypted flash drive so all reports for the election can be downloaded from the Clear Ballot Voting System kit for printing.

4. **INDEMNIFICATION.** The City agrees to indemnify, defend and hold harmless the Clerk from any and all loss, costs, demands or actions, arising out of or related to any actions, errors or omissions of the City in completing its responsibilities relating to the election.

5. Integration. The Parties acknowledge that this Agreement constitutes the complete agreement and understanding between them relating to the subject matter hereof and that no Party is relying upon any oral representations made by another Party or employee, agent or officer of the Party.

6. Amendments. This Agreement can be amended only in writing with signature of all Parties.

7. Notices. All notices, requests, demands, consents, and other communications pertaining to this Agreement shall be transmitted in writing and shall be deemed duly given when received by the Parties at their addresses below or any subsequent addresses provided to the other party in writing.

Notice to the City

City of Glenwood Springs
c/o Catherine Fletcher
City Clerk
101 W 8th Street
Glenwood Springs, CO 81601

Notice to Clerk:

Jean Alberico, County Clerk & Recorder
109 Eighth Street, Suite 200
Glenwood Springs, CO 81601

IN WITNESS WHEREOF, the City and the Clerk have caused this Agreement to be full executed in an electronic format or duplicate signed originals with each party receiving a fully executed copy.

ATTEST:

CITY OF GLENWOOD SPRINGS

City Clerk

Jonathan Godes, Mayor

Dated: _____

GARFIELD COUNTY CLERK &
RECORDER

Jean Alberico

Dated: _____



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Update to the annual RFTA Para Transit Service Agreement and the annual Transit Service Agreement for Ride Glenwood

Action Requested: Approval of the annual RFTA Paratransit and annual Transit Service agreements

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info:

RFTA operates the City's Ride Glenwood Springs (RGS) and The Traveler/complementary paratransit services under the Glenwood Springs Transit Service Agreement and the Americans with Disabilities Act Complementary Paratransit Services Agreement with Garfield County/The Traveler. These agreements automatically renew for successive one-year terms on January 1 of each year after RFTA provides (and the City agrees to) the updated cost estimate for provision of services.

RFTA's projected net cost of operating RGS service in 2020 is \$1,032,442. It reflects associated allocated capital costs as well as a continued increase in allocated training costs. RFTA's estimate is consistent with what Council has assumed in the FY2020 Approved Budget.

The City's required contribution for Traveler service in 2020 is \$30,000. This is the same as in 2019.

Issues: None at this time.

Staff Recommendation: Staff recommends approval of the 2020 service agreements.



January 20, 2020

Debra Figueroa, City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, Colorado 81601

RE: 2020 Renewal of City of Glenwood Springs Transit Service Agreement

Dear Debra:

Section "IX" of the City of Glenwood Springs Transit Service Agreement allows for the Agreement to automatically renew for successive one-year terms on January 1st each year, provided that such sums as RFTA deems necessary to provide the Glenwood Springs Transit Services are agreed to by RFTA and Glenwood Springs in writing prior to the commencement of each successive one-year term. In such event, the Budgeted Base Transit Fee provided for in Article III, A., and reflected on Exhibit "C-1," shall be modified to reflect the estimated costs for the Glenwood Springs Transit Service for the applicable renewal term.

The attached Excel workbook, Exhibit "C-1," Line "31," Column "O," reflects RFTA's budgeted cost for Glenwood Springs Municipal Transit Services in 2020. For 2020, this cost is **\$1,032,442** net of an estimated \$94,000 in fare revenue. Exhibit's "C-2a & C-2b," reflect the detailed RFTA Operating budget from which RFTA's 2020 Budgeted Cost Factors have been derived. Exhibit "C-3," reflects RFTA's asset list from which RFTA's allocated capital costs have been derived.

To the best of my knowledge and belief, no other terms of this agreement or exhibits have been affected as a result of renewing the agreement for 2020. If you find the terms of this renewal acceptable please ask the Mayor to sign below, where indicated, and return a copy of this letter to me. Please let me know if you have questions.

Sincerely,


Dan Blankenship
Chief Executive Officer

Jonathan Godes, Mayor, City of Glenwood Springs

Date: _____



January 20, 2020

Debra Figueroa, City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, Colorado 81601

RE: Renewal of 2009 Glenwood Springs American With Disabilities Act Complementary Paratransit Service Agreement With Garfield County/RFTA (The Traveler)

Dear Debra:

Section VII, TERM, of the above referenced agreement states, "The term shall be from the effective date of this agreement until December 31, 2009. This agreement shall be automatically renewed for successive one year terms on January 1st of each year, provided that funds for financial support and such sums as agreed to by the Traveler and Glenwood, as necessary to provide complementary ADA paratransit service under this agreement, are appropriated by Glenwood for the year in which the services are to be provided. Any of the parties hereto may terminate this agreement upon ninety (90) days prior written notice to the other party."

Please acknowledge, by having the Mayor sign where indicated below, that the City of Glenwood Springs desires to keep all of the terms of this Agreement in force in 2020, and that it has appropriated \$30,000 for this purpose, which will be paid to RFTA in quarterly installments during 2020 (see attached 2009 Agreement).

Please scan a copy of this renewal agreement and e-mail it back to me at you earliest convenience.

If you have any questions, please let me know.

Sincerely,

Dan Blankenship
Chief Executive Officer

Jonathan Godes, Mayor, City of Glenwood Springs

Date: _____

2009 GLENWOOD SPRINGS AMERICANS WITH DISABILITIES ACT
COMPLEMENTARY PARATRANSIT SERVICE AGREEMENT
WITH GARFIELD COUNTY/RFTA (THE TRAVELER)

THIS COMPLEMENTARY PARATRANSIT SERVICE AGREEMENT is between the City of Glenwood Springs, Colorado, a Colorado home rule city (hereinafter "Glenwood"), and Garfield County and RFTA through their Senior and Disabled Transportation Program (hereinafter The Traveler).

WITNESSETH

WHEREAS, the Roaring Fork Transportation Authority (RFTA) provides transportation services to Glenwood pursuant to the Glenwood Springs Transit Service Agreement made effective as of the 1st day of January 2009, which Agreement is incorporated herein by this reference; and

WHEREAS, Glenwood is desirous of reducing traffic congestion throughout the City of Glenwood Springs by providing year-round public transit services for its inhabitants and visitors; and

WHEREAS, the "Ride Glenwood Springs" fixed-route city bus service was implemented on the 22nd of May 1998 to achieve the public mobility goals of Glenwood; and

WHEREAS, the Americans with Disabilities Act of 1990 sets forth the requirement for fixed-route public transit operators to provide complementary paratransit service for people with disabilities who cannot access or navigate the fixed-route system; and

WHEREAS, the parties desire to provide complementary ADA paratransit service to people with disabilities on at least a "next day" basis during those hours that the fixed-route service is operated and The Traveler normally provides service; and

WHEREAS, The Traveler has the necessary equipment, personnel, and expertise to provide such complementary ADA paratransit service for Glenwood during their normal hours of operation; and

WHEREAS, The Traveler requested and was awarded a grant in the amount of \$15,707 from the Glenwood Springs Discretionary Grant Fund for the 2008 operating year; and

WHEREAS, the Glenwood Springs Transit Service Agreement contemplates that RFTA will provide paratransit service during the hours of operation of Ride Glenwood Springs that are not covered by this agreement and charge Glenwood separately for such

service; and

WHEREAS, procedures are necessary to manage the complementary ADA paratransit service coordination provided by The Traveler and to compensate them for this service.

NOW, THEREFORE, in consideration of the mutual benefits to be derived here from, the parties hereto agree as follows:

I.

Statement of Understanding

- A. Glenwood and The Traveler understand and agree that complementary ADA paratransit services contemplated by this agreement are not intended to replace existing paratransit services for the disabled that are provided by The Traveler. Additionally, it is not intended that passenger demand for complementary ADA paratransit services provided by Glenwood adversely impact The Traveler. The parties acknowledge that The Traveler has a responsibility to maintain its existing effort as it relates to transporting elderly and disabled passengers. Additionally, the parties acknowledge that Glenwood has a responsibility to meet demand created by virtue of the operation of the Ride Glenwood Springs fixed-route service.
- B. The parties also understand that some degree of uncertainty may be involved in the assignment of responsibility for client trip requests. In consideration of this uncertainty, Glenwood agrees to pay a lump sum to cover client trips that should be a responsibility of Glenwood's complementary ADA paratransit service.
- C. In recognition of the potential for disputes, the parties hereby agree to cooperate in good faith at all times and to act promptly to identify and resolve any areas of concern that may arise regarding the provision of complementary ADA paratransit services contemplated by this agreement.

II.

Scope of Services

- A. The parties desire to provide complementary ADA paratransit services to people with disabilities if they are unable to access or navigate the regular fixed-route services. Because Glenwood is contracting with RFTA to provide the Ride Glenwood Springs fixed-route service, Glenwood and The Traveler will depend on RFTA to coordinate and provide complementary ADA paratransit service so that Glenwood will be in compliance with ADA regulations outside of the regular operating hours of The Traveler.

- B. The Traveler will be responsible to provide Complementary ADA paratransit service to persons with disabilities who would otherwise utilize the Ride Glenwood Springs fixed route service (Clients) on at least a "next day" basis during their regular hours of operation, i.e., from 8:00 a.m. until 5:00 p.m., Monday through Friday. "Next day" basis means that when a disabled person calls The Traveler telephone number (945-9117) between 8:00 a.m. and 5:00 p.m., Monday through Thursday with a request for complementary ADA paratransit service between 8:00 a.m. and 5:00 p.m. on the next day or some subsequent weekday, The Traveler will make a good-faith effort to honor the request. If a Client calls The Traveler telephone number (945-9117) between 8:00 a.m. and 5:00 p.m. on a Friday with a request for complementary ADA paratransit service between 8:00 a.m. and 5:00 p.m. on the next Monday or some subsequent weekday, The Traveler will make a good-faith effort to honor the request. ADA regulations do not require service to be provided on the "same day."
- C. The Traveler has established eligibility criteria for their service that is more inclusive than the criteria for complementary ADA paratransit service. This agreement will not require The Traveler to verify a Client has provided a physician's certification that their disabilities qualify them for such service.
- D. The RFTA dispatch number (384-4955) will be advertised as the number for Clients to call who desire complementary ADA paratransit service in Glenwood Springs. However, Clients may also use The Traveler number (945-9117) as an alternative method to arrange rides during The Traveler's normal business hours. (ADA complementary paratransit service requests for "next day" service will be accepted by RFTA between 8:00 and 5:00 p.m. seven days per week. If Clients call outside of those times to request service, they will be asked to call back between 8:00 a.m. and 5:00 p.m.)
- E. When Clients call The Traveler between 8:00 a.m. and 5:00 p.m. on weekdays The Traveler will attempt to schedule the Client's trip within their operating hours. If the Client cannot access or navigate the Ride Glenwood Springs fixed-route service and is requesting complementary ADA paratransit service outside The Traveler's normal business hours, The Traveler will contact RFTA as the paratransit service provider to Glenwood during Ride Glenwood Springs operating hours not covered by this Agreement. The Traveler will provide RFTA with the details regarding the Client's name, address, telephone number, etc., the date and time service has been requested, and the Client's origin and destination.

RFTA will then be responsible to provide the service if it is being requested for any date or time outside The Traveler's normal operating hours, or any time The Traveler is unable to provide the service. The Traveler and their Clients understand that RFTA may contract for service with local cab service providers if the Client's disability does not require a vehicle with a wheelchair lift and if the cost for doing so is lower than other alternatives.

III.

Cost for Service

Glenwood agrees to pay a total of Twenty Thousand dollars (\$20,000) to The Traveler (RFTA) for services provided in this agreement. Five Thousand dollars (\$5,000.00) shall be paid on a quarterly basis from the Glenwood Bus Tax Fund. This rate will remain in effect until January 1st each year, at which time a revised rate may be incorporated as part of this agreement. The bill for services provided by the Traveler under this agreement will be submitted to Glenwood by the last day of each quarter. Glenwood will normally remit payment to The Traveler by the 2nd week of the next quarter. In the event that The Traveler no longer operates or terminates services for Glenwood, this agreement will immediately terminate and be voided.

IV.

Financial Statements and Audit

Glenwood shall be entitled to cause a CPA of its choice to audit the books and records of The Traveler relating to the provision of complementary ADA paratransit services under this agreement. Such audit shall be at Glenwood's expense, except for reasonable Traveler personnel costs, and may be conducted at any time upon reasonable notice, and from time to time as Glenwood deems proper or may be required by federal or state regulations.

V.

Passenger Complaints

Every complaint, concern or suggestion concerning the complementary ADA paratransit service provided by The Traveler under this agreement shall be responded to promptly, as reasonably appropriate. The Traveler shall maintain a program providing a reasonable opportunity for Clients of the service to render complaints, suggestions, and comments concerning the complementary ADA paratransit service provided under this agreement.

VI.

Notice of Accidents and Legal Action

- A. The Traveler shall notify Glenwood of any accident concerning complementary ADA paratransit service provided under this agreement within a reasonable period of time.
- B. The Traveler shall give Glenwood prompt notice of any suit or action filed and

prompt notice of any claim made against The Traveler or Glenwood arising out of the performance of this agreement. The Traveler shall furnish immediately to Glenwood copies of all pertinent pleadings, demands, and papers received by The Traveler, upon request by Glenwood.

VII.

TERM

The term shall be from the effective date of this agreement until December 31, 2009. This agreement shall be automatically renewed for successive one year terms on January 1st of each year, provided that funds for financial support and such sums as agreed to by the Traveler and Glenwood, as necessary to provide complementary ADA paratransit service under this agreement, are appropriated by Glenwood for the year in which the services are to be provided. Any of the parties hereto may terminate this agreement upon ninety (90) days prior written notice to the other party.

Insurance

The Traveler agrees to obtain and keep in force during the term of this agreement the insurance coverage described below:

- A. Workers' compensation and/or employers' liability insurance as required under applicable laws, which shall cover all Traveler employees.
- B. The Traveler will maintain the comprehensive general liability insurance as set forth on that Certificate of Insurance dated 12/30/2008, a copy of which is attached hereto and made a part hereof as Exhibit A. Such comprehensive general liability limits shall remain in force during the term of this agreement. The Traveler agrees to make Glenwood a named insured on all such policies as they pertain to services provided by The Traveler under this agreement. Notwithstanding this provision, The Traveler reserves the right to revise its general liability limits from time to time as long as they meet all statutory requirements.
- C. Glenwood and The Traveler understand that each relies on and does not waive or intend to waive by any provision of this agreement the monetary limitation (presently \$150,000.00 per person and \$600,000.00 per occurrence) or any other rights, immunities, and protection provided by the Colorado Governmental Immunity Act § 24-10-101, et seq., C.R.S., as from time to time amended, or otherwise available to The Traveler and Glenwood and their officers, agents, or employees.

Miscellaneous Provisions

- A. Amendment. This agreement may only be amended by a written agreement signed by the parties hereto. This agreement may be amended from time to time by written agreement duly authorized and signed by representatives of the parties hereto.
- B. Successors. This agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.
- C. Severability. Should any part, term, portion or provision of this agreement be finally decided to be in conflict with any law of the United States or of the State of Colorado, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement that the parties intended to enter into in the first instance.
- D. Effective Date. This agreement shall be in full force and effect and be legally binding as of the 1st day of January, 2009.
- E. Notices. All notices, demands, statements, and requests required or permitted to be given under this agreement shall be served in writing and shall be deemed to have been properly given or served in any event upon actual receipt, whether received or not, three (3) days following the deposition of the same: in the United States mail, addressed to a party, first class, postage prepaid, by registered or certified mail, return receipt requested, at the address set forth below or at such other address as may be designated by a party to the others in accordance herewith:
- TO: City of Glenwood Springs
c/o Jeff Hecksel, City Manager
101 West 8th Street
Glenwood Springs, Colorado 81601
- TO: Garfield County Senior and Disabled
Transportation Program
c/o Judith Martin Director of Senior Programs
108 8th St
Glenwood Springs, CO 81601
- TO: Roaring Fork Transportation Authority
c/o Chief Executive Officer
2307 Wulfsohn Road
Glenwood Springs, CO 81601
- F. Conformance With Laws. Each party hereto agrees to by and to conform to all applicable

laws of the Federal Government, the state, and any body corporate and politic having any jurisdiction over the subject matter of this agreement. Nothing in this section contained, however, shall require any party hereto to comply with any law, the validity or applicability of which shall be contested in good faith and by appropriate legal proceedings.

- G. Execution of Documents. This agreement shall be executed in two (2) counterparts, either of which shall be regarded for all purposes as one original. Each party agrees that it will execute any and all deeds, instruments, documents, and resolutions or ordinances necessary to give effect to the terms of this agreement.
- H. Waiver. No waiver by any party of any term or condition of this agreement shall be deemed or construed as any waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether the same or of a different provision of this agreement. Nothing in this agreement shall be construed as a waiver of any defense or limitation available to any of the parties through the Colorado ' Governmental Immunity Act (§ 24-10-101, et seq., C.R.S., as amended).
- I. Enforcement. Every obligation assumed by or imposed upon any of the parties by this agreement shall be enforceable by the other parties by appropriate action, suit, or proceeding at law or equity.
- J. Captions. The captions of the paragraphs of this agreement are for convenience only and shall not be deemed to be relevant in resolving any question or interpretation or construction of any section of this agreement.

IN WITNESS WHEREOF, Glenwood, Garfield County and RFTA have caused this agreement to be executed the day and year first above written.

[Signatures Follow this Page]

CITY OF GLENWOOD SPRINGS, COLORADO

By: Jeff Hecksel
Jeff Hecksel
City Manager

ATTEST:

By: Robin Unsworth
Robin Unsworth
City Clerk

GARFIELD COUNTY

By: N/A
Judith Martin
Director of Senior Programs

ATTEST:

By: _____

ROARING FORK TRANSPORTATION AUTHORITY

By: Bruce Christensen
Bruce Christensen
Roaring Fork Transportation Authority

ATTEST:

By: Shirley A. Del...



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Renumbering Resolution 2019-38 to 2019-38A

Action Requested: Approve Amended Resolution number 2019-38A

Department: City Clerk

Presented By: Catherine Fletcher, City Clerk

Background Info: During the numbering of the resolutions for the agenda in 2019, two resolutions were inadvertently assigned the same resolution number of 2019-38. This amends one resolution to be resolution 2019-38A to distinguish one from the other.

Issues: None

Staff Recommendation: Approve Resolution number 2019-38A

RESOLUTION 2019-38A

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GLENWOOD SPRINGS, COLORADO
SUPPORTING GARFIELD COUNTY PUBLIC LIBRARY
DISTRICT'S BALLOT MEASURE 6A.**

WHEREAS, the Garfield County Public Library District (the "District") offers valuable programs and services through its branch libraries located in Glenwood Springs, Carbondale, New Castle, Silt, Rifle and Parachute; and

WHEREAS, the District is currently funded by a portion of the County's sales tax and a dedicated property tax mill levy; and

WHEREAS, due to decreases in sales tax revenues over the last decade, the District's budget is now \$1.9 million less than it was ten years ago; and

WHEREAS, in recent years decreased revenues have forced the District to reduce staffing levels, limit library hours, and discontinue certain classes, events and other programming; and

WHEREAS, Ballot Question 6A proposes a 1.5 mill levy increase that would, according to the County Assessor's Office, cost a residential property owner in Garfield County an additional \$10.80 per \$100,000 of assessed property value and a commercial property owner an extra \$43.50 per \$100,000 of assessed property value.

WHEREAS, the proposed property tax increase would generate an estimated \$4 million annually to make up for the District's lost revenues and allow the District to restore library hours, hire needed staff, maintain the library buildings, and purchase new books and other library materials; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs supports ballot measure 6A submitted by the Garfield County Public Library District.

Section 3. The City Council urges community members to vote in favor of ballot measure 6A.

INTRODUCED, READ AND PASSED THIS 3rd DAY OF OCTOBER 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Amendment to Agreement for Professional Services for Municipal Judge

Action Requested: Approve amendment.

Department: City Administration

Presented By: Steve Boyd, COO

Background Info: Judge Amanda Maurer signed a 2 year agreement with the City that expires on December 31, 2020. In executive session on January 16th Council recommended a 3% increase in the contract amount to match the cost-of-living raise that full-time City employees received. This amendment increases the monthly amount by 3.0% from \$4,120 to \$4,235.

Issues: None

Staff Recommendation: Approval.

SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

This SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES is made to be effective this 1st day of January 2020, by and between the City of Glenwood Springs, Colorado, a municipality under the laws of the State of Colorado (the "City"), and Amanda N. Maurer Miller, individually ("Independent Contractor").

WHEREAS, the City and Independent Contractor entered into an Agreement for Professional Services effective January 1, 2017 ("Initial Agreement") and an Amendment to Agreement for Professional Services effective January 1, 2019 ("Amended Agreement") for Municipal Court Judge services for the City; and

WHEREAS, the City has reviewed Independent Contractor's compensation set forth in the Amended Agreement and desires to increase Independent Contractor's compensation as of January 1, 2020.

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

1. Section 2 of the Initial Agreement is hereby amended to read as follows:

Consideration/Compensation. The City agrees to pay Independent Contractor \$4,243.60 per month.

2. All other terms and conditions of the Initial Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to Agreement for Professional Services as of the date first above written.

CITY OF GLENWOOD SPRINGS,

ATTEST:

Catherine Mythen Fletcher, City Clerk

By: _____
Jonathan Godes, Mayor

Date: _____



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Introduction of City of Glenwood Springs New Police Chief Joseph Deras

Action Requested: NA

Department: City Administration

Presented By: Debra Figueroa, City Manager

Background Info: Formal Introduction and welcome of Chief Deras.

Issues: NA

Staff Recommendation: NA



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: 27th Street Roundabout

Action Requested: None

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info: Presentation of the design process for the 27th Street roundabout and potential ramifications of an alternative design.

Issues:

Staff Recommendation:

27th Street and South Grand Avenue Roundabout

How did we get here?



Early Design

- ☞ Traffic Counts took place in 2015 and 2016
- ☞ Proposal in early 2016 for “mini-roundabout” for left turn movements on to South Grand Avenue from the bridge.
 - ☞ Elected at that time to place a “No Left Turns from 7am-9am.”
 - ☞ 27th Street Bridge Design Contract out to bid and intersection function would be analyzed with that contract.



Glenwood Springs City Council

Mini Roundabouts



Congestion Solutions for 27th & South Grand



Alternatives to Our Current Situation

- Split-Phase Signal
- Turn Lane Restriction
- Bridge Widening
- Roundabout



FHWA Mini Roundabouts

2010 Nationwide Pilot Program defined Mini Roundabouts as:

- Inscribed Circle Diameter from 40' – 90'
- Design Speed from 15mph – 20mph
- Traversable Center Island
- Painted or Raised Traversable Splitter Islands
- Adequate Approach Deflection
- Not limited to Residential Applications



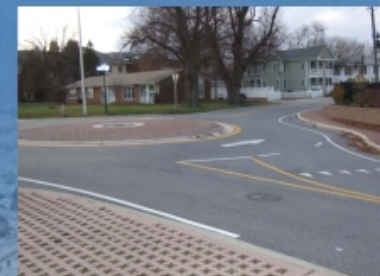
Mini Roundabouts

Benefits

- Compact size
- 24-Hour Operational Efficiency
- Environmental
- Traffic Safety and Speed Control
- Cost

Constraints

- High % of Large Vehicles
- U-turn Frequency
- Dominant Directional Flows
- Public Awareness



27th & S. Grand Preliminary Concept





February 6, 2020

		LOS AND QUEUING RESULTS					TABLE 3	
		BASELINE ANALYSIS						
27th & S. Glen Signal - Approach Performance			OVERALL	Eastbound	Westbound	Northbound	Southbound	Cycle (s)
	2016 AM Peak	LOS	B	C	D	B	A	
	<i>w/ Signal</i>	Delay (Sec/veh)	16.7	28.8	40.2	16.0	9.0	180
		95% Q (ft)		341	66	209	294	
	2016 AM Peak	LOS	C	E	C	C	B	
	<i>w/ Signal and</i>	Delay (Sec/veh)	31.2	56.3	34.9	26.8	15.6	180
	<i>AM Turn Restriction</i>	95% Q (ft)		628	57	341	380	
	2016 AM Peak	LOS	B	C	D	B	A	
	<i>w/ Split-Phase Signal</i>	Delay (Sec/veh)	17.1	28.9	37.3	16.2	9.9	180
		95% Q (ft)		323	61	240	314	
	2016 AM Peak	LOS	B	C	D	A	A	
	<i>w/ Mini Roundabout</i>	Delay (Sec/veh)	13.8	33.5	43.8	8.7	4.3	180
		95% Q (ft)		359	59	151	149	
	2016 PM Peak	LOS	D	F	E	D	A	
	<i>w/ Signal</i>	Delay (Sec/veh)	39.6	98.8	75.9	40.8	5.1	180
		95% Q (ft)		650	87	695	168	
	2016 PM Peak	LOS	D	E	E	D	A	
	<i>w/ Split-Phase Signal</i>	Delay (Sec/veh)	36.5	66.9	76.0	43.5	4.7	180
		95% Q (ft)		471	85	698	165	
	2016 PM Peak	LOS	D	F	D	E	A	
	<i>w/ Mini Roundabout</i>	Delay (Sec/veh)	51.8	82.4	49.4	66.9	4.3	180
		95% Q (ft)		602	56	989	136	
		<i>Signal runs in actuated-uncoordinated mode</i>						
		<i>Simtraffic Results</i>	Packet Page 167				10/7/2016	

Design Contract

☞ AMEC Foster Wheeler (now Wood.) was selected.

☞ SGM assisted in Traffic Analysis and Lee Barger had worked on the proposed mini-roundabout and the continued analysis of this area.

☞ Bridge was functionally obsolete in part due to the lack of capacity for the vehicle movements in this intersection.

☞ Originally designed as a 4-way stop, and the agricultural nature of that area at the time of construction didn't need more than that.

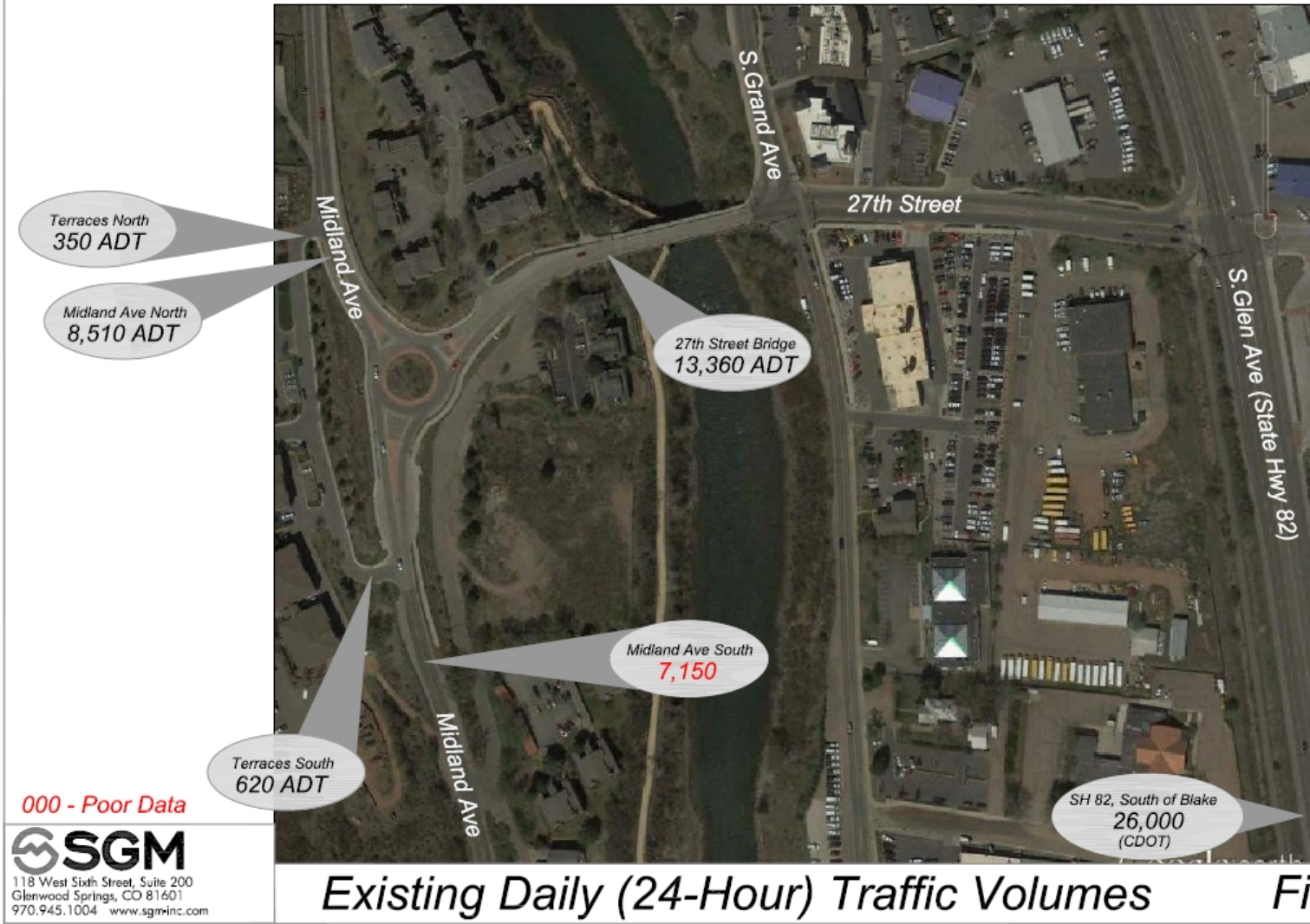
☞ As this area developed, future needs were not accounted in the ROW



The Analysis

- œ A 20 year solution cannot be made with the improvement of this intersection and bridge alone.
- œ Had to assume the construction of South Bridge
 - œ Without South Bridge, the City would have been forced to construct a 4 – 5 lane bridge and add two lanes on Midland Avenue to Hager Lane and 14th Street.
 - œ Many property possessions would be necessary
 - œ Pseudo-“Bypass” improvements
 - œ Funding for this would could pull from South Bridge funding, which is a safety project and necessary even with 27th Street Bridge construction
 - œ Even with the construction of South Bridge a 3 lane bridge would have been necessary in a signalized intersection for stacking of vehicles
 - œ Roundabout was the least impactful solution for the neighbors

Date of Traffic Counts:
May 3-5, 2016



Existing Daily (24-Hour) Traffic Volumes

Figure 2



Table 1
Baseline Intersection Level of Service Summary

Control at S. Grand	Intersection	AM		PM	
		LOS	DELAY ¹ (s)	LOS	DELAY (s)
Existing Signal Timing	Midland Roundabout	B	10.1	A	9.3
	S. Grand Signal	B	13.4	F	175.7
	SH 82 Signal	B	16.7	D	39.6
AM Turn Restrict.	Midland Roundabout	C	16.8	A	9.3
	S. Grand Signal w/ AM Restriction	C	30.4	F	175.7
	SH 82 Signal	C	31.2	D	39.6
Split- Phase Signal	Midland Roundabout	B	11.5	A	8.7
	S. Grand Split-Phase Signal	C	30.9	F	183.7
	SH 82 Signal	B	17.1	D	36.5
Mini Round- about	Midland Roundabout	B	12.4	B	11.2
	S. Grand Mini Roundabout	D	31.2	F	92.7
	SH 82 Signal	B	13.8	D	51.8

Table 2
Baseline 95th Percentile Queue Summary

	Maximum Queue Lengths	AM	PM
Existing Signal Timing	Midland Roundabout	NB – 236'	WB – 131'
	S. Grand Signal	EB – 269'	NB – 1899'
	SH 82 Signal	EB – 341'	NB – 695'
AM Turn Restrict.	Midland Roundabout	NB – 249'	WB – 131'
	S. Grand Signal w/ AM Turn Restriction	EB – 481'	NB – 1899'
	SH 82 Signal	EB – 628'	NB – 695'
Split- Phase Signal	Midland Roundabout	NB – 243'	WB – 128'
	S. Grand Split-Phase Signal	EB – 417'	NB – 1872'
	SH 82 Signal	EB – 323'	NB – 698'
Mini Round- about	Midland Roundabout	NB – 253'	NB – 133'
	S. Grand Mini Roundabout	EB – 464'	SB – 1113'
	SH 82 Signal	EB – 359'	NB – 989'

The 95th percentile queue length represents the maximum queue length that occurs during 95% of the hour, so there may be times when it is exceeded for a short period of time. Values shown in **BOLD** represent 95th percentile queue lengths that extend into adjacent intersections or are excessive. These instances include the morning eastbound queue to the SH 82 signal that is shown to extend into the S. Grand intersection (spacing is 615' between intersections). This long queue that caused temporary intersection blockage was observed to occur during the morning peak hour prior to restriping project that the City and CDOT completed in October. Since the striping change and signal timing adjustments made by CDOT at SH 82, this queue has not been observed to cause blockage in the AM peak (this will be demonstrated in the Improved Baseline analysis summary).

The following table shows the comparative performance of the two intersection control methods for 27th/S. Grand under the Improved Baseline scenario.

Table 3
Improved Baseline Intersection Level of Service Summary

	Intersection	AM		PM	
		LOS	DELAY ¹ (s)	LOS	DELAY (s)
Existing Signal Timing	Midland Roundabout	B	10.1	A	5.3
	S. Grand Signal	B	13.4	D	38.5
	SH 82 Signal	B	16.7	C	23.1
Mini Round- about	Midland Roundabout	B	13.1	A	4.3
	S. Grand Mini Roundabout	C	17.1	C	16.7
	SH 82 Signal	C	23.9	C	23.1

1 – Delay expressed as average delay per vehicle in seconds/vehicle.

As the table shows, the intersections within the study area would all operate within acceptable standards during both peak hours under the Improved Baseline conditions. The heavy eastbound morning flow is accommodated sufficiently by the improved laneage and signal timing at SH 82, while the heavy return flow in the PM peak (westbound) is accommodated sufficiently by the improved laneage at the 27th/Midland roundabout. Detailed operational results for these alternatives are provided on Tables A4 – A6 in the appendix that show the MOE's by movement on each approach.

Table 4
Improved Baseline 95th Percentile Queue Summary

	Approach with Maximum Queue Length	AM	PM
Existing Signal Timing	Midland Roundabout	NB – 236'	SB – 120'
	S. Grand Signal	EB – 269'	NB – 531'
	SH 82 Signal	EB – 341'	NB – 527'
Mini Round- about	Midland Roundabout	NB – 250'	SB – 117'
	S. Grand Mini Roundabout	EB – 426'	WB – 462'
	SH 82 Signal	SB – 446'	NB – 550'

As Table 00 shows, the maximum queue lengths can be accommodated within the space provided between intersections. The maximum queues at all the study intersections are generally shorter than the Baseline results as a function of improved throughput at the 27th/Midland intersection. Overall performance results indicated that the signal (with AM turn restriction) operates slightly better in the AM peak than the mini roundabout, and the mini roundabout configuration operates slightly better in the PM peak than the signal.

Table 7
Long-term with Additional Growth (2036) Traffic Conditions
Intersection Level of Service Summary

	Intersection	AM		PM	
		LOS	DELAY ¹ (s)	LOS	DELAY (s)
Optimized Signal Timing	Midland Roundabout	B	13.6	A	5.6
	S. Grand Signal	B	11.1	C	33.3
	SH 82 Signal	C	22.6	C	27.8
Mini Round- about	Midland Roundabout	C	16.4	A	6.2
	S. Grand Mini Roundabout	C	21.7	C	23.5
	SH 82 Signal	C	22.0	C	25.9

¹ – Delay expressed as average delay per vehicle in seconds/vehicle.

As the table shows, the intersections within the study area would all operate within acceptable standards during both peak hours under the Long-term with Additional Growth Traffic Conditions with South Bridge in place. Detailed operational results for the Long-term with Additional Growth alternative are provided on Tables A10 – A12 in the appendix that show the MOE's by movement on each approach.

the intersection MOE's including each 95th percentile queue length on each leg for each intersection in the study area.

Table 8
Long-term with Additional Growth 95th Percentile Queue Summary

	Approach with Maximum Queue Length	AM	PM
Optimized Signal Timing	Midland Roundabout	NB – 247'	SB – 163'
	S. Grand Signal	EB – 195'	NB – 399'
	SH 82 Signal	SB – 523'	NB – 646'
Mini Round- about	Midland Roundabout	NB – 254'	SB – 176'
	S. Grand Mini Roundabout	EB – 472'	WB – 457'
	SH 82 Signal	SB – 502'	NB – 727'

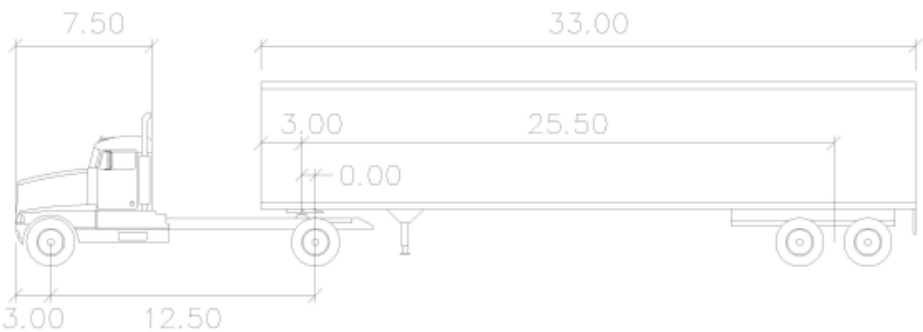
As Table 8 shows, the maximum queue lengths can be accommodated within the space provided between intersections and are generally longer than the results of the Long-term scenario.

The Design

- œ Bridge can always be widened in the future with the current design
 - œ Could necessitate improvements along Midland Avenue, etc.
- œ Minimize adjacent property owner impacts
- œ Traffic Movements did not function safely for large trailers prior to the roundabout installation
- œ Additional signage was included in the design to facilitate the design movements
- œ Berthod Motor's reviewed the truck movement plans



Truck Analysis

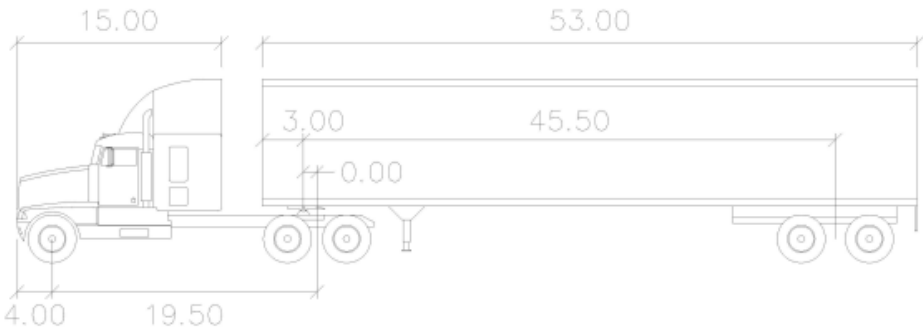


WB-40

	feet		
Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.00	Steering Angle	: 20.3
Tractor Track	: 8.00	Articulating Angle	: 70.0
Trailer Track	: 8.00		

WB-40

Beer and most food delivery



WB-67

	feet		
Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 28.4
Tractor Track	: 8.00	Articulating Angle	: 75.0
Trailer Track	: 8.50		

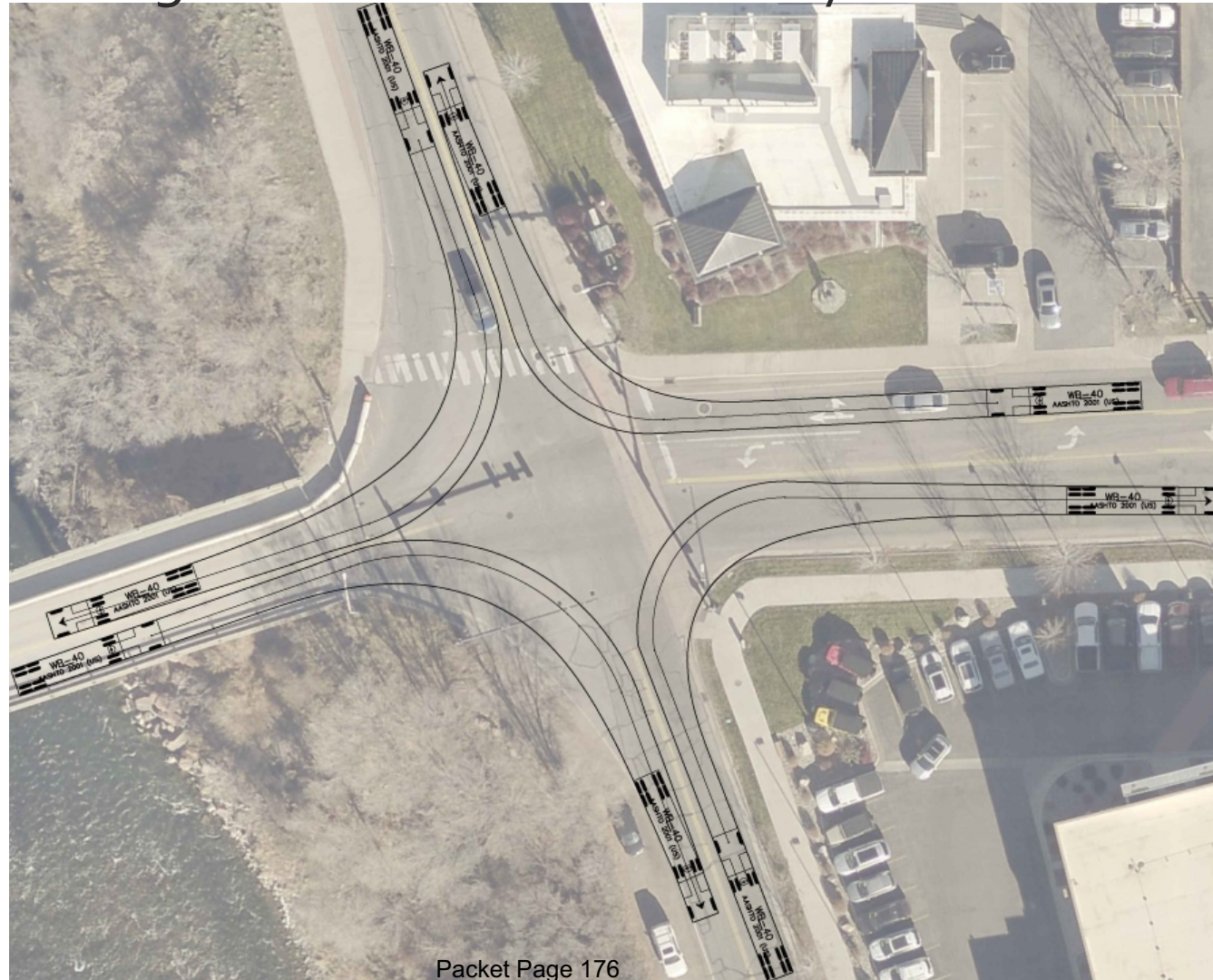
WB-67

Full size (maximum legal load) semi-trucks

Predevelopment Condition

WB-40

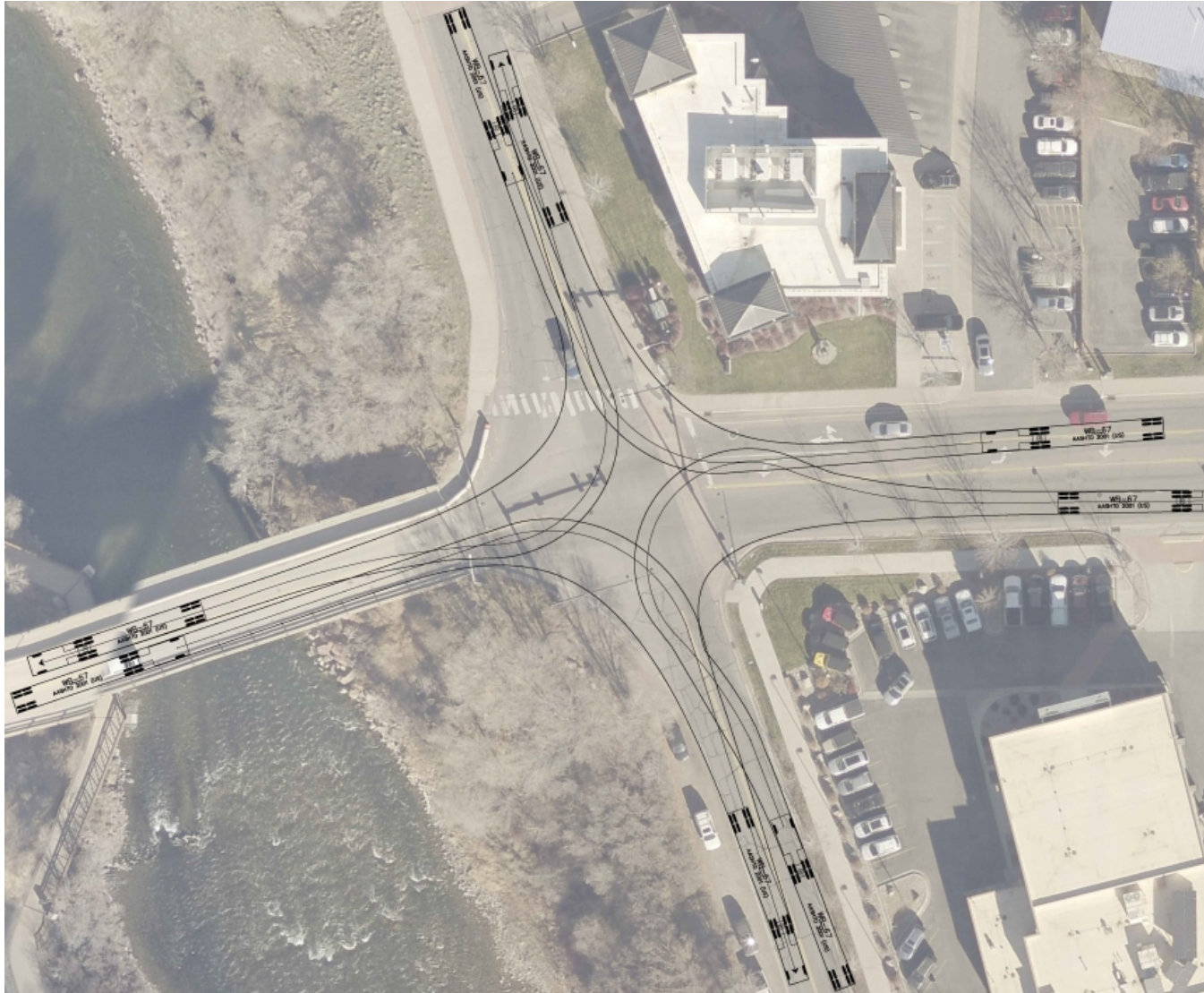
Makes right turn movements safely and in lane



February 6, 2020

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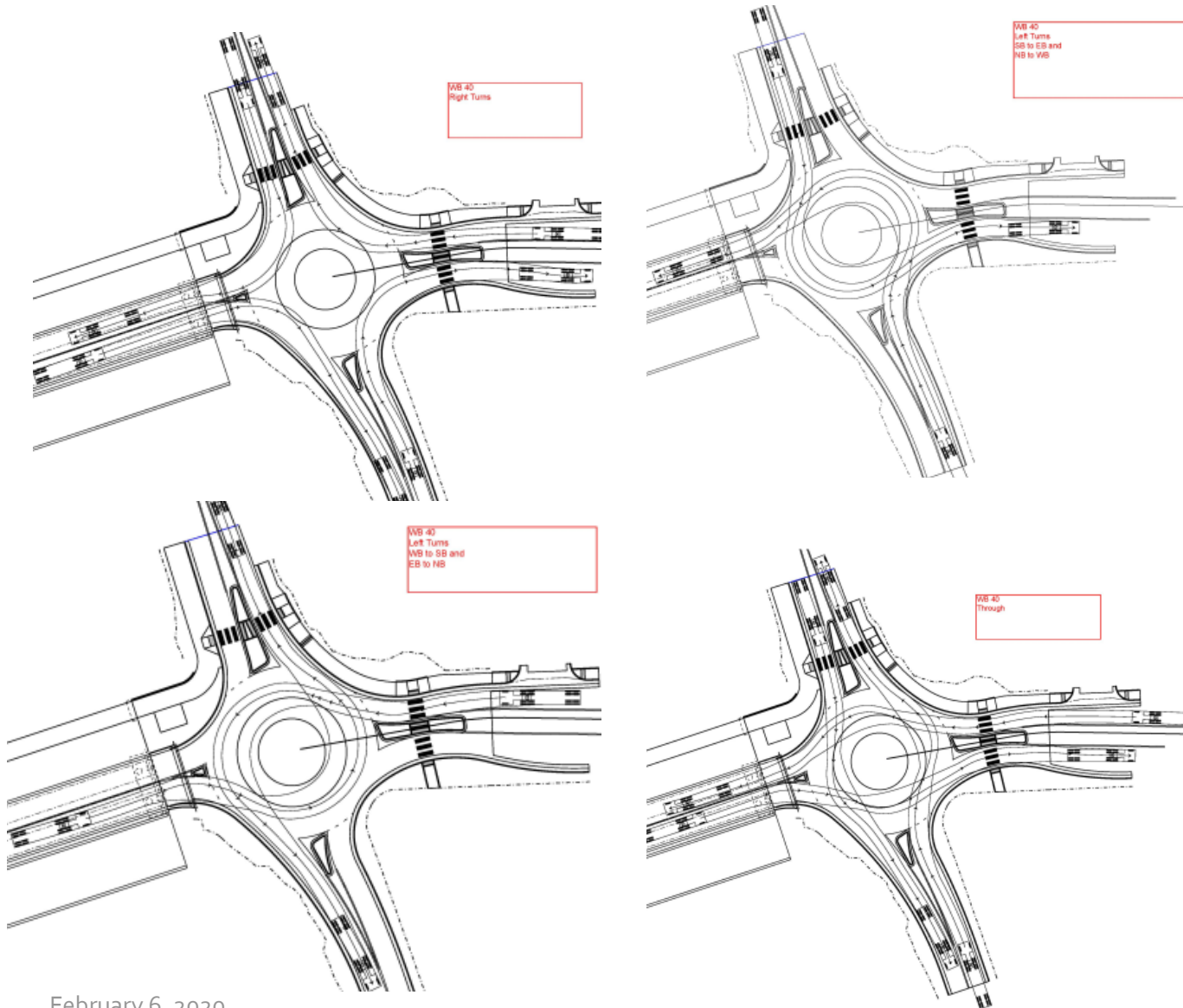
Predevelopment Condition



WB-67

Cannot maintain lane and must turn into oncoming traffic and mount sidewalk to make the right turn movement

Developed Condition



WB-40

Makes all turning movements safely utilizing the apron

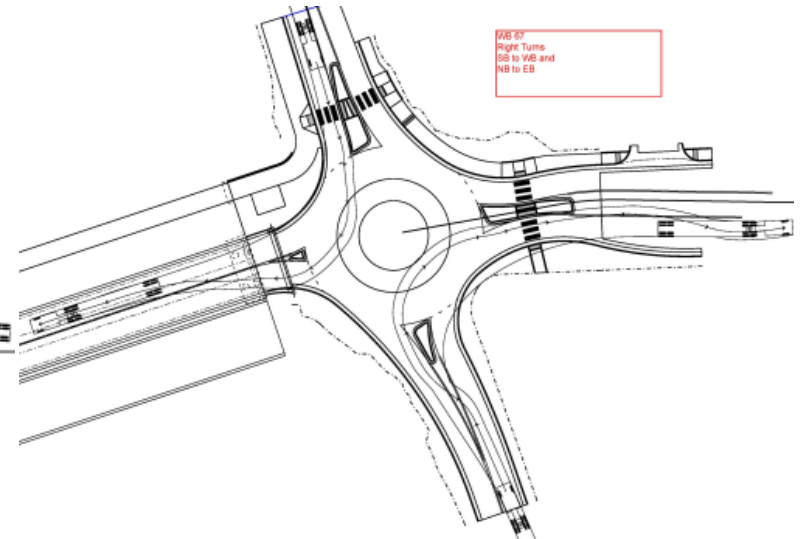
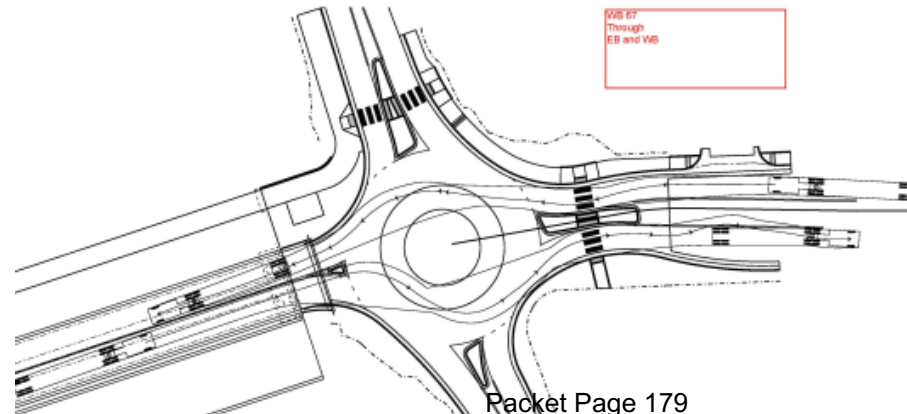
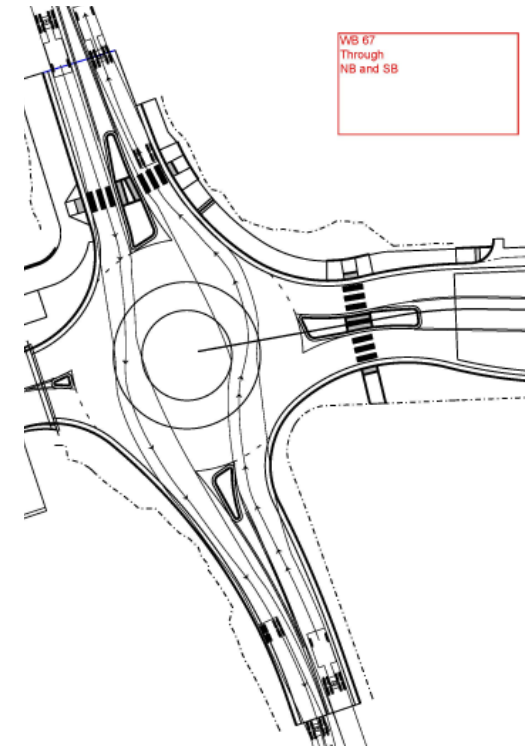
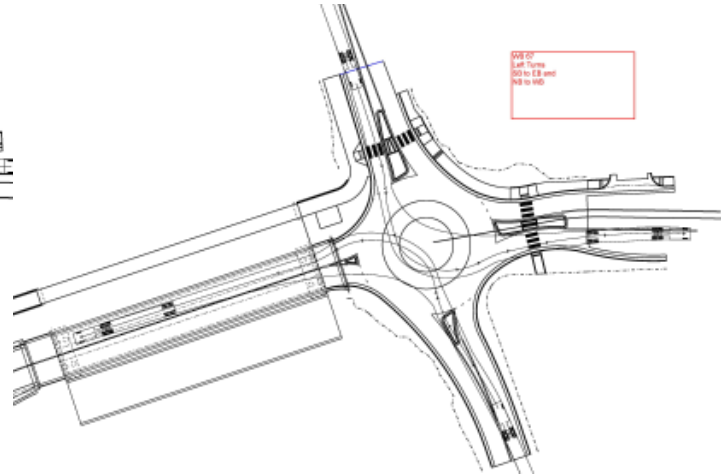
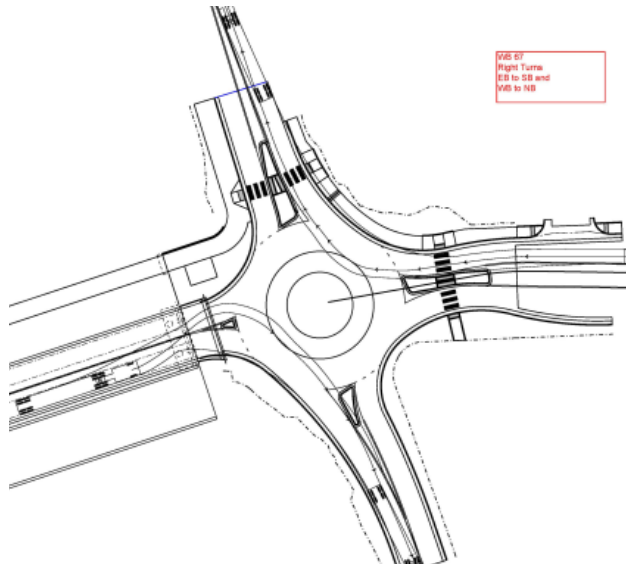
February 6, 2020

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Developed Condition

WB-67

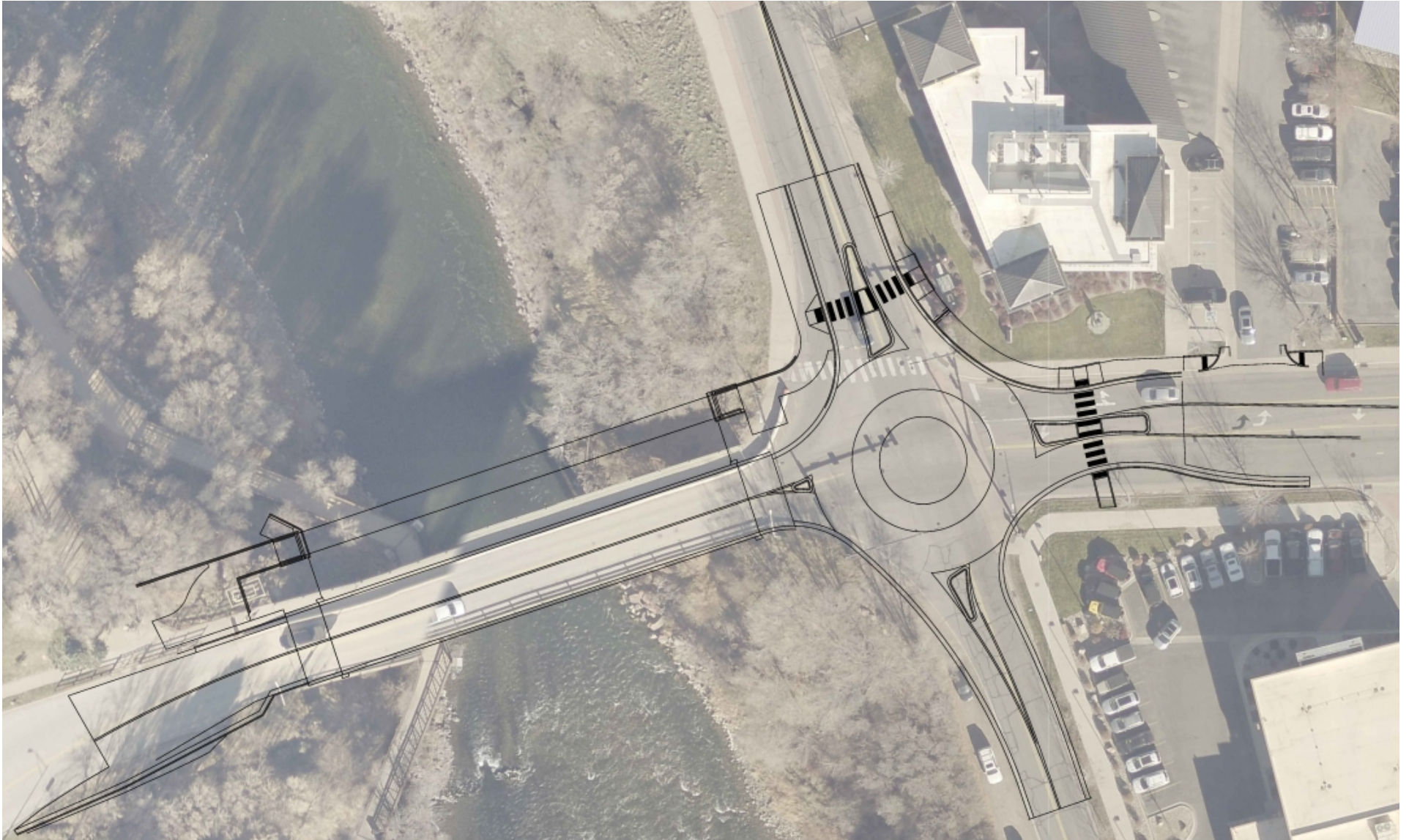
Cannot make all movements in lane, but can be facilitated with coordination and planning



February 6, 2020

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Developed Condition



February 6, 2020

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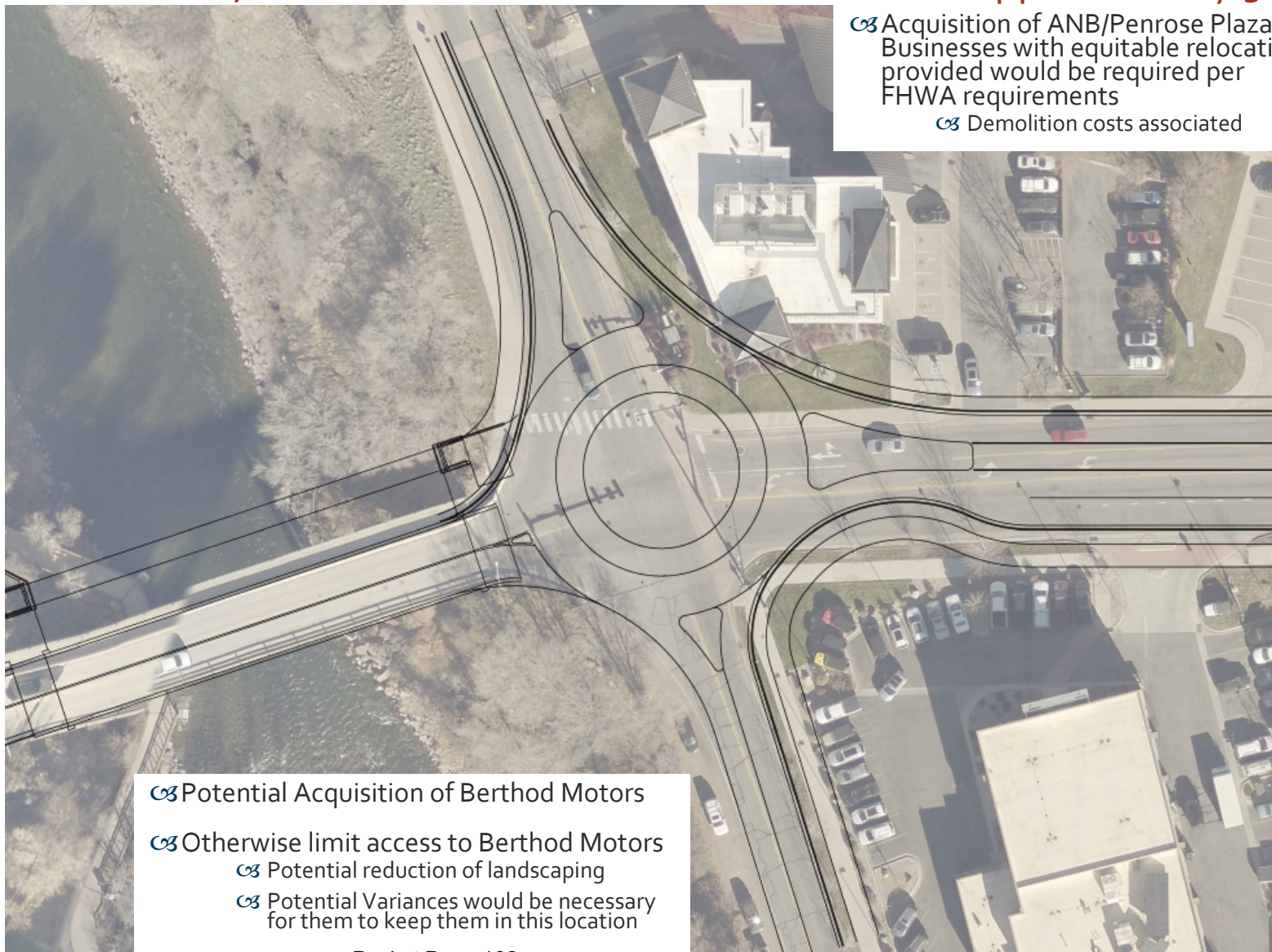
Developed Condition



February 6, 2020

What about a larger Roundabout?

Midland Avenue and 27th Street intersection – outer diameter is approximately 92'



Acquisition of ANB/Penrose Plaza
Businesses with equitable relocation
provided would be required per
FHWA requirements

Demolition costs associated

Potential Acquisition of Berthod Motors

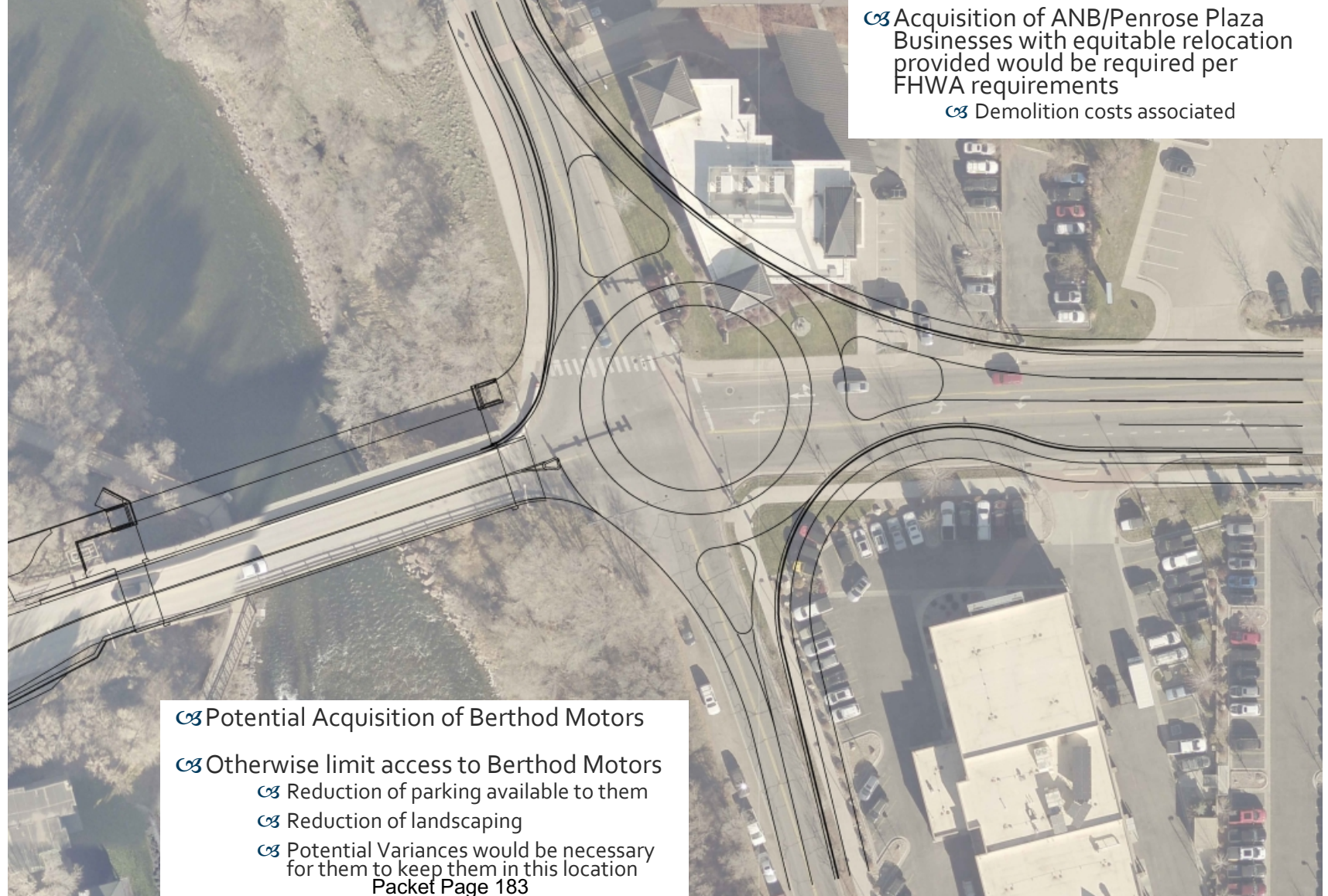
Otherwise limit access to Berthod Motors

Potential reduction of landscaping

Potential Variances would be necessary
for them to keep them in this location

What about a larger Roundabout?

✧ Exit 114 Roundabout – outer diameter is approximately 120'



✧ Acquisition of ANB/Penrose Plaza
Businesses with equitable relocation
provided would be required per
FHWA requirements

✧ Demolition costs associated

✧ Potential Acquisition of Berthod Motors

✧ Otherwise limit access to Berthod Motors

✧ Reduction of parking available to them

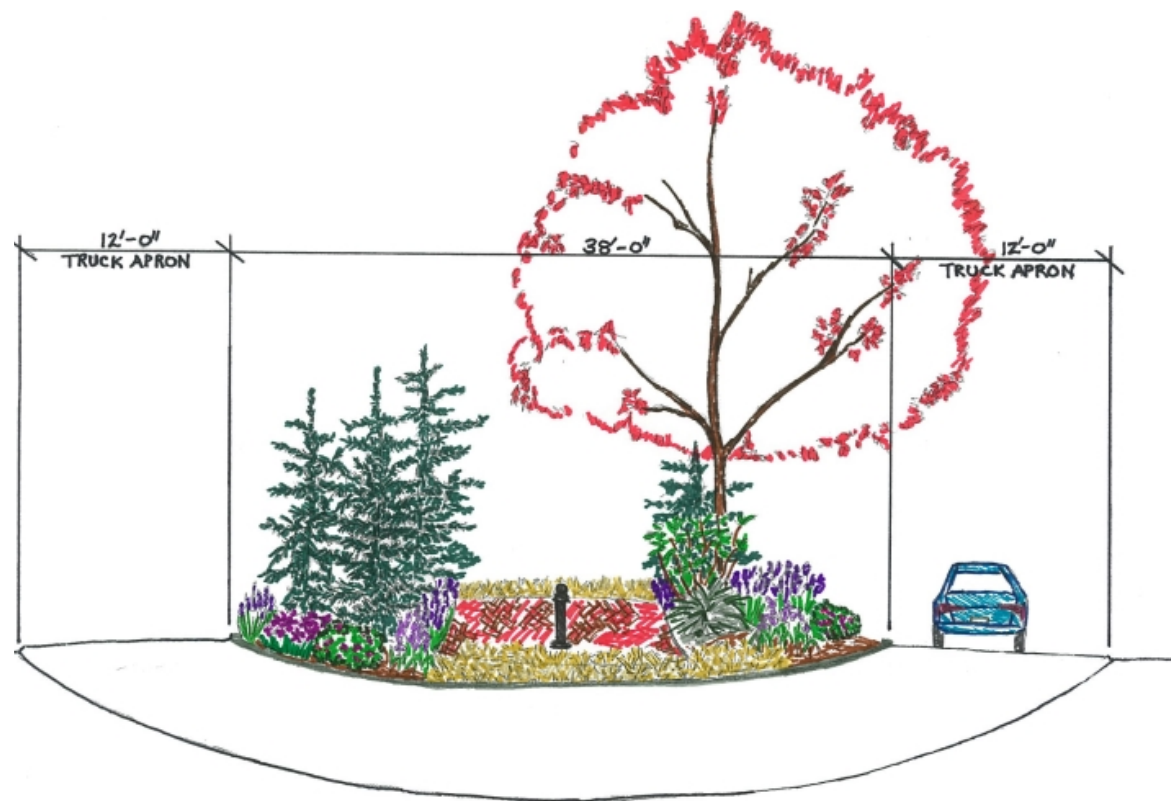
✧ Reduction of landscaping

✧ Potential Variances would be necessary
for them to keep them in this location

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February 6, 2020

Questions?





City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Ordinance No 1, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Section 100.040.020 and 120.020.100 of the Glenwood Springs Municipal Code (SECOND READING)

Action Requested: Approve Ordinance 2020-1.

Department: Attorney

Presented By: Glenwood Springs Legal, Legal

Background Info: In August, Council adopted several ordinances regulating various activities in the Downtown Area, including outdoor smoking and camping. After several months of observation, staff has recommended some refinements of the Downtown Area prohibitions. Additionally, after discussion with staff, we concluded that the adoption of maps depicting these prohibition areas would work better in the Municipal Code than attempting to describe the areas. Those maps are included as Exhibit A (camping) and Exhibit B (smoking).

Issues:

Staff Recommendation:

ORDINANCE NO. 1

Series of 2020

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 100.040.020 AND 120.020.100 OF THE GLENWOOD SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Section 100.040.020 of the Municipal Code addresses the regulation of outdoor smoking within the City; and

WHEREAS, Section 120.020.100 of the Municipal Code addresses the regulation of camping within the City; and

WHEREAS, both of the foregoing sections establish areas within the City’s Downtown Area in which both outdoor smoking and camping are prohibited; and

WHEREAS, City Council finds and declares that the amendments to Sections 100.040.020 and 120.020.100 of the Municipal Code the Development Code regarding the areas in which outdoor smoking and campaign are prohibited, as set forth herein are proper and necessary to advance the public health, safety and welfare of the City’s residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 100.040.020 is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

Section 100.040.020– Definitions.

Downtown area means, for purposes of this article, the areas ~~described below~~, for which a map is available for public inspection in the office of the City Clerk at 1010 West 8th Street, Glenwood Springs, Colorado and depicted herein.

- ~~(a) the area south of the Colorado River and north of 9th Street, extending from Colorado Avenue on the west to Blake Avenue on the east;~~
- ~~(b) the area from 9th Street up to and including 10th Street, extending from Colorado Avenue on the West to Cooper Avenue on the east;~~
- ~~(c) the 6th Street right-of-way;~~
- ~~(d) U.S. Highway 6 from its intersection with 6th Street to its intersection with Devereux Road; and~~
- ~~(e) the pedestrian bridge crossing the Colorado River from 6th Street to 7th Street.~~

[INSERT MAP ADOPTED IN SECTION 3]

Section 3. Adoption of Map. Section 100.040.020 is hereby amended by the adoption of a Map entitled “Downtown Area Outdoor Smoking Prohibition”, depicted on **Exhibit A** to this Ordinance, as provided for in the definition of *Downtown Area*.

Section 4. Section 120.020.100 is hereby amended as follows, with double underlined text added and strike through language deleted:

120.020.100 - Unauthorized habitation, camping and sleeping.

(a) Definitions. For the purposes of this section, the following definitions shall apply:

Downtown area means, for purposes of this article, the areas ~~described below~~, for which a map is available for public inspection in the office of the City Clerk at 1010 West 8th Street, Glenwood Springs, Colorado and depicted herein.

~~(1) The area south of the Colorado River and north of 9th Street, extending from Colorado Avenue on the west to Blake Avenue on the east;~~

~~(2) The 6th Street right-of-way;~~

~~(3) U.S. Highway 6 from its intersection with 6th Street to its intersection with Devereux Road; and~~

~~(4) The pedestrian bridge crossing the Colorado River from 6th Street to 7th Street.~~

[INSERT MAP ADOPTED IN SECTION 5]

Section 5. Adoption of Map. Section 120.020.100 is hereby amended by the adoption of a Map entitled “Downtown Area Camping Prohibition”, depicted on **Exhibit B** to this Ordinance, as provided for in the definition of *Downtown Area*.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS 16TH DAY OF JANUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk

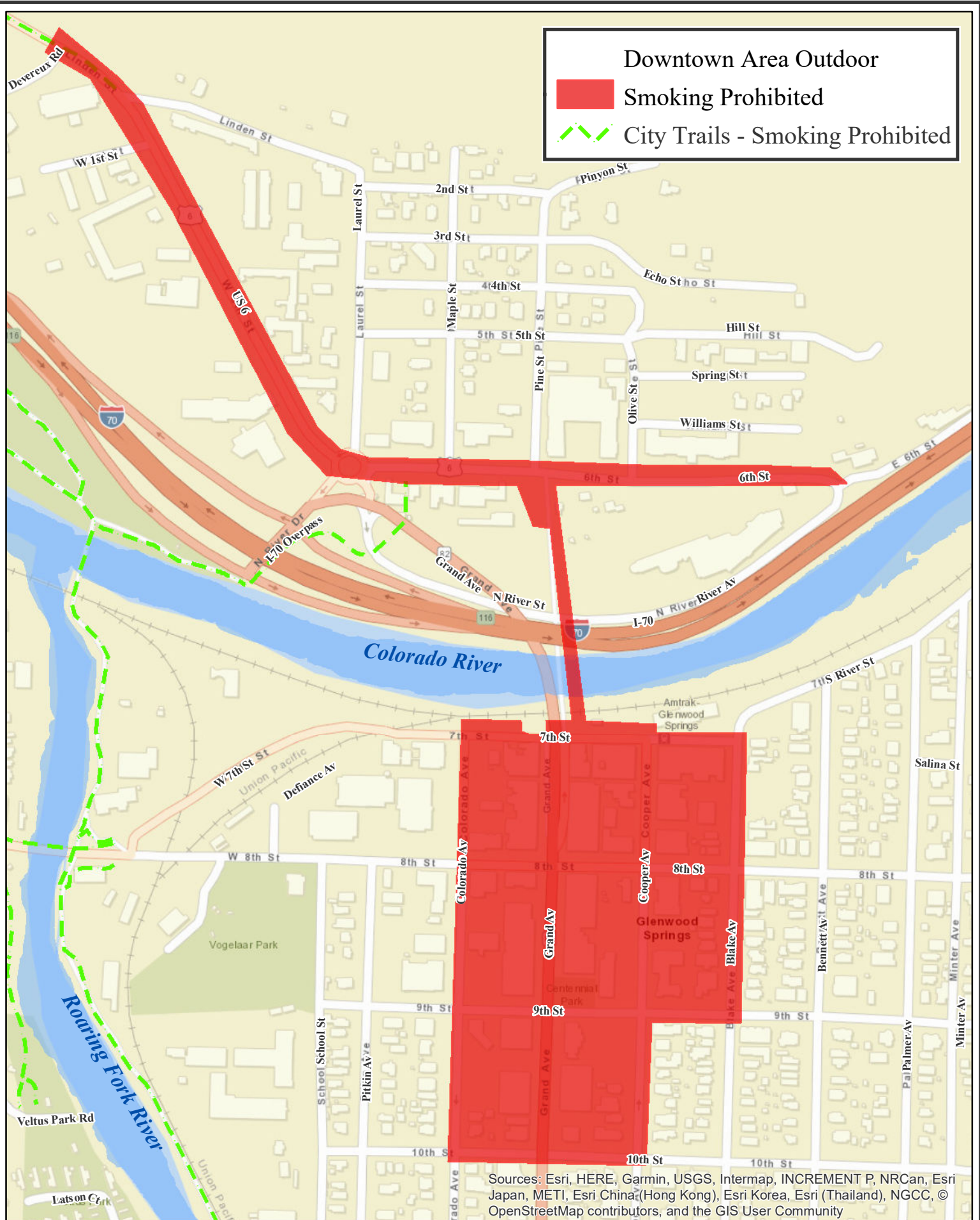
INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY
TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND
PUBLICATION THIS ____ DAY OF _____ 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



Downtown Area Outdoor Smoking Prohibition



Feet
0 200 400

This map was produced by the Engineering Department.
Use of this map should be for general purposes only.
City of Glenwood Springs does not warrant the accuracy
of the data contained herein. Aerials: November 2018
Phone - 970-384-6439 <http://www.cogs.us/> Author: J.Koenig, Date: 12/18/19
N:\GIS\GIS_Projects\PlannedNoSmoking_121819.pdf



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

- Agenda Item:** Resolution 2020 - 4; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Setting Fees in lieu of Sidewalks Pursuant to Section 070.040.070 of the Glenwood Springs Municipal Code
- Action Requested:** Resolution 2020-4 setting cash in lieu fees for sidewalks.
- Department:** Economic and Community Development
- Presented By:** Jennifer Ooton, Assistant City Manager
- Background Info:** If Ordinance 2, Series 2020 is approved to make changes to the code related to cash in lieu fees, City Council would set cash in lieu fees by resolution.
- The recommended cash in lieu fees for sidewalks were provided as an engineer's estimate in May 2019 by the City's Engineering Department.
- 5' wide (4"Thick) = \$40/Linear Ft -- five (5) feet wide in residential zoning districts
- 8' wide (4"Thick) = \$71/LF -- (8) feet wide in nonresidential and mixed-use zoning districts
- Issues:** None.
- Staff Recommendation:** Approval of Resolution 2020-4 Setting Cash in-Lieu Fees For Sidewalks.

RESOLUTION 2020 - 4

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, SETTING FEES
IN LIEU OF SIDEWALKS PURSUANT TO SECTION
070.040.070 OF THE GLENWOOD SPRINGS MUNICIPAL
CODE.**

WHEREAS, Section 070.040.070(f)(1) of the Glenwood Springs Municipal Code, as amended by Ordinance 2020-2, sets forth the requirements for sidewalk construction in a development; and

WHEREAS, Section 070.040.070(f)(1)(d)2. of the Municipal Code requires that sidewalks in nonresidential and mixed-use zoning districts be at least 8 feet wide and that sidewalks in residential zoning districts be at least five feet wide; and

WHEREAS, Section 070.040.070(f)(1)b, as amended by Ordinance 2020-2, allows a developer, when certain conditions are met and with approval of the City Engineer or Community Development Director, to pay a fee in lieu of providing all or a portion of the required sidewalks in an amount set by City Council resolution; and

WHEREAS, City Council desires to set fees in lieu of sidewalks based on the engineer's estimate provided by the City's Engineering Department in May 2019.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs hereby sets fees in lieu of sidewalks as follows: \$40/linear foot in lieu of the five-foot wide sidewalk required in residential zoning districts, and \$71/linear foot in lieu of the eight-foot wide sidewalk required in nonresidential and mixed-use zoning districts.

INTRODUCED, READ, AND PASSED THIS 16TH DAY OF JANUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item:	Appointments to Boards and Commissions -Planning and Zoning -Volunteer Firefighters Pension Board -Building Board and Appeals -Tourism and Promotion Board -Housing Commission -Financial Advisory Board
Action Requested:	Make appointments as needed to boards and commissions
Department:	City Clerk
Presented By:	Catherine Fletcher, City Clerk
Background Info:	Each board or commission completes a term of three years and will expire February 2023. Planning and Zoning has two openings for regular seats and three candidates: -Marco Dehm -Tim Malloy -Ben West Volunteer Firefighter Pension Board -One seat appointed by City Council -Leslie Ann Gallagher Building Board of Appeals - Three openings with one candidate; one contractor, one engineer, one current or former fire fighter or licensed fire alarm installer of fire code inspector -Rick Marye (qualifies as the Contractor) Tourism and Promotion - Three candidates for two open seats representing tourism -Nancy Heard -Ben West -John Goss Housing Commission - One open seat with one candidate -Ellen Dole Financial Advisory Board - Three open seats with three candidates: -Munro Wilcox -Steve Beckley -Mike McCallum
Issues:	NA
Staff Recommendation:	Staff defers to Council



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

**VOLUNTEER FIRE FIGHTER
PENSION BOARD
APPLICATION**
(for Powers and Duties, see page 3)

Section 1 - Name and Address

Name Leslieann Gallagher
Home Address 54 Indian Paint Brush, Carbondale, CO 81623
Mailing Address Same as above

Section 2 - Contact Information

Home 970-510-5161 Work 970-510-5161
Fax _____ Mobile 303-263-5579
Email Leslieann.Gallagher@wellsfargo.com

Section 3 - Occupation

Occupation Attorney for Wells Fargo Bank, N.A.

Section 4 - Personal and Professional Interests

1. Why are you interested in serving on the Volunteer Fire Fighter Pension Board?

I have served on this Board since 2011. My job entails working with retirement plans on a regular basis, I believe that my experience is useful to the Board.

2. Have you had previous experience with a volunteer pension plan?

Yes, through my employment as well as the service on this Board.

3. Do you, or a family member, currently receive a pension from a volunteer fire department?

NO.



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

**VOLUNTEER FIRE FIGHTER
PENSION BOARD
APPLICATION**
(for Powers and Duties, see page 3)

Section 4 - Personal and Professional Interests (Continued)

4. The Volunteer Fire Fighter Pension Board generally meets once or twice a year for approximately 1 to 2 hours. Do you have any existing time commitments that will hamper your ability to serve?

NO

Thank you for your interest and time commitment in serving your community

Please complete and submit this application online or
Mail to: City Clerk, 101 West 8th Street, Glenwood Springs, CO 81601;
Fax to: 970-945-5023;
Email: catherine.mythen@cogs.us



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

BUILDING BOARD OF APPEALS

(for Powers and Duties, see page 3)

Section 1 - Name and Address

Name

Home Address

Mailing Address

Section 2 - Contact Information

Home Work

Fax Mobile

Email

Section 3 - Occupation

Occupation

Section 4 - Personal and Professional Interests

1. Why are you interested in serving on the Building Board of Appeals?

For the good and improvement of my community.

2. What do you view as your role if selected as a member of the Building Board of Appeals?

As a member...the Building Board of Appeals sometimes wears many different hats. We as a board make important decisions regarding building code violations, holding contractors as well as residence accountable for violating codes. Codes are in place for a reason whether it be structural or life safety.

3. What experience have you had in the construction industry?

I've been in the construction industry all of my life. For the last 25 yrs I've been in the business of repairing buildings damaged by natural disasters ie; fires, floods, hurricanes and tornadoes on a large scale.

I've worked with many building depts. across the US. I've obtained permits and worked with many Architects, PE's and Fire Depts. I have a long list of experience to bring to the table.



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

BUILDING BOARD OF APPEALS

(for Powers and Duties, see page 3)

Section 4 - Personal and Professional Interests(continued)

4. Do you have any particular areas of interest or a particular perspective relating to construction processes in Glenwood Springs?

I would like to eventually become a Building Inspector commercial or residential for the City of Glenwood Springs.

5. Can you describe an experience making a decision that made people unhappy?

While on the Board for Adams County...we had a contractor building some townhouses. The contractor got all of the proper inspections on the first building which had 4 Units. He built an additional 2 buildings with out so much as a rough plumbing inspection. To make a long story short...we made the contractor remove drywall to get all rough inspections as well as expose bearing points to be sure the framing was properly built to the structural engineered drawings as well as a stamped letter form a structural engineer. We didn't impose a fine but he had plenty of expenses to remedy the problem as well as held up bank approval. He was not happy.

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code with adopted Building Codes in an equitable fashion?

Most definitely. I would also make sure that no one had any objections to me sitting through any process if i knew the party involved with a violation.

7. The Building Board of Appeals members generally attend a meeting on the last Wednesday of every month at 8:15 a.m. Do you have any existing time commitments that will hamper your ability to serve?

I work out of town most of the time and am usually in town every three weeks to a month and my company is well aware I'm presently on the board and has agreed to fly me into town if the need arises.

8. Are you aware of and understand the quasi-judicial function of the Building Board of Appeals?

Yes. I've spent most of my career working around the US. I understand the need for the board. I know many building codes but they are changing constantly. I do ask a lot of questions and refer to the code books many times. A good example would be the need for carbon monoxide detectors. A result of a tragedy in Aspen a few years back.

9. What experience do you have working with people on a board, commission or committee?

I worked on the Board of Appeals in Adams County Colorado for approximately 6 yrs. I've worked all over the US on many disasters. Fires, floods, hurricanes and tornadoes. The experience I bring to the table in my opinion could be valuable in almost any situation. In most cases we try to make it a win, win situation for all parties involved but sometimes that just simply isn't possible. I take life safety extremely serious as well as for the good of the community.

Thank you for your interest and time commitment in serving your community

Please complete this application and forward it to the City Clerk either by mail to: 101 West 8th Street, Glenwood Springs, CO 81601; fax to: 970-945-5023; email: catherine.mythen@cogs.us; or online:

www.cogs.us



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

BUILDING BOARD OF APPEALS

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE BUILDING BOARD OF APPEALS

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Building Board of Appeals:

(3) Building Board of Appeals:

- a. Building inspector, ex officio;
- b. One (1) professional engineer who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City;
- c. One (1) licensed contractor who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City;
- d. Two (2) citizens who are residents of the City

Powers and Duties:

(c) Powers and Duties of Building Board of Appeals. The powers and duties of the Building Board of Appeals shall be:

- (1) To hear appeals in accordance with the International Building Code, International Residential Code and the other adopted codes from the International Code Council, as adopted or amended by Title 060 of this Code. Such power shall not include matters of interpretation arising under the Code.
- (2) To issue and revoke or suspend a City's contractor's license as provided in Title 050.
- (3) To investigate, study and report to the City Council such other matters concerning contractor licensing and regulations as the Board may deem in the best interests of the City.
- (4) To investigate, study and report to the City Council matters of fire protection and prevention coordination and cooperation between the City Fire Department and the Glenwood Springs Rural Fire Protection District.

**City of Glenwood Springs**

Office of the City Clerk

101 West 8th Street

Glenwood Springs, CO 81601

Fax: 970-945-5023

Email: Catherine.mythen@cogs.us

PLANNING AND ZONING COMMISSION**APPLICATION**

(for Powers and Duties, see page 3)

Section 1 – Name and AddressName Ben WestHome Address 1319 Walz Ave Glenwood Springs CO 81601Mailing Address 1319 Walz Ave Glenwood Springs CO 81601**Section 2 – Contact Information**Home 9707731313Work 9707731313Fax 9707731313Mobile 9707731313Email benwestrealtor@gmail.com**Section 3 - Occupation**Occupation Real Estate Broker**Section 4 – Personal and Professional Interests****1. Why are you interested in serving on the Planning and Zoning Commission?**

I have worked in heavy civil construction for almost 15 years and have recently shifted gears to real estate. I am a real estate owner in our community with both a primary residence and rental homes and would like to both understand and be involved in the formation and implementation of the Glenwood Springs Master Plan and the management, modifications and

2. What do you view as your role if selected as a member of the Planning and Zoning Commission?

I am a young member of the community and intent to stay in Glenwood Springs. I would like to help develop and make decisions about the City's Master Plan for our health and success and intentional long term development.

I would like to help make educated development decisions in our town as projects arise. I believe I can add value through my understanding of the code and help make informed

3. What experience have you had in the land use approval process?

I have managed multiple projects developing properties that included subdividing parcels and construction of new residences, requests for special use permits involving community interaction and decision making and as a result have gone through land use approval process in different communities along the way.



City of Glenwood Springs

Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: Catherine.mythen@cogs.us

**PLANNING AND ZONING COMMISSION
APPLICATION**

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

I want to make sure we make smart financial decisions as we develop our master plan, I believe I can help develop the plan with my construction and development background to make our community a great place to live.

5. Can you describe an experience making a decision that made people unhappy?

Last year I worked for Gould Construction and managed the reconstruction to the entrance of Aspen, known as the Castle Creek Bridge and Hallam Street Improvements. The project involved managing a challenging workload in a very short schedule while ensuring the timely commuter traffic entering and exiting Aspen and stakeholder comments. We did not always

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

I am a committed member of the Glenwood Springs Community and want to promote the City's goals, policies, and plans and I would be honored to represent them.

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I have a full time job and family but will take my commitment to our City very seriously. I also have a very large bandwidth for workload and believe I can manage a high level of workload.

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

Yes

9. What experience do you have working with people on a board, commission or committee?

I don't have much experience working on a board, commission, or committee but am sure I can learn how they work and be a helpful participant and member.

Thank you for your interest and time commitment in serving your community

Please complete and submit this application online or
mail to: City Clerk, 101 West 8th Street, Glenwood Springs, CO 81601;
fax to: 970-945-5023;
email: catherine.mythen@cogs.us



City of Glenwood Springs

Office of the City Clerk

101 West 8th Street

Glenwood Springs, CO 81601

Fax: 970-945-5023

Email: Catherine.mythen@cogs.us

PLANNING AND ZONING COMMISSION

APPLICATION

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE PLANNING AND ZONING COMMISSION

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Planning and Zoning Commission:

- a. Seven (7) citizens who are residents of the City.

Powers and Duties:

(f) Powers and Duties of Planning and Zoning Commission. The powers and duties of the Planning and Zoning Commission shall be:

- (1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.
- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.
- (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.
- (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:
 - a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
- (6) To perform such other functions as required by the provisions of Title 070.



(for Powers and Duties, see page 3)

Name	Marco Dehm
Home Address	1112 Walz Ave
Mailing Address	1112 Walz Ave

Home	_____	Work	_____
Fax	_____	Mobile	970-618-6673
Email	md@keylinkvr.com		

Occupation Self Employed

I have been appointed to the Planning & Zoning Commission for a few terms, therefore have made land use decisions based on facts for quite some time. I also believe being part of rewriting the development code and originally the Comp Plan.



City of Glenwood Springs

Office of the City Clerk

101 West 8th Street

Glenwood Springs, CO 81601

Fax: 970-945-5023

Email: Catherine.mythen@cogs.us

PLANNING AND ZONING COMMISSION

APPLICATION

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

I always believed Glenwood Springs should be moderately progressive in the way we develop or remaining land. But as we know progress comes with a heavy price tag for citizens and infrastructure. My interest relating to land use development is to strive for a balance between our past and economic progress. If we don't pay close attention to details we will loose our

5. Can you describe an experience making a decision that made people unhappy?

My latest experience with a mixed emotion outcome was the use by right approval of the new bank downtown. Upholding development codes and land use rights, influenced by having different visions for downtown or other areas are most difficult decisions to make. Again, striving to find a balance, which was found with much better design choices, is key.

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

I have always upheld the development code and represented the city's goals, policies and plans throughout my tenure on the Commission, and I will continue to separate my personal opinions and visions in order to judge each application by it's own merit in an equitable fashion

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I have no existing time commitments, aside from family time, that would interfere with my time on the Commission.

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

I am fully aware and understand the quasi-judicial function of the Commission.

9. What experience do you have working with people on a board, commission or committee?

I have had numerous years of experience on the Planning and Zoning Commission of which I have served as chairman for most years. Self employment and dealing with clients daily make interactions with applicants and staff easy for me.

Thank you for your interest and time commitment in serving your community

Please complete and submit this application online or
mail to: City Clerk, 101 West 8th Street, Glenwood Springs, CO 81601;
fax to: 970-945-5023;
email: catherine.mythen@cogs.us



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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE PLANNING AND ZONING COMMISSION

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Planning and Zoning Commission:

- a. Seven (7) citizens who are residents of the City.

Powers and Duties:

(f) Powers and Duties of Planning and Zoning Commission. The powers and duties of the Planning and Zoning Commission shall be:

- (1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.
- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.
- (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.
- (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:
 - a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
- (6) To perform such other functions as required by the provisions of Title 070.



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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

Section 1 – Name and Address

Name Tim Malloy

Home Address 402 Park Drive, Glenwood Springs, Colorado 81601

Mailing Address Same

Section 2 – Contact Information

Home 970-945-0977 Work 970-945-0832

Fax 970-945-0833 Mobile 970-618-6097

Email tim@tgmally.com

Section 3 - Occupation

Occupation Land Use Planner

Section 4 – Personal and Professional Interests

1. Why are you interested in serving on the Planning and Zoning Commission?

See attached - Exhibit A

2. What do you view as your role if selected as a member of the Planning and Zoning Commission?

See attached - Exhibit A

3. What experience have you had in the land use approval process?

See attached - Exhibit A



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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

Section 4 – Personal and Professional Interests (Continued)

4. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs?

See attached - Exhibit A

5. Can you describe an experience making a decision that made people unhappy?

See attached - Exhibit A

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

See attached - Exhibit A

7. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?

I run a private planning consulting office and have the ability to schedule my workload to accommodate the necessary time commitment

8. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission?

See attached - Exhibit A

9. What experience do you have working with people on a board, commission or committee?

See attached - Exhibit A

Thank you for your interest and time commitment in serving your community

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PLANNING AND ZONING COMMISSION APPLICATION

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE PLANNING AND ZONING COMMISSION

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Planning and Zoning Commission:

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- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.
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 - a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
- (6) To perform such other functions as required by the provisions of Title 070.

Exhibit A

Responses to questions for 2020 GWS P&Z Application (Tim Malloy):

Personal and professional interests: Personal – biking, hiking, skiing, fly fishing, guitar and other acoustic instruments. Professional – Urban and regional planning, architecture, GIS, sustainability, geography, graphic arts.

Why are you interested in serving on the P&Z?

I have lived in Glenwood Springs for 19 years and care about its future. The City is experiencing changes as a result of events that have occurred in recent years and I'm excited to part of the process of guiding ongoing change and protecting the best of what the City has to offer. As a planner with over 30 years of experience, I would love to participate in the process of realizing such opportunities for the betterment of the City in which I live and work. In addition, I have served on the Glenwood Springs Planning Commission for the past 4 years and feel that I much to contribute to the Planning Commission and the City.

What do you view as your role if selected as a member of the Planning and Zoning Commission?

First and foremost, my role would be to fulfill the powers and duties of the Planning and Zoning Commission as outlined in Title 020 of the Glenwood Springs Municipal Code. Beyond that, I see myself as a defender of planning principles and of public participation in the planning and development review process. I'm a firm believer that the best solutions result from a planning process that is transparent and incorporates broad community input. I also believe I could serve as a resource for how planning and development issues have been addressed in other communities within the region.

What experience have you had in the land use approval process? I have been involved with the land use approval process on a professional basis for over 30 years. My experience includes working for both government planning offices and private planning firms in Colorado and Minnesota. I was a senior planner and later assistant planning director in charge of current planning (development reviews) for Pitkin County for three years and I was the long-range planner for both Pitkin County and the City of Aspen for one year. I have been a private planning and land use consultant in Western Colorado for the past 23 years. My work as a private consultant has included preparing comprehensive master plans, facility master plans, design guidelines, sub-area plans, and other planning studies for both county and municipal governments. I wrote the Land Use Application Manual currently in use by the Pitkin County Community Development Department, and I was the lead consultant and principal author for both the 1999 and 2007 Master Plan for the Town of Basalt. I also coauthored the 1999 Comprehensive Plan for the Town of Carbondale, while serving as a founding partner of Rock Creek Studio. I have provided land planning services for numerous private and non-profit clients. These services have involved the preparation of development review applications as well as representing clients before planning and zoning commissions, county commissioners and town/city councils. I served as the local land use consultant

for the Pitkin County Airport for nearly 18 years and have worked on master plans for other Colorado airports including the Garfield County Regional Airport and the Grand Junction Regional Airport. I have also served on the Glenwood Springs Planning and Zoning Commission for 4 years. During those years I was heavily involved in the update of the current Glenwood Springs Development Code.

Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs? As a planning consultant who has advised numerous other towns, counties, and private entities on a wide range of planning and development-related issues, I have a thorough understanding of the planning and development process as well as a unique perspective and valuable knowledge which could be applied as a member of the Glenwood Springs Planning and Zoning Commission. My interest in architecture, sustainability and urban planning, and my work throughout Western Colorado, would be especially beneficial for addressing the planning issues facing Glenwood Springs in the coming years. As an avid hiker and cyclist, I'm also very interested in studying ways to improve the City's pedestrian and recreational trail system.

Can you describe an experience making a decision that made people unhappy?

Many years ago, I represented a non-profit organization that was interested in pursuing a modest expansion of their office facility which was located in a rural setting. While the project would have had little impact on anyone in the surrounding area due to the size and configuration of the subject property, the project was met with vociferous and emotional opposition. The planning commission meeting, at which this project was reviewed, was attended by a large crowd of upset residents. As the lead consultant, I represented the client in defense of the project, and thus, became the object of everyone's affection (satire intended). The outcome of this meeting is less important than what I learned by being in the hot seat that evening...everyone has a right to their opinion and they deserve the opportunity to express it; the key is to remain calm, stay focused on the facts and treat everyone with respect. Since joining the Glenwood Springs Planning and Zoning Commission, I have participated in the review of many development proposals which have been unpopular. This experience has strengthened my commitment to honesty and transparency in my role as a Planning Commission member.

Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion? Yes! I've spent my career as a planner upholding the Code of Ethics and Professional Conduct of the American Institute of Certified Planners (AICP). During my time staffing the Pitkin County Planning and Zoning Commission, I provided introductory and refresher training on planning ethics to new and continuing planning commission members. Since joining the Glenwood Springs Planning and Zoning Commission 4 years ago. I've repeatedly demonstrated my ability to be objective and to place the City's needs over my own.

The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve? I run a

private planning consulting office and have the ability to schedule my workload to accommodate the necessary time commitment.

Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? Yes – planning and zoning commissions serve a quasi-judicial function when they apply policies, standards and regulations that are contained within an existing adopted ordinance or statute to a specific set of facts (contents of development application, staff report, verbal testimony, etc.) presented during a hearing. This is referred to as a quasi-judicial act because the commission is behaving much like a judge by applying existing regulations to facts gathered during a hearing to arrive at a decision. The types of approvals/decisions that qualify as quasi-judicial varies somewhat from jurisdiction to jurisdiction, but they generally include things like piecemeal rezonings, special or conditional use permits, subdivisions, and variances. The most important things for P&Z members to keep in mind for quasi-judicial actions is that their decision must be based on compliance with the applicable review criteria and the stated findings must include clear rationale as to why the decision complies with the criteria. It is also critical that commission members not communicate regarding matters related to the request/application outside of the hearing so as to ensure that everyone with an interest in the case, including all members of the P&Z, hear the same evidence at the same time, from the same sources. The intent is to protect the rights of everyone involved (applicants, opponents and other interested parties) by affording the opportunity for a fair hearing before unbiased decision makers.

What experience do you have with people on a board, commission or committee? I served on the executive board, including one year as president, of the Mount Sopris Montessori School. I was a member of a peer review committee during the 2006 rewrite of the Pitkin County Land Use Code and, as mentioned previously, I staffed the Pitkin County Planning and Zoning Commission. I have also advised numerous boards and commissions on matters related to real estate entitlements, land planning and land use. I have served as a facilitator for dozens of community input and visioning sessions with a wide variety of citizen groups, committees and commissions in the course of managing various community planning processes. I prepared the Design Guidelines for the Aspen-Pitkin County Airport and established the rules and procedures for the Airport Design Review Committee and participated in setting up the committee. For the past 4 years, I have served on the Glenwood Springs Planning and Zoning Commission.



City of Glenwood Springs

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HOUSING COMMISSION

APPLICATION

(for Powers and Duties, see Page 3)

Section 1 – Name and Address

Name Ellen Dole
Home Address 40 Laird Lane, Glenwood Springs, CO 81601
Mailing Address same

Section 2 - Contact Information

Home 970-945-9725 Work retired
Fax none Mobile 303-601-9115
Email dolesrus@comcast.net

Section 3 – Occupation

Occupation I was an attorney with HUD for almost 37 years, serving as Regional Counsel for Region VIII(Denver) for 16 years, retiring in 2016.

Section 4 - Personal and Professional Interests

1. Why are you interested in serving on the Housing Commission?

please see attachment.

2. What do you view as your role if selected as a member of the Housing Commission?

please see attachment.

3. What personal or professional experience do you have relative to the mission of the Housing Commission (see Powers and Duties attached)?

please see attachment.

1. Why are you interested in serving on the Housing Commission?

My husband and I moved to Glenwood Springs from Boulder in 2016 for family reasons following our retirements. We love living in Glenwood Springs and want to contribute to its continued well-being. Glenwood Springs is a vibrant community, home to a diverse population and a thriving economy. It is also facing challenges and opportunities, including issues related to housing. I believe I have a background that would be of use to City Council as it develops its housing policies and strategies and takes action to address various facets of housing-related issues.

2. What do you view as your role if selected as a member of the Housing Commission?

I see my role as an advisor, sounding board and educator, based on my experience and knowledge. I also know that, as a recent resident of the Glenwood Springs community, I have much to learn about the City. I believe it is my responsibility to learn as much as I can so that my advice is fact-based and reliable.

3. What personal or professional experience do you have relative to the mission of the Housing Commission (see Powers and Duties attached)?

I served as an attorney with HUD for almost 37 years. During that time, I provided advice and expertise in all facets of HUD programs, including single family and multifamily housing, public housing, community planning and development, housing for the homeless, fair housing, Native American housing, litigation and administrative matters (procurement, human resources, FOIA, etc.). I worked for 12 years in the Boston office and then for 25 years in Denver. I was the Regional Counsel in Denver for 16 years. While at HUD, I led a national task force that rewrote HUD's multifamily documents. I earned an M.C.P. (Masters in City Planning) from MIT, and, although I have always practiced law (J.D. from Boston College and B.A. from Cornell University), my planning background helped inform my HUD experience. I received the Curry Award for sustained excellence in the provision of legal services, the highest award given by the HUD Office of General Counsel, and HUD's Distinguished Service Award from Secretary Julian Castro.

4. Have you previously served in any policy advisory capacity relative to Housing? If so, state your role.

Although I was not a policy maker at HUD, my title at HUD for many years was Attorney-Advisor. I always believed my job was, in part, an advisory one, and provided legal advice and guidance based on my best knowledge of the facts, the law and common sense. Please see also my answer to #3 above.

5. What do you see as the role that Housing play in the character and function of the Glenwood Springs Community?

Housing is a key component of any community, including Glenwood Springs. Without a safe, diverse and adequate housing stock a community cannot grow, develop or flourish; it might not even be able to sustain itself. I believe that a Housing Plan that reflects the character and function of the Glenwood Springs Community must consider and understand the vision, goals and needs of the Glenwood Springs residents, its businesses and workforce, its schools, the City Council and other stakeholders.

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

Yes. I did so throughout my career at HUD and can easily continue to do so.

7. What experience do you have working with people on a board, commission or committee?

I participated in many committees during my tenure at HUD, both as a participant and as a leader. I am currently the Secretary of the Board of the Glenwood Springs Citizens Alliance.

8. Are you able to attend a monthly meeting of the Housing Commission held at 4:00pm on the second Wednesday of each month?

Yes.



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Email: catherine.mythen@cogs.us

TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 1 - Name and Address

Name John Goss
Home Address 4703 Co.Rd. 335 New Castle Co.
Mailing Address _____

Section 2 - Contact Information

Home 970-948-8403 Work 970-945-9699
Fax _____ Mobile 970-948-8403
Email johngoss06@comcast.net

Section 3 - Occupation

Occupation Self Employed

Section 4 - Membership Qualifications

MEMBERSHIP QUALIFICATION	Check Here
A. Two (2) representatives from tourism-related businesses located within the City	☐
B. Two (2) representatives from lodging businesses located within the City.	☐
C. One (1) representative from restaurant businesses located within the City.	☒
D. One (1) representative from the Chamber Resort Assoc.	☐
E. Two (2) citizens who are a resident of the City with no direct or indirect financial interest in a business referenced in (A), (B) or (C) above; or	☐
F. One (1) resident having a financial interest in a business referenced in (A), (B) or (C) above.	☐

You must qualify as one of the above to serve on the Tourism Promotion Board. Please check the box next to the one that applies to you, and explain here how you are qualified:

I own The Vaudeville theatre on 915 grand Ave.



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Email: catherine.mythen@cogs.us

TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests

1. Why are you interested in serving on the Tourism Advisory Board?

To Help Tourism In Glenwood Springs

2. What do you view as your role if selected as a member of the Tourism Advisory Board?

3. Do you have marketing, advertising or public relations experience or skills?

4. Do you have tourism industry experience or skills?

5. Can you describe an experience making a decision based on public opinion ?



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TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests (continued)

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

7. Do you have any existing time commitments that will hamper your ability to serve?

8. What experience do you have working with people on a board, commission or committee?

Thank you for your interest and time commitment in serving your community

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TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Powers and Duties of the Tourism Promotion Board (GSMC 020.020.030[M]):

(m) Tourism Promotion Board. The powers and duties of the Tourism Promotion Board shall be:

(1) To investigate, study and report to the City Council:

- a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601 postal zip code, and
- b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601 postal zip code.

(2) To coordinate with City Staff, Community Organizations, Community Businesses, and other Boards and commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601 postal zip code.

(3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601 postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601 postal zip code in ways that could reasonably be expected to benefit the City.

(4) To establish rules of procedure and order for the Board to follow.

(5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report problems with performance to City Council.

(6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.

(7) To complete all other duties as may be directed by City Council.



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TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 1 - Name and Address

Name Nancy Heard
Home Address 60 Ptarmigan Lane, GWS CO 81601
Mailing Address Same

Section 2 - Contact Information

Home _____ Work _____
Fax _____ Mobile 970.379.9704
Email Nheard@glenwoodcaverns.com

Section 3 - Occupation

Occupation GM- Glenwood Caverns Adventure Park

Section 4 - Membership Qualifications

MEMBERSHIP QUALIFICATION	Check Here
A. Two (2) representatives from tourism-related businesses located within the City	☒
B. Two (2) representatives from lodging businesses located within the City.	☐
C. One (1) representative from restaurant businesses located within the City.	☐
D. One (1) representative from the Chamber Resort Assoc.	☐
E. Two (2) citizens who are a resident of the City with no direct or indirect financial interest in a business referenced in (A), (B) or (C) above; or	☐
F. One (1) resident having a financial interest in a business referenced in (A), (B) or (C) above.	☐

You must qualify as one of the above to serve on the Tourism Promotion Board. Please check the box next to the one that applies to you, and explain here how you are qualified:

I am the GM of Glenwood Caverns Adventure Park



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Email: catherine.mythen@cogs.us

TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests

1. Why are you interested in serving on the Tourism Advisory Board?

I have served 2 terms thus far and am currently the Treasurer. My attendance is good. I feel that I am a contributing member. It takes time to come up to speed when joining a board; that learning curve is behind me now.

2. What do you view as your role if selected as a member of the Tourism Advisory Board?

My role is to be representative of other tourist related business and help guide the Tourism Promotion Board in making prudent decisions and recommendations to Council. I am responsible to communicate with such businesses so that I can accurately represent them.

3. Do you have marketing, advertising or public relations experience or skills?

I am largely responsible for the Marketing Strategy and tactics for both Glenwood Caverns Adventure Park and Iron Mtn Hot Springs. I am privy to demographics of our visitors. I also have large exposure the PR for both companies.

4. Do you have tourism industry experience or skills?

I have been in the tourist industry for nearly 30 years. Previous to my last 11 years at the Caverns, I worked 17 years in Operations management for Aspen Skiing Company.

5. Can you describe an experience making a decision based on public opinion ?

We have reconsidered several decisions at the Park and Hot Springs based on public or customer comment. Being a good neighbor is an important value of ours. We have considered public comment in terms of lighting at night as well as parking.



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TOURISM PROMOTION BOARD

APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests (continued)

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

Yes. I feel that so can and have demonstrated that.

7. Do you have any existing time commitments that will hamper your ability to serve?

None

8. What experience do you have working with people on a board, commission or committee?

I have served the last 4 years on the Tourism Promotion Board.

Thank you for your interest and time commitment in serving your community

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TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Powers and Duties of the Tourism Promotion Board (GSMC 020.020.030[M]):

(m) Tourism Promotion Board. The powers and duties of the Tourism Promotion Board shall be:

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- b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601 postal zip code.

(2) To coordinate with City Staff, Community Organizations, Community Businesses, and other Boards and commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601 postal zip code.

(3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601 postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601 postal zip code in ways that could reasonably be expected to benefit the City.

(4) To establish rules of procedure and order for the Board to follow.

(5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report problems with performance to City Council.

(6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.

(7) To complete all other duties as may be directed by City Council.



City of Glenwood Springs
Office of the City Clerk
101 West 8th Street
Glenwood Springs, CO 81601
Fax: 970-945-5023
Email: catherine.mythen@cogs.us

TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Section 1 - Name and Address

Name Ben West

Home Address 1319 Walz Ave Glenwood Springs CO 81601

Mailing Address 1319 Walz Ave Glenwood Springs CO 81601

Section 2 - Contact Information

Home 9707731313 Work same

Fax none Mobile 9707731313

Email benwestrealtor@gmail.com

Section 3 - Occupation

Occupation Real Estate Broker

Section 4 - Membership Qualifications

MEMBERSHIP QUALIFICATION	Check Here
A. Two (2) representatives from tourism-related businesses located within the City	☒
B. Two (2) representatives from lodging businesses located within the City.	☒
C. One (1) representative from restaurant businesses located within the City.	☐
D. One (1) representative from the Chamber Resort Assoc.	☐
E. Two (2) citizens who are a resident of the City with no direct or indirect financial interest in a business referenced in (A), (B) or (C) above; or	☒
F. One (1) resident having a financial interest in a business referenced in (A), (B) or (C) above.	☐

You must qualify as one of the above to serve on the Tourism Promotion Board. Please check the box next to the one that applies to you, and explain here how you are qualified:

I have a vacation rental in my primary home so I'm not sure if that qualifies as businesses referenced in A, B, or C. If those don't qualify, I can qualify as E, a citizen who is a resident of the city with no direct or indirect interest in business referenced in A, B, or C.



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TOURISM PROMOTION BOARD

APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests

1. Why are you interested in serving on the Tourism Advisory Board?

I am a resident of Glenwood Springs and love living in this wonderful community. I have worked as a river guide for over a decade in my late teens and early 20s and have an understanding of the tourism industry through my roles in this industry where I worked in Colorado, California, and Washington. I understand that our community heavily relies on tourism and want to help make smart decisions about how we welcome tourists and generate more business with both the existing tourism base and by promoting more to come here.

2. What do you view as your role if selected as a member of the Tourism Advisory Board?

I want to help promote tourism in our community and feel that we can generate more business by widening our horizons of events that draw visitors to Glenwood Springs. I would love to help figure out how to promote tourism in new avenues such as river related events and music events to name a few. I would love to help with the existing efforts that are already underway and help make informed decisions about how our advisory board spends time, effort and money.

3. Do you have marketing, advertising or public relations experience or skills?

I worked in construction as a project manager for years and now as a real estate broker. Public relations skills are paramount to my success in these fields, helping people through processes, working with a multitude of different parties on projects and toward a common goal where everyone is satisfied. I am proud of my skills in public relations.

4. Do you have tourism industry experience or skills?

Yes, as stated previously, I worked in the river guiding industry for over 10 years and at ski areas in my early 20s.

5. Can you describe an experience making a decision based on public opinion ?

Last year I worked for Gould Construction and managed the reconstruction to the entrance of Aspen, known as the Castle Creek Bridge and Hallam Street Improvements. The project involved managing a challenging workload in a very short schedule while ensuring the timely commuter traffic entering and exiting Aspen and stakeholder comments. We did not always make everyone happy with our construction schedule as there were extensive daily delays but it was a necessary element in the success of a project that has given the entrance to the City a beautiful new look, a safer pedestrian corridor, and great transportation access. Throughout the projects phases from preconstruction through completion, we made many decisions incorporating public opinion and sentiment into the construction efforts in an attempt to make



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TOURISM PROMOTION BOARD

APPLICATION

(for Powers and Duties, see page 4)

Section 5 - Personal and Professional Interests (continued)

6. Can you separate yourself from your personal opinions and represent the City's goals, policies, plans and the Glenwood Springs Municipal Code in an equitable fashion?

I am a committed member of the Glenwood Springs Community and want to promote the City's goals, policies, and plans and I would be honored to represent them.

7. Do you have any existing time commitments that will hamper your ability to serve?

I have a family and job that require my time but am committed to being part of the success of my community. I also have a very large bandwidth for workload and believe I can manage a high level of workload.

8. What experience do you have working with people on a board, commission or committee?

I don't have much experience working on a board, commission, or committee but am sure I can learn how they work and be a helpful participant and member.

Thank you for your interest and time commitment in serving your community

Please complete and submit this application online or
Mail to: City Clerk, 101 West 8th Street, Glenwood Springs, CO 81601;
Fax to: 970-945-5023;
Email: catherine.mythen@cogs.us



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TOURISM PROMOTION BOARD APPLICATION

(for Powers and Duties, see page 4)

Powers and Duties of the Tourism Promotion Board (GSMC 020.020.030[M]):

(m) Tourism Promotion Board. The powers and duties of the Tourism Promotion Board shall be:

(1) To investigate, study and report to the City Council:

- a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601 postal zip code, and
- b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601 postal zip code.

(2) To coordinate with City Staff, Community Organizations, Community Businesses, and other Boards and commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601 postal zip code.

(3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601 postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601 postal zip code in ways that could reasonably be expected to benefit the City.

(4) To establish rules of procedure and order for the Board to follow.

(5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report problems with performance to City Council.

(6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.

(7) To complete all other duties as may be directed by City Council.



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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

Section 1 - Name and Address

Name

Home Address

Mailing Address

Section 2 - Contact Information

Home Work

Fax Mobile

Email

Section 3 - Occupation

Occupation

Section 4 - Personal and Professional Interests

1. Why are you interested in serving on the Finance Advisory Board?

2. What do you view as your role if selected as a member of the Finance Advisory Board?



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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

Section 4 - Personal and Professional Interests (continued)

3. What do you perceive as the major purpose of the Finance Advisory Board?

Assisting the City Council with recommendations in non political decisions centered on budgeting.

4. What area of expertise do you feel you can best provide to the Finance Advisory Board?

Residing and managing a family budget within the financial realities of GS.

5. What time commitment are you able to contribute as a board member?

What ever is needed.

6. If you have a specific purpose for applying for this board, please explain.

I am vested in the board continuing its mission and want to support that if no other citizens are willing to step forward.

Thank you for your interest and time commitment in serving your community

Please complete this application and forward it to the City Clerk either by mail to: 101 West 8th Street,
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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

POWERS AND DUTIES OF THE FINANCIAL ADVISORY BOARD

(as defined in Title 020 of the Glenwood Springs Municipal Code)

Composition of the Finance Advisory Board:

a. Seven (7) members of which at least six (6) are City residents. One member shall be employed in the finance industry; one member shall be employed by the tourism industry; and one member may be a non-resident, but shall own or be employed by a business within the City.

Powers and Duties:

(d) Powers and Duties of Finance Advisory Board. The Finance Advisory Board shall advise and assist the City Manager and Finance Director in the preparation of the City budget, the establishment of accounting systems for the City, the planning of expenses, the projection of revenues and the analysis of the other fiscal matters presented to the Board by the City Council. The Finance Advisory Board shall also be responsible for making recommendations to City Council regarding grants from the City's various grant programs as Council may establish from time to time. No decision of the Finance Advisory Board shall be binding upon the City or anyone acting on its behalf.



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(for Powers and Duties, see page 3)

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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

Section 4 - Personal and Professional Interests (continued)

3. What do you perceive as the major purpose of the Finance Advisory Board?

To inform and advise city council on items concerning the budget, grants program, rates, other sources of city income

4. What area of expertise do you feel you can best provide to the Finance Advisory Board?

Previous experience on the FAB board and owning a business

5. What time commitment are you able to contribute as a board member?

as much as required

6. If you have a specific purpose for applying for this board, please explain.

help with budget process

Thank you for your interest and time commitment in serving your community

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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

Section 4 - Personal and Professional Interests (continued)

3. What do you perceive as the major purpose of the Finance Advisory Board?

To be a helpful resource to the City with the financial management aspects of the City budget, and long term planning that is necessary for the fiscal health of Glenwood Springs.

4. What area of expertise do you feel you can best provide to the Finance Advisory Board?

General budget. Municipal finance. Municipal election experience.

5. What time commitment are you able to contribute as a board member?

Whatever is necessary.

6. If you have a specific purpose for applying for this board, please explain.

I would like to stay current with the City finances in order to help keep Glenwood Springs financially strong while providing essential services and amenities the citizens desire.

Thank you for your interest and time commitment in serving your community

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FINANCIAL ADVISORY BOARD APPLICATION

(for Powers and Duties, see page 3)

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City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item:	Bus System Re-branding - Studio Six Contract Extension
Action Requested:	Discussion regarding the rebranding of the City's Ride Glenwood Springs bus service. Approval of a contract extension for Studio Six if the Council would like to rebrand.
Department:	Engineering
Presented By:	Terri Partch, City Engineer
Background Info:	In early 2019 the Council requested that the City develop a bus wrap that better reflected the character of the City. City staff released an RFQ for the bus wrap project. Studio Six was chosen to design the new bus wraps. In late October, Studio Six and City Staff held a public meeting to receive community input about the new bus wrap. The meeting was well attended despite a snow storm that evening. At the meeting a question was raised about the name of the system. The citizens at the meeting supported the idea of evaluating a name change. Some ideas that were brought up were "River Run" or "Flow". From a marketing standpoint, many local bus systems have been rebranded to improve ridership. The City of Boulder's Hop bus, RFTA's VelociRFTA and Sedona's Verde Lynx are a few examples of rebranding to improve ridership. Studio Six has provided a proposal in the amount of \$34,916.00 to help the City rebrand the bus system which includes two additional public meetings and development of the branding design and graphics. The trademarking review will be required and is not included.
Issues:	This is not currently funded in the 2020 budget. However, the City has recently received \$40,000 in grant funding from the State for the Congestion Study. This money could offset the cost of the rebranding contract extension. The Congestion Study is partially budgeted from the Bus Tax Fund. Staff recommends taking the rebranding contract fee from this fund if the Council chooses to award the work.
Staff Recommendation:	Award the rebranding contract in an amount not to exceed \$34,916.00 to Studio Six.

[Accept Estimate] [Decline Estimate]

[PDF](#) Print



From

Studio Six 1114 Neon Forest Cir, Unit 6
Longmont, CO 80504

303.652.6230
StudioSixBranding.com

Estimate For

City of Glenwood Springs 101 W 8th Street
Glenwood Springs, CO 81601

Estimate Id**117**

Issue Date 12/04/2019

Subject Ride Glenwood Springs Transit Brand & Naming, Revised SOW

Description	Amount
Community Design Sessions -- Preparation	

The first phase in brand development for Ride Glenwood Springs will be a Community Design Process.

This process will include (1) meeting via conference call with the internal team and (2) onsite meetings to develop and refine the final artwork. The Community Design Process will define the overall look and feel of the new brand.

\$2,500.00

Preparation for the in-person sessions to include:

- Researching and preparing a PowerPoint presentation that will take the community through the step-by-step branding process that will assist Studio Six in capturing the essence of Glenwood Springs and Ride Glenwood
- Custom activities will be designed to gain specific art direction for the visual design/brand

Total: \$2,400

Facilitate Community Design Sessions

Community Design Session 1

- | | |
|--|------------|
| - Facilitate (2) stakeholder sessions to provide input on the design process (morning and evening) | \$2,500.00 |
|--|------------|

Community Design Session 2: Presentation of Designs

Description	Amount
- Present (2-3) concepts during (2) sessions (morning and evening)	
(2) hours each session, 4 sessions total	
• Preparation of boards for the presentation • Vendor coordination preparing for the presentation • Preparation of strategy notes	
Total: \$2,700	
Branding Design	
Design bus branding and work with an illustrator/s and internal designers to develop the new brand.	
- The process includes identifying potential design styles for the new branding. These "inspiration" styles will be reviewed at Community Design Session #1.	
- Based on this feedback, S6 will create (2) options to be presented at Community Design Session #2.	\$15,000.00
- The client will be a collaborative partner during the design phase to ensure that all of the details are considered.	
- (2-3) unique concepts for the long side of the vehicle will be presented at Community Design Session #2.	
Total: \$15,000	
Develop Final Graphic Assets of the New Brand	
- Develop all graphic assets	
- New logo prepared in .jpg, .png, .eps files	\$1,050.00
- Upload of all files via DropBox	
Total: \$1,050	
Project Management	
- Project manage and develop schedules for all projects	
- Obtain estimates	\$1,400.00
- Vendor coordination	
Total: \$1,400	
Travel Expenses:	
Hotel--La Quinta	
- 2 night stay	\$1,966.00
- 2 rooms	
- 2x (once in February and once in March)	
Rate is \$119/night/room/person (excludes taxes and fees)	
\$119 x 2 (nights) x 2 (people) = \$476	

Description	Amount
Total for (2) trips = \$952	
Mileage	
- 2 Round Trips at 400 miles/RT	
- IRS 2019 rate .58/mile	
400 x .58 = \$232/RT	
Total for (2) trips = \$464	
GSA Per Diem Rate (Meals & Incidentals)	
- 1 full day + 2 travel days = \$137.50/person	
- 2 people	
- 2x (once in February and once in March)	
\$137.50 x 2 people = \$275	
Total for (2) trips = \$550	
Estimate Total \$1,966.00	
Naming the System: Phase 1	
- Studio Six will develop an extensive list of names based on the stakeholder session feedback	
- Studio Six will conduct preliminary research. (The attorney will be required to conduct final naming research to avoid potential conflicts and to obtain all necessary trademarks.)	
- Studio Six will provide initial conceptual names to the client with taglines and background and reasoning for each naming concept	
- The Studio Six team, in collaboration with Glenwood Springs staff, will narrow the list and submit the top naming choices to the City's attorney for an initial review	
- The attorney will then provide the feedback on which names are available	
- Studio Six will then use those names to develop logos	
- The attorney hired by the City will obtain formal trademark of the name	\$10,500.00
\$9,750*	
Phase 2	
After the logo design phase, the final logotype will be provided to the attorney who will then submit for formal trademark on the logo itself	
Studio Six will prepare all visual logo files for the attorney's trademarking process.	
\$750	
Total: \$10,500	

Description	Amount
*65 hours are dedicated to the naming exploration by Studio Six. If additional hours are required to complete the naming process, a new SOW will be provided before additional work is performed.	

The trademarking will be provided by an attorney hired by the City. This service is not provided by Studio Six and is not included in this scope of work.

Estimate Total	\$34,916.00
----------------	-------------

Notes

Presentation boards are not included in the above design fee. Large 4' x 6' boards:
\$400/board
[Powered by](#)



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item: Consideration of System Improvement Fee Payment Plan for Sol Maya Salon.

Action Requested: Consideration of an extended twelve month system improvement fee payment plan for Sol Maya Salon located at 1001 Grand Avenue, Suite 103.

Department: Economic and Community Development

Presented By: Hannah Klausman, Senior Planner

Background Info: Sol Maya Salon is a new business located at 1001 Grand Avenue. Upon applying for a business license with the City of Glenwood Springs, Community Development staff performed a standard review of water usage for the proposed business.

After reviewing the historic usage of the unit, Staff applied a system improvement fee credit for a retail office space at 0.5 EQR's per 1,000 square feet.

The new proposed use of a hair salon is calculated at 0.3 EQR's per salon chair. The applicant is proposing three hair station chairs. The total proposed project EQR's amount to 0.9 EQR's. After applying the 0.5 EQR credit, Sol Maya salon is responsible for the remaining 0.4 EQR's which amount to a total of \$4,267.03.

Currently, City Code allows for a payment plan of six equal installments over six months.

Issues: The owner of Sol Maya Salon explained that as a new small business owner, the \$4,267 in system improvement fees were a substantial challenge to pay in six installments, amounting to approximately \$711 a month for six months. The owner requested the ability to pay over twelve installments which would make the payments more manageable.

Staff informed the applicant that this request would need approval from City Council. In order to open the business, Sol Maya entered into a six month payment plan and made the first payment of \$711.17 on January 8, 2020. The next payment is due on February 10, 2020. If City Council approves the payment plan request, the applicant would pay the remaining fees owed over eleven months starting February 10, 2020 with monthly payments of approximately \$323 a month. See attached proposed twelve month payment schedule and existing six month schedule.

Staff has initiated a code amendment for Section 080 to include an option for twelve month payment plans in specific instances to be reviewed and approved by the City Manager moving forward. This particular case is being reviewed separately as the code amendment requires two readings and publication before going into effect.

The proposed amendment language is as follows:

1. Extended Payment Plan. An applicant required to pay a system improvement fee in accordance with the provisions of this article may make a request to the City Manager to enter into a reasonable installment payment agreement with the City to pay the fee in no more than twelve (12) equal monthly installments. Such agreement will be in a form acceptable to the City Attorney and will provide for termination of the certificate of occupancy of the affected structure if periodic payments are not made when due. Upon a default of the agreement, the property will be credited with the equivalent per-EQR unit system improvement fee that has been paid. An

applicant shall demonstrate at least two of the following criteria to be eligible for an extended payment plan under this subsection:

1. Use is occurring in a multi-tenant building where the tenant space does not have an individual water meter.
2. The applicant business has 5 employees or less.
3. System Improvement Fees for water and sewer total more than \$3,000.

Sol Maya Salon would meets all three of the proposed criteria above if Council approves the amendment.

Staff Recommendation: Staff recommends approval of a twelve month System Improvement Fee payment plan for Sol Maya salon, located at 1001 Grand Avenue Unit 103.

1001 Grand Avenue Unit 103, Glenwood Springs, CO
Banezza Andrades Vargas, owner - Sol Maya Salon, Parcel #218509427014

	BALANCE	1/8/2020 1ST PMT	2/8/2020 2ND PMT	3/8/2020 3RD PMT	4/8/2020 4TH PMT	5/8/2020 5TH PMT	6/8/2020 FINAL PMT
Amount Due	\$4,267.03	\$711.17	\$711.17	\$711.17	\$711.17	\$711.17	\$711.17
Check No.							
Received							

**PAYMENT
APPLIED**

		1	2	3	4	5	6
SWIMP	\$2,056.45	\$342.74	\$342.74	\$342.74	\$342.74	\$342.74	\$342.74
WAIMP	\$2,210.58	\$368.43	\$368.43	\$368.43	\$368.43	\$368.43	\$368.43
PAYMENT	\$4,267.03	\$711.17	\$711.17	\$711.17	\$711.17	\$711.17	\$711.17

AMENDED BUILDING DEPARTMENT FEES PAYMENT AGREEMENT

THIS AMENDED AGREEMENT is made and entered into between the City of Glenwood Springs, Colorado, a municipal corporation (hereinafter "City") and Banezza Andrades Vargas (hereinafter "Customer") whose business address is 1001 Grand Avenue Unit 103, Glenwood Springs, CO, Parcel No. 218509427014 and whose Social Security number is _____, to be effective the 6th day of February 2020.

1. RECITALS:

- a. On December 20, 2019, Customer and City entered into a 6-month Payment Agreement relating to the system improvement fees set forth below.
- b. Customer timely made the first payment of \$711.17 on January 8, 2020.
- c. The Parties desire to extend the Payment Agreement to allow Customer to pay the system improvement fees over a 12-month period according to the schedule set forth herein.

2. System Improvement Fees Due. Customer acknowledges the obligation to pay the following fees to the City of Glenwood Springs for the Business License for Sol Maya Salon 1001 Grand Avenue Unit 103, Glenwood Springs, CO 81601.

a. Sewer Improvement Fee	\$2,056.45
b. Water Improvement Fee	<u>\$2,210.58</u>
Less: Fees Paid	(\$ 711.17)
Total Fees Due	\$3,555.83

3. INSTALLMENT PAYMENTS. Customer agrees to pay the above amount as follows:

a. Due Date:	February 10, 2020	\$ 323.26
b. Due Date:	March 9, 2020	\$ 323.26
c. Due Date:	April 8, 2020	\$ 323.26
d. Due Date:	May 8, 2020	\$ 323.26
e. Due Date:	June 8, 2020	\$ 323.26
f. Due Date:	July 8, 2020	\$ 323.26
g. Due Date:	August 10, 2020	\$ 323.26
h. Due Date:	September 8, 2020	\$ 323.26
i. Due Date:	October 8, 2020	\$ 323.26
j. Due Date:	November 9, 2020	\$ 323.26
k. Due Date:	December 8, 2020	\$ 323.23

Total Fees Due	\$3,555.83
----------------	------------

4. IF ANY installment is not paid in full with good funds, when due, as listed above, the customers business license for Sol Maya Salon will be revoked without any further notice by the City and all business operations shall cease.

5. If the person signing this agreement is other than the name of the account, they are assuming financial responsibility for the above-mentioned account and will be sent to collections if account is not paid according to this agreement.

CITY OF GLENWOOD SPRINGS

CUSTOMER: Banezza Andredas Vargas

By _____
Jenn Ooton
Community Development Director

Customer Phone #: 562-746-6884



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

- Agenda Item:** Ordinance No 3, Series of 2020; An Ordinance of the City Council of the City of Glenwood Springs, Colorado amending System Improvement Fee Payment Plan, Changes to 080.060.050 (FIRST READING)
- Action Requested:** Amendment to 080.060.050 to allow for extended System Improvement Fee payment schedules for specific circumstances.
- Department:** Economic and Community Development
- Presented By:** Hannah Klausman, Senior Planner
- Background Info:** The Community Development Department assesses system improvement fees for new construction as well as changes in use to existing properties. When the use on a property intensifies water usage per the City's water usage categorization, additional system improvement fees are due by either the tenant or the owner. Currently, an applicant is allowed to pay the fees over six months in equal installments.
- In order to allow for a more flexible payment allowance for small businesses, Staff has come up with criteria for an extension to a twelve month payment plan.
- Issues:** System Improvement fees are calculated by use in a measurement referred to as EQR (Equivalent to Residential) which accounts for standard single family usage of 350 gallons of water a day. Once EQR system improvement fees are paid, the EQRs run with the building location and are applied as a credit towards future uses. Staff reviews new business license applications to see if the new business is a higher water usage category than what the building has credit for, or than what the historic use category was. If the new business is a higher water usage category, it can mean thousands, sometimes tens of thousands of dollars in additional fees due.
- Small businesses face significant start up costs and frequently the addition of system improvement fees was unforeseen and therefore challenging to incorporate. Current code allows for utility service fees to be paid in no more than six (6) equal monthly installments. Staff has found that this time period, while helpful in diffusing the total cost, is often still financially burdensome to new businesses.
- Staff is proposing an amendment to the payment timeline to allow for a twelve month payment schedule. Staff believes that a longer payment plan will assist small businesses with financial feasibility while still paying the required fees.
- Suggested Criteria for Review
- Staff has proposed the following language and suggested criteria for review by City Council. This is attached in the Ordinance.
- Rationale for Review Criteria
- Criteria i. Use is occurring in a multi-tenant building where the tenant space does not have an individual water meter.

Multi-tenant buildings with a single water meter preclude staff from looking at individual tenant water usage. Individual tenant water usage can be used to compare actual usage to the City's calculated rates when there is a dispute. Without the ability to review actual water usage, fees default to the approved use categories. Multi-tenant building businesses make up the majority of payment plan requests.

Criteria ii. The applicant business has 5 employees or less

Staff has found that small business applicants make up the majority of cases where a six month payment plan is financially challenging. Limiting the review criteria to businesses with five employees or less is aimed to alleviate that stress.

Criteria iii. System Improvement Fees for water and sewer total more than \$3,000.

Total System improvement fees of \$3,000 currently amounts to a six equal monthly installments of \$500. Staff has proposed this as a threshold of feasible monthly payments. Anything above this amount could be paid over a twelve month period, significantly reducing the monthly amount.

Staff has proposed that an applicant meet a minimum of two of the above criteria to be considered for the extended payment plan.

Comprehensive Plan

The Comprehensive Plan outlines the following goals for Economic Development

- Maintain Glenwood's role as a regional center
- Preserve and increase the vibrancy and commercial success of the Downtown
- Promote sustainable economic diversity
- Support social diversity

Staff believes the proposed payment plan supports the outlined goals of the Comprehensive Plan while upholding the intent of the Municipal Code.

Staff Recommendation:

Staff recommends approval of a twelve month system improvement payment plan with suggested criteria.

1. Extended Payment Plan. An applicant required to pay a system improvement fee in accordance with the provisions of this article may make a request to the City Manager to enter into a reasonable installment payment agreement with the City to pay the fee in no more than twelve (12) equal monthly installments. Such agreement will be in a form acceptable to the City Attorney and will provide for termination of the certificate of occupancy of the affected structure if periodic payments are not made when due. Upon a default of the agreement, the property will be credited with the equivalent per-EQR unit system improvement fee that has been paid. An applicant shall demonstrate at least two of the following criteria to be eligible for an extended payment plan under this subsection:
 1. Use is occurring in a multi-tenant building where the tenant space does not have an individual water meter.
 2. The applicant business has 5 employees or less.
 3. System Improvement Fees for water and sewer total more than \$3,000.

ORDINANCE NO. 3

Series of 2020

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 080.060.050 OF THE GLENWOOD SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Article 080.060 of the Glenwood Springs Municipal Code sets forth the system improvement fees that are charged by the City for new connections to the City water and wastewater systems as well as fees due following a change in structure or change in use; and

WHEREAS, Section 080.060.050 requires that ½ of required system improvement fees be paid at the time of the application for the building permit and the other half be paid prior to the issuance of a certificate of occupancy; and

WHEREAS, Section 080.010.060 authorizes the City and an applicant to enter into a payment plan for utility service charges, including system improvement fees, for a period of up to six months; and

WHEREAS, City Council recognizes that it can be financially burdensome and cost prohibitive for a small business to pay system improvement fees in excess of several thousands of dollars prior to or shortly after opening; and

WHEREAS, City Council wants to encourage and incentivize small businesses in the City by allowing applicants who meet certain criteria to pay required system improvement fees over a period of up to twelve months; and

WHEREAS, City Council wishes to revise Section 080.060.050 to provide an extended payment plan option of up to 12 months for qualified applicants who satisfy the criteria set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 080.060.050 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added:

Section 080.060.050 - When fee is due.

All system improvement fees to be paid pursuant to this article shall be paid as follows:

- (1) One-half (½) of the system improvement fee shall be paid at the time of the application for a building permit.
- (2) One-half (½) of the system improvement fee shall be paid prior to the issuance of a certificate of occupancy.
- (3) In the event property lying outside the boundaries of the City is required to pay the system improvement fee, such fee shall be paid at the time of the application for a water tap.
- (4) Extended Payment Plan. An applicant required to pay a system improvement fee in accordance with the provisions of this article may make a request to the City Manager to enter into a reasonable installment payment agreement with the City to pay the fee in no more than twelve (12) equal monthly installments. Such agreement will be in a form acceptable to the City Attorney and will provide for termination of the certificate of occupancy of the affected structure if periodic payments are not made when due. Upon a default of the agreement, the property will be credited with the equivalent per-EQR unit system improvement fee that has been paid. An applicant shall demonstrate at least two of the following criteria to be eligible for an extended payment plan under this subsection:
 - i. Use is occurring in a multi-tenant building where the tenant space does not have an individual water meter.
 - ii. The applicant business has 5 employees or less.
 - iii. System Improvement Fees for water and sewer total more than \$3,000.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS 6TH DAY OF FEBRUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY TITLE
ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND
PUBLICATION THIS ____ DAY OF _____ 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
February 11, 2020

Agenda Item:	South Midland Construction Management Contract Approval
Action Requested:	Approval of a construction management contract in the amount of \$991,877.00 with SGM for South Midland.
Department:	Engineering
Presented By:	Terri Partch, City Engineer
Background Info:	The City is preparing to go out to bid for the reconstruction of South Midland between 27th Street and the south side of the Four Mile Road intersection. The project has received several grants to offset the City's bond funding. These grants are: • BUILD America Grant - \$7,007,562.00 • DOLA Grant - \$151,750 • Garfield County Funding - \$850,000 The total estimated cost at this time (including construction management) is \$12,606,727 City Bond Funds will need to be used to fund the balance of the project in the amount of \$4,597,415. The construction management contract will come from the City's bond funds. Construction management for this project is required due to limited city staffing ability, as well as the large amount of additional inspection, paperwork and testing requirements. Experienced construction management insures that the City meets the Federal and State requirements and keeps the City in good standing to receive other grant funding for upcoming large projects. SGM the proposed construction management contractor, is a local company that has worked with the City on many design and construction projects, including Two Rivers Park, where they acted both as the designer and the construction manager. SGM is the designer of record for the South Midland project. The construction management team has experience on many local agency projects with CDOT involvement, and has shown success in managing the construction work and completion of the required documentation for federal grant funding.
Issues:	None at this time.
Staff Recommendation:	Award the South Midland Construction Management contract to SGM in the amount of \$991,877.00



Qualifications / Proposal

South Midland Construction
Management, Construction Inspection,
and Materials Testing BD 2020-001

January 17, 2020



January 17, 2020

Ryan Johnson, PE
Assistant City Engineer
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

RE: Request for Proposal – South Midland Construction Management, Construction Inspection and Materials Testing, BD 2020-001

Dear Ryan:

As the Engineer of Record for the design portion of this project, we are intimately familiar with the City's goals and the inherent challenges on this complex construction project. With our recent Construction Management and Inspection experience on several Local Agency projects, as well as CDOT construction projects, we are also very familiar with the effort needed to successfully manage the administrative portion of the project. SGM is pleased to provide you this proposal for the Construction Management, Inspection and Materials Testing services for the South Midland reconstruction project.

As proposed, this project will correct many deficiencies that have plagued this section of road for years. We are very invested in this project and strongly wish to continue to the finish line with the construction management. We value our long-term successful relationships with the City and understand the coordination necessary to facilitate the successful execution of this project. Our team of experienced professionals offers the City of Glenwood Springs the strongest available talent in the region, specific technical knowledge and dependable support to meet the needs of the project and address the key concerns facing the City.

SGM and GROUND have the qualified local staff that will be committed to this project. Our team has successfully worked together on similar construction projects for CDOT: I-70 CMV Parking, SH 13 Reconstruction in Rio Blanco County, SH 133 Redstone to McClure Pass Paving and the SH-82 Retaining Wall Repair projects, as well as numerous other local projects for Pitkin, Eagle and Garfield counties. We have complementary services and collaborate well. Our recent projects have continued to strengthen that familiarity and effectiveness, allowing us to provide seamless project management and support for the City.

Following you will find our project-specific approach to meet the requirements outlined in the RFP. Please contact me, the preparer of this proposal, at 970.384.9075, fax 970.945.5948 or mikef@sgm-inc.com with any questions about this proposal. I certify that the information and data submitted is true and complete to the best of my knowledge. We look forward to the opportunity to work with the City on this important infrastructure construction project.

Sincerely,

SGM



Mike Fowler PE
Principal-in-Charge

ADDENDUM NUMBER ONE FOR
SOUTH MIDLAND CONSTRUCTION MANAGEMENT
CONSTRUCTION INSPECTION, AND MATERIAL TESTING
BID NUMBER BD 2020-001

THIS ADDENDUM MUST BE ACKNOWLEDGED.

THIS ADDENDUM SHALL BECOME A PART OF THIS SOLICITATION.

The following information is being added or amended as indicated as a part of the Invitation to Bid.

1. In accordance with the BUILD grant funding source and CDOT procurement procedures, an additional requirement of this RFQ is CDOT consultant prequalification.
2. Bid documents will now be due on January 17th, 2020, by 2:00 pm.

This addendum must be acknowledged.

This Addendum may be faxed to 970-945-2597, emailed to bidresponse@cogs.us or included with your bid submittal.

PRINT OR TYPE YOUR INFORMATION

Name of Company: <u>SGM</u>	Fax: <u>970.945.5948</u>
Address: <u>118 W. 6th St., Suite 200</u>	City/State: <u>GWS, CO</u>
Contact Person: <u>Mike Fowler</u>	Title: <u>Principal</u>
Authorized Representative's Signature: <u>[Signature]</u>	Phone: <u>970.384.9075</u>
Printed Name: <u>Mike Fowler</u>	Title: <u>Principal</u>
	Date: <u>1/15/2020</u>



Statement of Interest

Project Team Capabilities

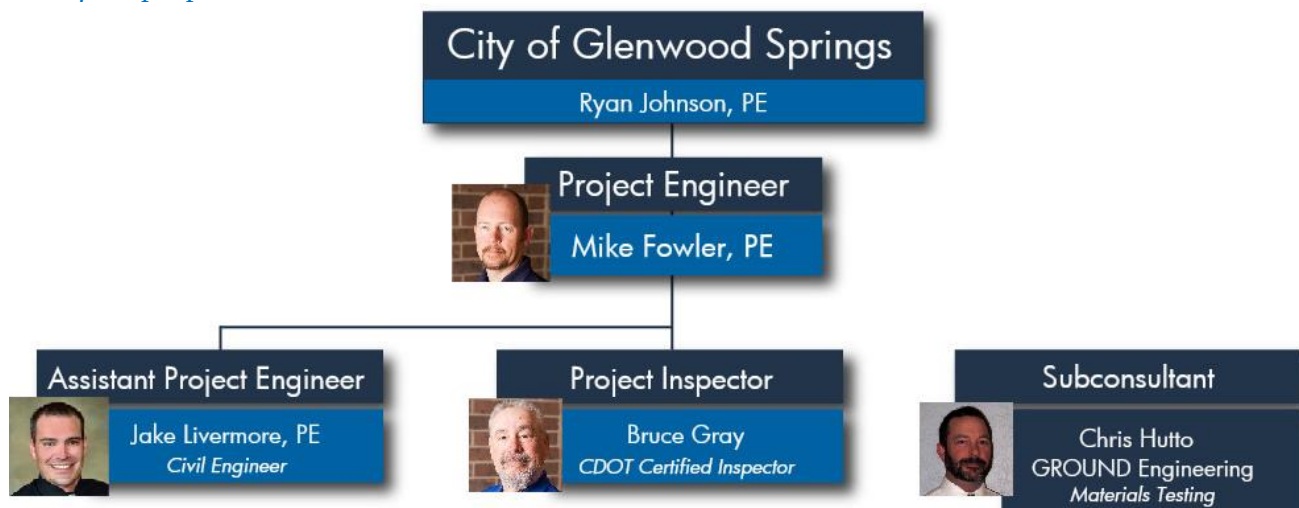
The SGM Project Team for the South Midland Construction Management will provide:

- ☞ *Project-relevant Experience and Qualifications*
- ☞ *Established Working Relationships with the City, Colorado Department of Transportation (CDOT) and Contractors*
- ☞ *Quick Response Capability and Flexibility of Staffing Needs*
- ☞ *Continuity of Personnel Throughout the Life of the Project*

The SGM project team will be led by **Mike Fowler, PE**. Mike has established working relationships with City staff as he has been serving as the design Project Manager on this project since its inception in 2017. Additionally, Mike understands the FHWA and CDOT requirements for a Local Agency project having performed this role on numerous recent Local Agency and CDOT construction projects. Mike will be assisted by **Jake Livermore, PE** who will serve as the Assistant Project Engineer. Jake recently joined SGM in 2019 and has a very strong background managing civil infrastructure and roadway construction projects. Jake will add value to the project by managing many of the day-to-day tasks at a cost-effective billing rate. We are also committing one of our most experienced construction inspectors, **Bruce Gray**, to this project. Bruce takes great pride in his projects and understands the importance of public safety and communication.

The SGM project team also includes **GROUND Engineering** and **Chris Hutto** who will lead the Construction Inspection efforts. Chris has a long history providing construction services in the Roaring Fork and Vail valleys. The GROUND Inspectors who will be assigned to the project are anticipated to be **Chris Leeper** and **Shane Sorenson, EIT**; both of whom have extensive CDOT experience.

Biosketches are provided for key personnel in the following section with full resumes included at the end of the proposal.



Mike Fowler, PE (23 years of experience / 12 years with SGM) will serve as the **Engineer in Responsible Charge** and the **Project Engineer** for the project. Mike is a Senior Engineer and is the SGM Structural and Field Engineering Sector Leader. His 23 years of experience include the management and design of numerous transportation projects, including the South Midland Design project. Mike has served as the Project Engineer on three recent CDOT Region 3 projects – I-70 GWC Permanent Rockfall Mitigation MP 124 (2016), SH 82 Wall Repair MP 32 (2017) and SH 133 McClure Pass to Redstone (2018). In addition to his recent

CDOT experience, Mike has also served as Project Manager and Project Engineer on several CDOT Local Agency projects including the Pitkin County Castle Creek Bridge (current), the Moffat County Swinging Bridge at Browns Park (2018), the Basalt Pedestrian Underpass (2017) and the Eagle County Catamount and Burns Bridges (2016.) *Mike has 50% availability for this project.*



Jake Livermore, PE (9 years of experience / 0.5 years with SGM) will serve as the **Assistant Project Engineer** and as an additional Project Inspector on an as-needed basis. His nine years of experience includes managing and inspecting roadway construction projects ranging from

rural resurfacing to full interstate reconstruction projects. Jake has proven himself capable in roles varying from inspector to project leader on projects of varying complexity and size and has played a key role in the successful delivery of these projects. Some of Jake's areas of expertise include constructability and staging reviews, change and risk management, and implementation of complex staging and traffic control, all of which will apply to this project. Jake's most recent construction experience includes: Project Inspector for the Two Rivers Trail Project in Basalt; Sewer/Water Inspector for the Coffey Place Employee Housing Development project in Snowmass Village; and Lead Storm Sewer Construction Engineer for the Reconstruction of seven miles of Interstate 94 between Milwaukee, WI and Chicago, IL. *Jake has 80% availability for this project.*



Bruce Gray (25 years / 15 years with SGM) will serve as a **Project Inspector** for the project. Bruce has served as the Project Inspector on four recent CDOT Region 3 projects – SH 82 Glenwood to Carbondale (2019), SH 133 McClure Pass to Redstone (2018), SH 82 Wall Repair MP 32 (2017) and SH 131 State Bridge Emergency Repair (2016). Prior to that he was a Project Inspector on the \$20M RFTA BRT project in the SH 82 corridor, requiring coordination with multiple agencies throughout the Roaring Fork Valley. Bruce has CDOT LA CM experience at the I-70 Roundabouts (Rifle, 2008); SH 6 and 9th St Roundabout (Silt, 2009); US 50 Enhancements (Salida, 2011) and AABC Underpass project (Pitkin County, 2012). Bruce is a CDOT certified construction inspector, CAPA inspector, ACI inspector, TCS and TECS. *Bruce has 100% availability for this project.*

"It is always great working with SGM as you can count on professional service, timely communication, and protection of the owner's interests to be able to successfully deliver challenging, varied, construction projects. In addition to my personal experience, all of my staff have consistent praise for working with SGM and consistent praise for their work."

~Andrew Knapp, CDOT Glenwood Springs Resident Engineer (2020)

Additional SGM Resources

In addition to the key staff members described on the previous page, SGM has a deep pool of engineering resources with Local Agency and CDOT construction experience. These staff members include:

- **Dan Cokley, PE, PTOE** (26 years / all with SGM) for Traffic Control Plan and MHT review
- **Jack Petersen** (35 years / 3 with SGM) for part-time inspection – Jack lives on Hager Lane
- **Richard (RC) Saindon, PE** (11 years / 2 with SGM) for part-time inspection – available Fall 2020
- **Blaine Wright** (25 years / 15 with SGM) for part-time inspection – available 2021

These resources are at the disposal of the project team to accommodate project inspection, submittal review, vacation scheduling or heavy demand periods of the project. All are qualified and available as noted.



Our Materials Testing subconsultant, GROUND Engineering, is a long-standing project partner with whom SGM has developed a close working relationship on several recent CDOT and Local Agency projects. GROUND's full-service office in Gypsum provides construction materials testing and special inspection services including soils, asphalt, concrete, masonry, welded and bolted components and fireproofing. Their Gypsum laboratory, which is AASHTO and ASTM accredited, has a concrete curing facility, compressive strength testing equipment, soils testing and asphalt testing equipment. GROUND also can provide on-site mobile field laboratories. The on-site laboratory gives the project team the ability to respond quickly to any situation which may arise in the day-to-day construction schedule. Field Technicians are equipped with I-Pads for real time electronic reporting, daily project photographs and e-mail capabilities.



Chris Hutto, CET (23 years of experience / 23 years with GROUND) will serve as a **Materials Testing Manager** for the project. Chris is a senior project manager with experience in construction management, materials testing, special inspections and civil inspections. He has performed services on more than 200 construction projects including commercial, industrial, energy, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work. The projects have included report generation and review, schedule coordination, data analysis and personnel management. Chris will be responsible for managing the construction inspection resources assigned to this project and project management coordination with SGM. *Chris has 10% availability for this project.*

GROUND has several local qualified testers that can be utilized for this project. It is anticipated that **Chris Leeper** and **Shane Sorenson** will be the primary onsite **Materials Testers** for this project. It is likely that only one tester will be required for most of the project, but with GROUND's pool of resources we can easily ramp up to meet construction demands.

Qualifications

The following table is a summary of our Project Team's key staff qualifications and certifications.

Personnel Qualifications	Role				Experience		Certifications															
Resource	Project Engineer	Inspector	MT Oversight	MT Technician	Total Years	With Firm	CDOT						WAQTC	CAPA				ACI		CRMCA	Safety	
							Core	TCS	TECS	SiteManager	SM Matls (LIMS)	EEO/Cert. Payroll		Level A	Level B	Level C	Level E	Asphalt Insp.	Gr. I Field Tech	Conc. Str. Tech	PCCP Inspect. Level I	OSHA
																						
Mike Fowler, PE	✓				23	12				✓		✓										
Jake Livermore, PE	✓	✓			9	<1																
Bruce Gray		✓			19	13	✓	✓	✓			✓						✓	✓			
																						
Chris Hutto			✓		23	23	✓				✓		✓	✓	✓	✓			✓		✓	
Chris Leeper				✓	5	5					✓		✓	✓	✓				✓	✓		
Shane Sorenson, EIT			✓	✓	13	8					✓		✓	✓	✓	✓			✓	✓		
Matt Raczewski				✓	9	6	✓	✓	✓		✓		✓	✓	✓	✓			✓	✓	✓	
Paul Falk, PE			✓	✓	7	7	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	

Capacity

One of the biggest differentiators SGM offers versus our competition is our available local resources for the project. Our assigned staff to the project will be committed for the life of the construction, but our additional resources will also be available upon the demand of the City Project Manager. With SGM team resources located in Glenwood Springs and GROUND team resources from Gypsum, we offer a responsive and economic solution to the inspection and testing requirements. As you can see in the capacity chart, our team has adequate resources (2500-3100 hours per quarter) to meet the staffing demands of the project.

Construction Management:

Field Engineering, Inspection, Testing

Current Total Quarterly Capacity = 6200 Hours						
Committed Hrs.	3700 60%	3700 60%	3700 60%	3100 50%	3100 50%	3100 50%
				AVAILABLE		
Combined staff Available Hrs.	40% 2500	40% 2500	40% 2500	50% 3100	50% 3100	50% 3100
SGM & GROUND	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021
	Upcoming Quarters					

Past Performance on Similar Projects/Similar Teams

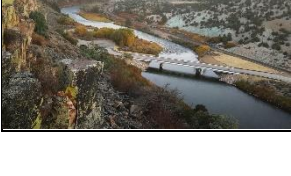
Over the past 30 years, SGM has been involved in the management and inspection of construction projects ranging from local streets and utilities to major transportation projects on I-70, US-40, US-50, US-6, SH-82, SH-133, SH-131 and SH-13. In addition to the recent construction management that we have provided on CDOT Glenwood Springs Residency projects, we have been integrally involved in numerous Local Agency construction projects. This combined experience includes projects such as the installation of the country's largest rockfall fences in Glenwood Canyon that required extensive stakeholder coordination for the complete closures of I-70 to accommodate helicopter operations; retaining wall repairs on the always busy SH-82 near Aspen (with GROUND); heat and remix paving on SH-133 from Redstone to McClure Pass (with GROUND); major bridge replacements on the Colorado River and a major rehabilitation project in Browns Park National Wildlife Refuge on the state's only public suspension bridge open to vehicular traffic. *Brief descriptions of these projects are included in the table on the following page.*

In addition to these SGM projects, GROUND has completed twenty projects as the Prime Consultant for CDOT in the past four years, and an additional 14 CDOT projects as a subconsultant to the prime in the past four years. A sample of projects completed within the past three years include:

- US 24 Buena Vista Enhancements – Region 5 – Project Engineering and Inspection
- SH 9 Iron Springs – Region 3 – Project Engineering, Inspection and Testing
- I-70 Rifle Bridge Repair – Region 3 – Inspection and Testing
- SH 9 Frisco Resurfacing – Region 3 – Project Engineering and Testing
- SH 9 US 6 Resurfacing – Region 3 – Testing

Work Location

SGM will administer the project from our local office which is approximately two miles from the project. Our Project Engineer, Assistant Project Engineer and Inspector(s) are all based out of our Glenwood Springs office. GROUND will provide local staff from their Gypsum office and will provide an on-site field laboratory for the project.

SGM Construction Management Projects		
	Description / Highlights	Personnel / Roles
	SH 82 Glenwood Springs to Carbondale (2019) CDOT / Andrew Knapp / 970.384.3328 - Over 50 lane miles of surface treatment (mill and HMA overlay) - Concrete curb ramp upgrades 39,000 LF of guardrail replacement	Fowler – CEPM* Gray – Project Inspector *CEPM - Civil Engineering Project Manager
	I-70 Truck Parking Garfield County CDOT / Andrew Knapp / 970.384.3328 4.5 miles of major roadway reconstruction - Drainage improvements, box culverts	Fowler – CEPM Saindon – Asst. PE / Inspector GROUND – Materials Testing
	SH 13 CR 5 North and South CDOT / Andrew Knapp / 970.384.3328 4.5 miles of major roadway reconstruction - Drainage improvements, box culverts - Safety improvements	Fowler – CEPM Saindon – Project Inspector GROUND – Materials Testing
	SH 133 McClure Pass to Redstone (2018) CDOT / Andrew Knapp / 970.384.3328 14 lane miles HIR paving - Full chip seal 12,000 LF of guardrail replacement	Fowler – Project Engineer Saindon – Asst. Project Engineer Gray – Project Inspector Cokley – CEPM GROUND – Materials Testing
	Swinging Bridge at Browns Park (2018) Moffat County / Roy Tipton / 970.824.9160 - Only public vehicular suspension bridge in CO 320' span over Green River - Major rehabilitation of bridge superstructure	Fowler – Project Engineer Swigert – Project Inspector Wright – Asst. Project Inspector
	SH 82 Wall Repair MP 32 (2017) CDOT / Roland Wagner / 970.384.3334 - In-situ repair of 2,650 LF of MSE wall 350 soil nails 1,300 SY shotcrete facing	Fowler – Project Engineer Gray – Project Inspector Cokley – CEPM GROUND – Materials Testing
	I-70 GWC Rockfall Mitigation MP 124.2 (2016) CDOT / Roland Wagner / 970.384.3334 4 rockfall fences – largest in U.S. - Helicopter operations/full closure of I-70 - Extensive stakeholder coordination	Fowler – Project Engineer Wright – Project Inspector Cokley – CEPM
	SH 131 State Bridge Repair (2016) CDOT / Roland Wagner / 970.384.3334 - Bridge rail replacement - Bridge deck repair - Asphalt overlay	Gray – Project Inspector Cokley – CEPM
	Catamount Bridge and Burns Bridges (2016) Eagle County / Ben Gerdes / 970.328.3564 - Major bridge replacements over Colorado River - SGM Design (Catamount) - SGM Construction Management (Both)	Fowler – Project Engineer, CEPM Wright – Project Inspector Petersen – Project Inspector



Work Plan

Project Goals

Project Understanding

Our understanding of the project goals is founded on nearly three years of working with the City and other stakeholders to advance this project from the beginning to where it is now on the doorstep of being advertised. Our design team has worked closely with much of the City's Engineering and Public Works staff to develop a comprehensive set of bid documents that includes roadway upgrades, drainage improvements, new utilities, better neighborhood connectivity with a new sidewalk, rockfall mitigation and a detailed phasing plan that demonstrates how constructability challenges can be met.



We have provided continuity throughout the design process – our key design staff have been on this project since the kickoff meeting and will be available throughout construction to review submittals and address questions as they arise. More importantly though, our project management has maintained complete continuity and we are proposing to roll that right into the construction project with Mike Fowler changing hats from Project Manager to Project Engineer. Mike was chairman of the Transportation Commission when the City's Long-Range Transportation Plan (LRTP) was updated by the commission in 2015. He understands how critical this section of Midland is to the residents of South Glenwood and Four Mile, and also how important this section of Midland is to the highest ranked project in the LRTP – South Bridge.

With any construction project that we manage, our number one goal for the project is **Safety** – safety for construction personnel, safety for City personnel, safety for the residents and safety for the traveling public. While this may not be explicitly stated in an RFQ, this is always our top priority and we presume the City would agree. Besides safety, we believe the following goals are paramount to this project:

- Maintenance of traffic to minimize impacts to the traveling public and residents
- Quality of construction
- Maintaining project schedule
- Public information and communication
- Compliance with FHWA and CDOT Local Agency requirements

Our approach to achieving these goals is presented in the Methodology section.

Deliverables

We applaud the City for securing the BUILD grant funding. This \$7M in outside funding is a major shot in the arm for the project, but also changes the game for project deliverables. By “federalizing” the project the City will be required to comply with FHWA and CDOT documentation requirements – similar to a traditional Local Agency project like the 27th Street Bridge project. Our Project Team understands the diligence required to keep the administrative side of the project on-track and running smoothly. Deliverables anticipated for this project will include:

	To City	To CDOT	To Contractor
Deliverable Item			
Weekly Meeting Agendas/Minutes	✓	✓	✓
Monthly Project Memos	✓		
Monthly Pay Application Review	✓	✓	✓
Weekly Certified Payroll Review	✓	✓	
Change Orders	✓	✓	✓
RFI Responses	✓		✓
Digital Photos	✓		
As-Constructed Plans	✓	✓	

	To City	To CDOT	To Contractor
Deliverable Item			
Sublet Permits (Form 205)	✓	✓	
Daily Diaries (Form 103)	✓	✓	
Inspector Progress Reports (Form 266)	✓	✓	
Weekly Report on Misc Items (Form 7)	✓	✓	
EEO Compliance (Form 280)	✓	✓	
OJT Compliance (Form 200)	✓	✓	
Materials Documentation (Form 250)	✓	✓	
Field Report for Sample ID (Form 157)	✓	✓	

This list is not intended to be comprehensive but is intended to demonstrate that we understand what will be expected of us by the City, CDOT and the Contractor. There also numerous Contractor submittals that we will be responsible for reviewing and approving. These include Traffic Control Plans, Methods of Handling Traffic, Stormwater Management Plan, Construction Schedules (baseline and monthly updates), Buy American documentation (monthly) and Prompt Payment documentation (monthly) to name a few. At the end of the project, we will submit the required documentation to CDOT with copies to the City.

Methodology

Project Approach

Expertise

The Project Team includes staff who have successfully managed and completed Local Agency projects and a variety of CDOT highway projects. We understand the construction process, but just as importantly, we understand the Local Agency process. The experience that we have gained and the relationships that we have developed with Western Slope CDOT staff will be brought to bear on this project. We are proud to note the projects described in the previous section which utilized SGM as the Project Engineer were all completed under budget with no claims or disputes.

Project Execution

The project will start with a Pre-Construction phase that will include a kick-off meeting with the contractor, City staff and CDOT staff. SGM will conduct this meeting. The Pre-Construction phase also includes initial submittals and baseline construction scheduling. The project will require extensive pre-construction items that must be submitted and approved prior to the start of construction. These items include baseline construction schedules, EEO documentation, subcontractor agreements (Form 205s), construction stormwater information, shop drawings, materials information and construction traffic control plans (MHTs). It will be critical that these pre-construction items are submitted and approved in a timely manner. SGM is very familiar with the CDOT Local Agency requirements and we have developed a pre-construction submittal checklist and document log to manage this important step in the project.

Weekly project meetings will be held for the project. The Project Engineer will be responsible for conducting these meetings and documenting meeting discussions and action items to the contractor, City and CDOT. The Project Engineer or Assistant Project Engineer will also be onsite regularly to monitor the construction and address issues that may arise.

The Project Closeout phase will begin as the construction wraps up. The final documentation will be extensive to meet CDOT and FHWA requirements. GROUND will be responsible for completing the CDOT Form 250. The Project Engineer will be responsible for the remaining final documentation items. While much of this project closeout and final documentation is tedious, the importance of this final step cannot be understated for the overall success of the project. The biggest key to project closeout is not what happens at the end of the project but the proactive contract administration that occurs throughout the construction phase. This includes timely submission of materials documentation (Buy America, COCs, CTRs, etc.), EEO and OJT compliance, quantities documentation (Form 266s), full execution of Contract Modification Orders and materials testing. If these items are not performed during construction, it becomes exponentially more difficult to close out the project. Having successfully completed the contract administration on the previously described Local Agency bridge projects and direct CDOT projects, SGM's Project Engineer is intimately familiar with the requirements to bring the project across the finish line.

...I have received numerous compliments on the professionalism and competency of the SGM Construction Management team from multiple sources including but not limited to: CDOT Maintenance Staff at Hanging Lake Tunnel and in Glenwood Springs; CDOT Region 3 Public Information Officer; Region 3 PEC Glenwood Residency RE; Region 3 Central Program Design Team Manager; CDOT Geohazard Unit Program Manager; CDOT Contracting Unit; CDOT Staff Bridge; Colorado State Patrol. The unsolicited efforts made to express their gratitude for the professionalism and/or service provided by SGM emphasizes the value provided by SGM.

~Steve Olson, CDOT Region 3
Central Program Engineer (2016)

Project Documentation

This will be the ultimate responsibility of the Project Engineer assigned to the project. The Project Engineer will ensure Form 205s are submitted and approved prior to subcontractor work, MHTs are reviewed and approved, baseline schedules and monthly updates are submitted, monthly EEO and OJT interviews are completed, Form 266s and 7s are prepared for each pay estimate item, subcontractor and DBE payments are verified, certified payrolls are approved in LCP Tracker (if applicable), materials documentation is submitted, and As-Constructed plans are completed. The Project Engineer will also be responsible for reviewing and approving pay estimates and Contract Modification Order (CMO) administration. Project Inspectors will prepare daily Form 103 project diaries and assist the Project Engineer with pay item quantities. Our Team's strong background in daily documentation of activities and management of contractor progress by schedule maintenance and resource tracking will ensure Contractor timeliness and avoid duration disputes if changes occur during the construction.

Project Control

This will be under the direction of the Project Engineer who will oversee the project team and will be responsible for project staffing and project cost control. Our personnel are located in Glenwood Springs and Gypsum and will not incur per diem expenses that Front Range personnel on temporary assignments would pass along to the project. Each month SGM will be responsible for supplying progress reports, schedule updates, budget-tracking information and estimated percent completion. Project Communication will originate with the Project Engineer who will be responsible for weekly construction meetings and disseminating information through regular updates to the City Project Manager.

Key Issues

We believe the key issues generally align with the project goals stated earlier. SGM's team members have first-hand knowledge of many of the issues on this project that need to be addressed throughout the process. These issues and our methods to address them include:

Safety

As previously mentioned, safety is always our number one issue on construction projects. We have firsthand experience working on highway projects on SH-82 and I-70 in Glenwood Canyon where a slight lapse in awareness can have major consequences. Our Project Inspector, Bruce Gray, has his TCS certification and will be responsible for day-to-day observation of the contractor's traffic control devices and personnel. Other measures that we will take to address safety issues on the project include:

- Daily traffic control inspection and documentation using the CDOT Work Zone Traffic Control Daily Inspection Report (CDOT Form 1374)
- Contractor submittal of safety plans and engineered plans for shoring
- Coordinate with local emergency response agencies
- Hold Safety Critical Work conferences for high risk elements such as crane operations and rockfall mitigation
- Discuss traffic control operations and safety issues at each weekly construction meeting as a regular agenda item



Maintenance of Traffic

Maintenance of traffic during construction has been a major design consideration and has been a source of concern from citizens to City Council members. Detailed construction phasing plans were developed to demonstrate that the City and the design team have made considerable efforts to accommodate traffic to the extent practical. We also understand that not everything goes to plan and how we respond and communicate as a construction team will be critical to the overall perceived success of the project. We will work closely with the contractor during the pre-construction phase to review their proposed construction phasing plans and schedules.

Quality

With the federal grant money, the City can no longer impose warranties on the work – “what you accept is what you get”. Therefore, it becomes imperative that the Construction Management team provide continuous, full-time construction inspection to maintain conformance with the plans and specifications, and materials testing to meet the CDOT testing requirements. While our Project Inspector(s) will be the eyes and ears of the team, our Project Engineer and Assistant Project Engineer will be committed to making daily site visits to stay engaged in the construction work.

Our materials testers will adhere to the Owners Assurance (OA) testing requirements set forth in the Form 250 that CDOT will issue for the project. The Form 250 spells out all the types of testing and frequency of testing on the project. Our previous experiences with GROUND on CDOT projects and their reputation with CDOT Region 3 Materials staff is the reason we selected them over other local testing companies. GROUND’s personnel thoroughly understand the requirements and will stay on top of the testing throughout the duration of the project.

Schedule

The actual construction schedule will be provided by the contractor and our primary role will be in the approval of their schedule and adherence to the schedule. We will require a solid baseline schedule from the contractor with detailed methods statements that support the schedule. The baseline schedule and methods statements will be reviewed and approved by the Project Engineer with input from the City. We will also require the contractor to submit monthly schedule updates and we won’t hesitate to withhold monthly payments to the contractor if they are not meeting their obligations to submit these.

Communication

External communication can oftentimes dictate the perceived success of the project in the eyes of the public. We understand that a Public Information Manager will be provided by the contractor and/or the City to take the lead role in the external communication. It will be our responsibility to fully support this person and make sure they have the necessary information to be effective. Internal communication will also be important. In addition to our normal day-to-day correspondence, we will facilitate communication with weekly construction meetings and formal monthly project updates to the City.

Federal Aid Compliance

As discussed in the previous Deliverables section, there will be an abundance of documentation on this project. Special emphasis will be placed on thorough quantity documentation for all items in each pay application (Form 7s and 266s) and strict compliance with Buy America requirements. While all documentation is important, we understand these items are oftentimes scrutinized in CDOT reviews and FHWA audits. We also recommend engaging CDOT Finals personnel early in the project and performing at least one mid-project audit to minimize the potential for issues that may delay final acceptance later on.





Optional

SGM Community Involvement

We take great pride in calling Glenwood Springs our home. For over 30 years our employees have invested their time, energy and resources in supporting our community to make it a great place to live. As a company we sponsor over 40 local organizations ranging from Advocate Safehouse to YouthZone, along with service organizations such as Kiwanis, Rotary, and the Elks. We enjoy sponsoring City initiatives such as Riverfest, Summer of Music, and Bike to Work Day to encourage citizens to use Glenwood's beautiful and extensive trail network. As individuals, our employees give hundreds of hours every year serving on boards and commissions, volunteering as youth sports coaches, engaging our local students through STEM activities such as the SGM Middle School Engineering Symposium, and maintaining our favorite recreational amenities by helping with river cleanups and trail construction.



SGM employees, RiverFest 2017



SGM employees provide nourishment for bike commuters at the W. Glenwood Bike to Work station, 2019



SGM employees, Trail building, CMC Spring Valley, 2018



GSMS students measure water velocity during a session of the SGM Middle School Engineering Symposium, 2019

SGM Local Agency Experience

Since 1986, our success has been built upon three key tenets: building deep and strong client relationships, understanding client's inherent uniqueness, and assembling the best talent for the team. In fact, for many Western Slope communities, SGM has been trusted to design and oversee the construction of their largest capital expenditures. We have no doubt the City of Glenwood Springs staff is very familiar with SGM, our people and our local project work.

However, you may not be familiar with the extent of our Local Agency project experience. The table on the following page provides a summary of many of the Local Agency projects we have been involved with over the past five years.



SGM Local Agency Projects

Project Name	Local Agency	Completion Date	Roadway/Trail Design	Bridge Design	Drainage/Hydraulics	Structural/Walls	Survey / ROW	Geotechnical	Environmental	Public Process	Construction Phasing	Construction Mgmt	Materials Testing
Castle Creek Bridge	Pitkin County	Current	●	●	●		●	◇	●		●	●	◇
34 Road F.9 Bridge	Mesa County	Current	●	●	●	●	●	◇		●			
US-40 Shared Use Path	City of Craig	Current	●		●	●	●	■				●	■
US-50 Crossings	City of Gunnison	2019	●			●	●					●	◇
Swinging Bridge	Moffat County	2018	●	●	●	●	●	◇	◇			●	
Kokopelli Trail	City of Fruita	2018	●	●	●	●	●	◇	◇	●			
US-40 Trail	Town of Granby	2017	●	●	●	●	●	◇	◇			●	■
SH-82 Pedestrian Underpass	Town of Basalt	2017	●	●	●	●	●	◇	◇	◇	●		
El Jebel Intersection	Eagle County	2017	●		●		●	◇		●	●		
Main St/SH-65 Beautification	Town of Cedaredge	2017	●		●		●			●	●	●	◇
Gothic Trail	Mt. Crested Butte	2017	●		●	●	●	◇	◇			●	◇
29½ Rd E.63 Bridge	Mesa County	2017	●	●	●	●	●	◇	◇	●		●	◇
West GWS Park-N-Ride	RFTA	2017			●	●	●	◇	◇				
Catamount Bridge	Eagle County	2016	●	●	●		●		◇	●	●	●	◇
Burns Bridge	Eagle County	2016										●	◇
Cedar Drive	Eagle County	2016	●		●	●	●	■	◇	●	●	●	■
Escalante Bridge	Delta County	2016		●									
Limekiln Bridge	Mesa County	2015	●	●	●	●	●	◇	◇	●		●	◇
Little Dolores Bridge	Mesa County	2015	●	●	●	●	●	◇	◇	●	●	●	◇
Legend:			● SGM	■ GROUND	◇ By Others on SGM-led Team								



Resumes & References



Senior Structural Engineer / Project Manager

Structural Team

Education

BS Civil Engineering,
University of Nebraska,
1994

MS Civil Engineering,
University of Nebraska,
1997

Registration/Certification

Professional Engineer, CO

**South Midland Avenue
Reconstruction
2017 – Present**

**Castle Creek Bridge
Replacement
2018 – Present**

**Buttermilk Creek Bridge
Replacement
2018 – 2019**

**On-Call Engineering
2010 – Present**

General Background

Mike brings over 20 years of combined experience in the design and management of transportation projects for numerous governmental agencies and private clients through all design phases from conceptual feasibility studies to final design and construction support. His experience ranges from small projects to large design-build transportation projects, spanning eleven states across the Western U.S. Mike has been with SGM since 2008.

Summary of Experience

Project Management. Mike has served as Project Manager on numerous transportation and bridge projects on the Western Slope for many Local Agencies including the City of Glenwood Springs, Garfield County, Eagle County, Moffat County and Pitkin County. Prior to joining SGM, Mike worked in the public sector as a Project Manager for the Federal Highway Administration and was responsible for a \$50M program of Forest Highway and Emergency Relief for Federally Owned (ERFO) roads projects.

Bridge Engineering. Mike has completed the final design or independent design review of approximately 100 bridge replacement and rehabilitation projects. He has designed interstate highway bridges, special-use vehicular bridges, railroad bridges, pedestrian bridges, and retaining walls. These structures also represent a diverse set of design elements including: conventional concrete, precast/prestressed concrete, post-tensioned concrete, steel, timber, seismic design, and multiple foundation types.

Construction Management. Mike has served as Project Engineer on a variety of CDOT and Local Agency construction projects. These projects have ranged from bridge projects over the Colorado River, major rehabilitation of the only suspension bridge in Colorado open to vehicular traffic, and construction of the largest rockfall fences in the US.

Feasibility and Structure Selection Studies. Mike has been responsible for the preliminary design and layout of more than 40 bridges associated with major design-build construction projects, corridor studies, and local transportation projects including: I-15 reconstruction, Salt Lake City, UT (17 bridges); I-225 widening project, Denver, CO (8 bridges); N-71 corridor study, Scottsbluff, NE (13 bridges).

Representative Project Experience

City of Glenwood Springs, CO. Currently serving as the Project Manager for this major Local Agency roadway reconstruction project. The project includes roadway, utilities, retaining walls, rockfall mitigation, drainage improvements and extensive traffic phasing during construction. Primary tasks include managing a multi-disciplinary team and project coordination with the City and CDOT.

Pitkin County, CO. Currently serving as the Project Manager for this Local Agency bridge replacement project over Castle Creek near the historic mining town of Ashcroft. Primary tasks include managing a multi-disciplinary team and coordinating with numerous review agencies such as CDOT, USFS, ACOE and the County.

Delta County, CO. Mike served as the Project Manager and Bridge Engineer for this Design-Build bridge replacement project over Buttermilk Creek southwest of Delta. Primary tasks include bridge design, coordinating with the contractor and construction oversight.

Pitkin County, CO. Currently serving as the Project Manager for this general services engineering contract with Pitkin County. Primary tasks include coordinating with multiple county departments (Facilities, Public Works and Open Space) to deliver a variety of projects ranging from building upgrades, roadway repairs, bridge rehabilitations and trail projects.

Representative Project Experience (Con't.)

SH-133 Redstone to McClure Pass Paving 2018

CDOT R3, Glenwood Springs Residency. Served as the Project Engineer for this paving and guardrail replacement project. Approximately 14 lane miles were repaved using an in-place heat and remix process. Additionally, 12,000 linear feet of guardrail was replaced on the project. Primary tasks included overseeing the construction and managing the inspection and testing activities.

Swinging Bridge Rehabilitation 2013 – 2018

Moffat County, CO. Served as the Project Manager and construction Project Engineer for this Local Agency bridge rehabilitation project. This is one of only two suspension bridges in the state of Colorado, and the only one open to public vehicular traffic. SGM began working for Moffat County in 2013 providing as-needed engineering to support their on-going maintenance of this bridge. In 2014, the bridge was severely damaged by a tractor and rendered unusable. After three years the County was able to secure funding from numerous partners, and in 2017 SGM designed a lightweight aluminum superstructure to replace the previous timber superstructure. The new superstructure increased the bridge capacity from 6 tons to 20 tons. Primary tasks included bridge design, multi-agency coordination and construction oversight.

Lazy Glen Open Space Trail and Bridge 2016 – 2018

Pitkin County, CO. Served as the Project Manager and Bridge Engineer responsible for the design oversight for this new trail and pedestrian bridge over the Roaring Fork River that provided a safe connection from the Lazy Glen subdivision to the Rio Grande Trail. Primary tasks included determining the preferred location and bridge type using visual simulations, managing a multi-disciplinary team and providing design support throughout construction.

SH-82 Retaining Wall Repair 2017

CDOT R3, Glenwood Springs Residency. Served as the Project Engineer for this retaining wall repair project. Approximately 12,000 square feet of MSE retaining wall was repaired with soil nails and shotcrete. Primary tasks included overseeing the construction and managing the inspection and testing activities.

SH-82 / Basalt Avenue Pedestrian Underpass 2014 – 2016

Town of Basalt, CO. Served as the Project Manager for the design of this Local Agency pedestrian underpass project in Basalt, CO. Primary tasks included managing a multi-disciplinary team and coordinating with numerous review agencies such as CDOT, RFTA, Pitkin County, and the Town of Basalt. The design project was delivered on a very aggressive 10-month schedule from kickoff to bidding and was completed under budget. The design phase also included extensive public involvement. The project is currently under construction and will be completed in the Fall of 2017 with continued SGM design support during construction.

West Midland Multi-Use Trail 2015 – 2017

City of Glenwood Springs, CO. Served as the senior Bridge Engineer responsible for the design oversight for this new pedestrian bridge over Midland Avenue. Primary tasks included determining the preferred location and bridge type using visual simulations and providing design support throughout construction.

14th Street Pedestrian Bridge 2015 – 2017

City of Glenwood Springs, CO. Served as the design Project Manager and construction Engineer of Record for this pedestrian bridge and trail project. Initial responsibilities included evaluating potential locations where the existing Grand Avenue pedestrian bridge could be relocated and then managing the trail and bridge design project for the selected location. Coordination with the US Army Corps of Engineers and CO Parks and Wildlife was included in the design phase to ensure impacts to this Gold Medal stretch of the Roaring Fork River would be minimized. Primary tasks during construction included overseeing the bridge construction and coordinating the prefabricated bridge design with the contractor and bridge manufacturer.



General Background

Jake has nine years of experience managing and inspecting roadway construction projects ranging from rural resurfacing to full interstate reconstruction projects and has recently taken on the role of roadway design engineer on various roadway design projects for private and public clients. As a construction project engineer and inspector, Jake has proven himself capable in roles varying from inspector to project leader on projects of varying complexity and size and has played a key role in the successful delivery of these projects. Some of Jake's area of expertise includes constructability and staging reviews, change and risk management, and implementation of complex staging and traffic control, all of which lend themselves well to large multi-discipline municipal construction projects. He has a proven ability to adapt to challenges that are often encountered in reconstruction projects while still maintaining schedule and budget and delivering projects to the satisfaction of the client and the public. Jake joined SGM in 2019.

Engineer III

Civil Team

Education

BS Civil Engineering,
University of Wisconsin
Milwaukee, 2011

Registration/Certification

Professional Engineer, CO:
Pending; WI: 45901-6

CDOT – Concrete
Pavement Inspector I

Summary of Experience

Construction Support Services and Field Engineering. Jake has served as project manager and assistant project engineer on multiple projects ranging from \$200 million-dollar highway projects to rural highway resurfacing and residential developments. Jake has many years of experience in construction inspection, keeping track of quantities, pay estimates, field engineering, and project closeouts. He has served many types of clients and is skilled at keeping a project on schedule and budget.

Road & Highway Design. Jake has served as project engineer for the completion of several roadway design projects throughout Western Colorado and southeast Wisconsin.

Representative Project Experience

Highway 135 – Almont Bus Stops 2019 - Present

Gunnison Valley Regional Transit Authority, Gunnison County, CO. Jake is serving as the roadway design engineer for this transit project that involves the design of two bus pullouts on Highway 135 in Almont, CO. He is responsible for all aspects of this project design from conceptual layout to final plan and construction document delivery.

Rifle Gravel Pit #1 – Access Permitting and Design 2019 - Present

Scott Contracting Inc., Garfield County, CO. Jake is serving as the roadway design engineer for this commercial gravel mine development project and was directly responsible for the design and permitting of a commercial access driveway for this commercial gravel mine site. Jake is responsible for coordinating with CDOT and Garfield County for access permitting, the development of a Traffic Impact Study and turn lane analysis as part of the permit application, and for the commercial gravel pit access driveway design.

Two Rivers Road Trail 2019

Town of Basalt, Eagle County, CO. Jake served as the project inspector for this municipal trail project that involved the construction of concrete sidewalk, curb and gutter and decorative railing to provide a pedestrian trail connection along Two Rivers Road to a river crossing into Basalt River Park. Jake played a key role in managing change on this project to ensure a safe and reliable facility for the public.

Coffey Place Employee Housing Development Project 2019 - Present

Snowmass Village/Snowmass Water and Sanitation District, Pitkin County, CO. Jake is serving as the construction project inspector for the land development portion of this employee housing development project in Snowmass Village, CO. He is responsible for the inspection, documentation, testing oversight, submittal review and contract administration related to the construction of sanitary sewer main/service construction and water main/service construction.



Representative Project Experience (Con't.)

**IH-41/94 N-S Freeway South Segment
(STH 142 - STH 20)
2017 - 2018**

Wisconsin Department of Transportation (WisDOT), Racine / Kenosha County, WI.

Jake served as the lead project engineer for this storm sewer construction / interstate reconstruction and expansion project. This project involved the reconstruction and expansion of 6.5 miles to an 8-lane freeway including three interchanges, 12 bridge structures and 9 MSE retaining walls. Project subject to an extremely aggressive construction schedule and was constructed under numerous stages while maintaining heavy freeway volume traffic directly adjacent to the work zone. Directly responsible for managing 2-6 inspection staff and leading construction engineering for approximately \$15 Million of storm sewer construction being constructed over 4 stages. Typical responsibilities included inspection oversight, plan interpretation, change/risk management, quantity tracking and production of weekly estimates, fabrication shop drawing review/approvals, contract and specification enforcement, and coordination with contractor project managers and other engineering functional leaders as necessary to deliver a quality project for the client.

**IH-41/94 N-S Freeway Work Zone Prep
(STH 142 – CTH G)
2017 - 2018**

Wisconsin Department of Transportation, Racine / Kenosha County, WI. Jake served as the assistant construction project leader, and traffic control leader for this interstate reconstruction and expansion project. Project involved repair and improvement of median and outside shoulders on southbound IH-41/94, the construction of 6 crossovers, installation of 100+ storm sewer structures, and placement of nearly 13 miles of left in place temporary barrier wall. Successful delivery of this preparatory project was critical to WisDOT, as all work had to be completed under an extremely aggressive schedule and prior to the start of the IH 41/94 Mainline Reconstruction projects. Construction began in March, when weather and temperatures were not conducive to roadway construction. The contractor and the construction team persevered to overcome numerous plan changes and an aggressive schedule to deliver the project in advance of the start of the IH 41/94 Mainline Reconstruction projects.

**STH 16 – Oconomowoc – Waukesha
(CTH P (Brown Street) – IH 94)
2017 - 2018**

Wisconsin Department of Transportation, Waukesha County, WI. Jake served as the construction project inspector / nuclear density technician for this 4-lane urban and rural rehabilitation and resurfacing project. Project involved 14 miles of freeway rehabilitation and hot-mix asphalt (HMA) resurfacing. Responsible for the management of the HMA Quality Management Program (QMP) Pavement Percent Within Limits (PWL) density program and all quality verification (QV) nuclear density testing on this PWL pilot project. Provided lot/sublot layout and review, QV nuclear density testing of all HMA placed on the project, compilation and organization of all PWL density data to determine pay incentive/disincentives, layout and supervision of PWL test strip coring and gauge comparisons, verification of lab procedures for core sample testing, and coordination with the contractor and WisDOT staff. Assisted with the inspection of HMA paving operations, base patching, and erosion control inspection.

**STH 120 – Illinois – Lake Geneva
(Illinois State Line – Willow Road)
2012 - 2017**

Wisconsin Department of Transportation, Walworth County, WI. Jake served as the construction project leader for this 2-lane rural resurfacing project. Project involved HMA resurfacing of a 2-lane rural highway in Walworth County. Jake was responsible for all pre-construction activities and for all management aspects of the construction project.



General Background

Bruce, a Project Inspector, has worked for SGM since 2005 and has 25 years of experience. He has experience in the public and private sector performing construction inspection for road construction, subdivision construction, and municipal water and sanitation district projects. Bruce is a certified CDOT inspector for asphalt, erosion control, concrete pavement, traffic control, embankment and base, and maintains certifications for WAQTC/Soils Inspection, Asphalt Paving Materials Inspection, ACI Field Grade I (concrete testing), Concrete Pavement Inspection, Transportation Erosion Control Supervisor (TECS) and Traffic Control Supervisor (TCS).

Summary of Experience

Highway Construction. Bruce has provided construction inspection services for state and local transportation entities such as CDOT, RFTA, Pitkin County, Moffat County, City of Glenwood Springs, City of Salida, and the City of Rifle. His duties have included contractor interactions, construction observation, preparation of pay applications, negotiation and review of contract modification orders, resolution of problems, and implementing necessary field changes.

Subdivision Construction. Bruce has provided construction observation services for the W/J Subdivision including grading, installation of deep and shallow utilities, construction of a 160,000-gallon water tank, and road construction.

Waterline and Sewer Construction. Bruce has been providing construction inspection services for Moffat County, Town of Carbondale, Mid-Valley, City of Salida, and Roaring Fork Water and Sanitation District. His involvement includes construction and testing observation.

Representative Project Experience

SH 82 Glenwood to Carbondale
2019

Colorado Department of Transportation (CDOT) Region 3, Garfield County, CO.

Bruce served as the Project Inspector providing construction oversight for the guardrail replacement installation of concrete improvements and construction of ADA access ramps to the Cattle Creek Underpass.

SH 133 McClure Pass to Redstone
2018

CDOT Region 3, Garfield County, CO. Bruce served as the Project Inspector providing inspection services for the highway heater re-mix paving and installation of the new guardrail.

SH 82 Wall Repair MP 32
2017

CDOT Region 3, Garfield County, CO. Bruce served as the Project Inspector providing inspection for the construction / repair of the existing retaining wall, installation of wall tie backs, and the new shotcrete facing of the wall.

SH131 State Bridge Emergency Bridge, Deck, and Rail Repair
2016

CDOT, Eagle County, CO. State Bridge on SH131, the only highway between Wolcott and Steamboat Springs, was experiencing severe deck corrosion. Bruce provided construction oversight for the partial deck replacement, and curb and railing upgrades for this emergency repair.

AABC Pedestrian Underpass
2014 - 2015

RFTA, Pitkin County, CDOT, CO. The AABC Underpass was constructed to provide safe access across SH 82 for pedestrians from the Pitkin County Airport and the Aspen Airport Business Center, as well as the new RFTA BRT stations. Bruce provided construction oversight for the site preparation, grading, drainage and utilities upgrades, concrete snowmelt paving, and construction of the concrete box structure, as well as, the upvalley and downvalley BRT stations. The construction of the box in such close proximity to the BRT stations led to a more complex construction process.

Representative Project Experience (Con't.)

Shadow Mountain Water, Sewer, Street and Utility Improvements (3 Phases) 2012 - 2015

Moffat County, CO. Bruce served as the Project Inspector for all three phases for Shadow Mountain Street and Utility Improvements, which included construction of all new deep utilities and service connections, including water and sewer, to all residents and construction of all new street improvements.

Bus Rapid Transit System Construction Oversight 2012 - 2014

RFTA, Carbondale, CO. RFTA's Bus Rapid Transit (BRT) system is the first rural BRT system in the nation. This \$20M RFTA BRT project included 14 stations along SH82, providing streamlined transportation between Aspen and Glenwood Springs. Bruce served as the Project Inspector providing construction oversight for and was responsible for the stations constructed at 27th Street (including the construction of the large MSE retaining wall over the station), Basalt, Carbondale, Willits (including the approaches to the highway underpass), and Aspen Airport (including the highway underpass). The work required coordination with multiple agencies throughout the Roaring Fork Valley. Services included construction oversight for the site preparation, grading, drainage and utilities upgrades, concrete snowmelt paving, and construction. The project also included construction of the modern partially enclosed station, which included automatic ticket vendor machines, schedule board kiosks, and wi-fi connections.

US 50 Hwy Enhancements 2011

City of Salida / CDOT, Chaffee County, CO. Bruce provided construction oversight of the construction of new curb and gutter and sidewalks in Salida. This CDOT Local Agency project included full road reconstruction and all coordination. Bruce ensured the project met federal and state standards associated with Local Agency projects.

Exit 90 I-70 Roundabouts 2008

City of Rifle / CDOT, Garfield County, CO. Bruce provided construction oversight for the replacement of a signalized intersection with two multi-lane roundabouts at Exit 90 in Rifle. This CDOT Local Agency project included full road reconstruction, pedestrian facilities, and all coordination of the concrete jointing pavements. Bruce assured the project met federal and state standards associated with Local Agency projects.

Education

- BS, Biology/Chemistry, Radford University, 1995

Certifications

- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Concrete Strength Testing Technician
- ICC:
 - Reinforced Concrete Special Inspector
 - Structural Masonry Special Inspector
 - Spray-Applied Fireproofing Special Inspector
 - Commercial Building Inspector
- CDPS DFPC Third Party Public School Inspector
- CAPA Level A - Laydown
- CAPA Level B – Plant Materials Control
- CAPA Level C – Volumetrics and Stability
- CDOT Basic Highway Construction Surveying
- CDOT Stormwater Management and Erosion Control
- CDOT LIMS
- WAQTC - CDOT Soils Inspector
- NICET Level IV Construction Materials Testing – Soils
- NICET Level III Construction Materials Testing – Concrete
- NICET Level III Construction Materials Testing – Asphalt
- Hazwoper/OSHA 40 Hours

Years of Experience

23

Years with Ground

23

Chris Hutto, CET

Gypsum Office - Area Manager

Chris is a senior project manager with 23 years of experience in construction management, materials testing, special inspections and civil inspections. He has performed services on more than 1000 construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work. The projects have included report generation and review, schedule coordination, data analysis and personnel management. His responsibilities have also included staff training, coordination, and client contact and service.

Chris has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- soils testing (field and laboratory)
- proof rolling inspections
- retaining wall construction testing and inspections
- drilled pier special inspections
- concrete testing (field and laboratory)
- structural masonry special inspections and testing
- asphalt (field and laboratory) testing
- drill and epoxy special inspection
- post-tension tendon special inspections and elongation reporting
- fireproofing special inspections and testing
- chemically stabilized subgrade testing
- sanitary and storm sewer pipe installation inspection
- driven pile, micropile, screw pile and helical pier special inspection
- reinforcing steel special inspection

Roadway/Highway/ Bridges

I-70 Eagle Interchange; Edwards Interchange; Glenwood Canyon; Vail Climbing Lanes; Vail Underpass; Vail Bridge Rd Bridge; Hwy 6 Multiple Bridges; US 40-Craig; SH82 – Cattle Creek Int.; SH82 Grand Avenue Bridge; 27th St Bridge - GWS; CDOT SH13 Reconstruction; CDOT I-70 Truck Parking - GWS; CDOT Rifle Bridge

Aviation

Denver International Airport; Aspen-Pitkin County Airport; Eagle County Airport; Centennial Airport; Grand Junction Airport; Lake County Airport; Meeker Airport; Nucla Airport; Rifle Airport

Commercial Buildings /Hospitals/ Schools

Aspen Art Museum; Aspen - RFTA Maintenance Facility; Avon Public Safety Facility; Rio Blanco Justice Center; Grand Junction Community Hospital; St Mary's Hospital; Vail Hospital; CMU Campus – GJ; Colorado Mtn College (Multiple Campuses); Eagle County Charter Academy; Ross Montessori – Carbondale; De Beque/ Garfield County/ Roaring Fork/ Eagle County/ Lake County/ Summit County/ Meeker/ Mesa County School Districts

Education

- AS, Civil Engineering Technologies, Lake Superior College, 2014

Certifications

- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Strength Testing Technician - Level 1
- CAPA Level A – Laydown
- CAPA Level B – Plant Materials Control
- WAQTC- Special Inspector
- Post Tensioning- PTI Level 1 Unbonded PT Field Installation
- ICC- Spray-Applied Fireproofing Special Inspector
- CDOT – LIMS Training

Years of Experience

5

Years with Ground

5

Christopher D. Leeper

Senior Field Technician

Chris is a senior field technician with 5 years of experience in construction materials testing, special inspections and civil inspections. He has performed services on many construction projects including commercial, industrial, airports, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work.

Chris has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- soils testing (field and laboratory)
- proof rolling inspections
- retaining wall construction testing and inspections
- drilled pier special inspections
- concrete testing (field and laboratory)
- structural masonry special inspections and testing
- asphalt (field and laboratory) testing
- drill and epoxy special inspection
- driven pile, micropile, screw pile and helical pier special inspection
- chemically stabilized subgrade testing
- sanitary and storm sewer pipe installation inspection
- reinforcing steel special inspection

Roadway/Highway

SH82 Grand Avenue Bridge- Glenwood Springs; 27th Street Bridge; I-70 Eagle Interchange; Garfield CR311 Reconstruction-Silt; CDOT Hwy 24 Bridge- Buena Vista; CDOT Brush Creek Bridge-Eagle

Aviation

Eagle Airport-AIP 53, 59, 60, Terminal Addition, SRE Hangar; Aspen Airport Pavement Rehab; Leadville Airport Runway 16/34; Garfield County Airport- Deicing Pad; Grand Junction Regional Airport.

Municipal Utility Projects

Eagle Lower Basin Water Treatment Plant; Blue Lake Water Tank; ERWSD- Aeration Basin; Mountain Star Water Storage Tank; Shadow Mountain Improvements; Town of Vail-Forrest Rd/Rockledge

Schools

CMC- Spring Valley Ascent & Fitness Center; Red Sandstone Elementary/ Parking Garage; Eagle Valley Elementary School; Aspen Community School; Ross Montessori; CMU IIIA Dormitory, CMU Engineering Building; Lake County High School; Glenwood Springs Elementary School; Eastbank K-8- Glenwood Springs

Hospitals and Health Care

Grand Junction Community Hospital; Vail Hospital; Avon Police Department; Avon Fire Department; De Beque Fire Department

GROUND

ENGINEERING

Shane Sorensen, EIT

Staff Engineer

Education

- BS, Civil Engineering, Colorado State University – Fort Collins, 2005

Certifications

- Engineer in Training - CO
- Troxler Nuclear Gauge Safety
- ACI:
 - Concrete Field Testing Technician – Grade 1
 - Concrete Strength Testing Technician
 - Masonry Field Testing Technician
- WAQTC – CDOT Soils Inspector
- CDOT LIMS Training
- CAPA LabCat Levels A, B, C
- MSHA New Miner 24 hr Safety Training
- International Code Council:
 - Reinforced Concrete Special Inspector
 - Structural Masonry Special Inspector
 - Spray-Applied Fireproofing Special Inspector
 - Commercial Building Inspector
- CDPS DFPC Third Party Public School Inspector

Years of Experience

13

Years with Ground

8

Shane is a Staff Engineer with 13 years of experience in general construction and materials testing, special inspections, civil inspections, and building inspections. He has performed services on more than 500 construction projects including commercial, industrial, multifamily residential, schools, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges, highway work, and aviation. The projects have included testing, inspections, report generation and review, schedule coordination, data analysis and personnel management. His responsibilities have also included staff training, coordination, and client contact and service.

Shane has performed field testing, special inspections, QA/QC inspection and building inspection services including:

- | | |
|---|---|
| • concrete testing (field and laboratory) | • structural concrete special inspections |
| • asphalt testing (field and laboratory) | • structural masonry special inspections |
| • soils testing (field and laboratory) | • spray-applied fireproofing special inspections |
| • proof rolling inspections, stabilization recommendations | • Commercial Building Inspections, including Public Schools |
| • retaining wall inspections | |
| • drilled pier, helical pier, and micropile special inspections | |

Roadway/Highway/Municipal Infrastructure

GWS 27th St Bridge; SH13 Reconstruction; I-70 Truck Parking – Garfield County; SH82 Grand Avenue Bridge; SH82 Retaining Wall Repair; I-70 Vail Underpass; I-70 Edwards Interchange; Eagle Interchange; SH82/Cattle Creek Interchange; Garfield County CR311 Reconstruction; Garfield CR137 Bridge; Blue Lake Water Tank; Eagle Lower Basin WTF; Rifle 3MG Water Tank; Taylor Draw Dam; Big Battlement Auxiliary Dam

Aviation

Eagle County Airport; Aspen-Pitkin County Airport; Lake County Airport; Garfield County Airport, Grand Junction Regional Airport; Meeker Airport

Schools/Commercial Buildings/Healthcare

Colorado Mountain College (Multiple Campuses); Roaring Fork School District RE-1 (Multiple Projects); Eagle County Schools (Multiple Projects); Summit School District (Multiple Projects); Garfield County SD 16 (Multiple Projects); De Beque School District PK-12; Six Canyon Apartments; Lakota Senior Apartments; Pitkin County Sheriff Admin; Pitkin County Courthouse; Aspen Ambulance District Facility; Vail Health; Grand Junction Community Hospital; St Mary's Medical Center, Grand Junction; Whole Foods, Frisco

Education

- BS, Civil Engineering Technology, Central Connecticut State University – New Britain, CT, 2010

Certifications

- Troxler Nuclear Gauge Safety
- ACI:
 - Field Testing Technician – Grade 1
 - Concrete Laboratory Technician – Grade 1 & 2
 - Concrete Strength Testing Technician – Grade 1 & 2
 - Aggregate Testing Technician – Grade 1 & 2
 - Aggregate Base Testing Technician – Grade 1 & 2
- WAQTC – CDOT Soils Inspector & NETTCP Soils and Aggregate Inspector
- CAPA Asphalt LabCat Levels A, B, C
- CDOT:
 - Inspector/Safety Training
 - Math, Plan Reading, Surveying
 - Site Manager/LIMS Administrator
 - Traffic Control Supervisor
 - Erosion Control Supervisor
- OSHA 10 Hour Safety Training

Years of Experience

9

Years with Ground

6

Matthew Raczewski

Senior Field Technician

Matt is a Senior Field Technician with 9 years of experience in construction materials testing, special inspections and civil inspections. He has performed services on more than 100 construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges, highway work, and aviation. The projects have included report generation and review, schedule coordination, data analysis and personnel management.

Matt has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- concrete testing (field and laboratory)
- asphalt (field and laboratory) testing
- soils testing (field and laboratory)
- proof rolling inspections, stabilization recommendations
- retaining wall construction testing and inspections
- drilled pier, helical pier, and micropile special inspections
- reinforcing steel special inspections
- structural masonry special inspections and testing
- fireproofing special inspections and testing
- Commercial Building Inspections, including Public Schools

Matt has specific experience on Colorado Department of Transportation (CDOT) construction projects, inclusive of construction materials testing and inspection, field laboratory testing, project materials quality documentation, inspector's project documentation, measurement and documentation of accepted material items and quantities, and full inspection of interstate traffic control setups.

Roadway/Highway - CDOT

CDOT SH-13 @ CR-5 North of Rifle - (CDOT Region 3) - Lead Materials Tester – 2019-2020

CDOT I-70 Truck Parking Garfield County -(CDOT Region 3)- 2019

CDOT Vail Bridge @ Bridge Rd. (L.A. Project) - (CDOT Region 3) 2019

CDOT Vail Water TAP (L.A. Project) - (CDOT Region 3) - Materials Tester/Finals Doc. - 2018

CDOT SH-133 Redstone to McClure Pass - (CDOT Region 3) – Lead Materials Tester - 2018

CDOT I-70 Rifle Bridge at Rifle - (CDOT Region 3) - Materials Tester/Finals Doc. - 2018

CDOT SH-9 Iron Springs – Frisco, CO (CDOT Region 3) – Lead Materials Tester – 2016-2017

CDOT I-70 Vail Pass Bridge Joints – (CDOT Region 3) – 2015

I-70 Vail Summit Climbing Lane – (CDOT Region 3) – 2014

GROUND

ENGINEERING

Education

- BS, Environmental Engineering, Northern Arizona University, 2011

Certifications

- P.E. License (CO)
- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Strength
- CAPA Level A - Laydown
- CAPA Level B – Plant Materials Control
- CAPA I – Inspector
- CDOT Payroll
- CDOT Basic Highway Math
- CDOT Basic Highway Plans Reading
- CDOT LIMS
- CDOT Basic Highway Construction Surveying
- CDOT Transportation Erosion Control
- CDOT Level 1 - Concrete Pavement Inspector
- CCA Traffic Control Supervisor
- ICC Reinforced Concrete Special Inspector
- ICC Spray-applied Fireproofing Special Inspector
- WAQTC Embankment and Base Testing Technician
- PCI Quality Control Personnel Certification Level I & II
- OSHA/Hazwoper 24 Hours

Years of Experience

7

Years with Ground

7

Paul J. Falk, P.E.

Staff Engineer, Construction Inspector / Observer

Paul is a Professional Engineer and construction inspector with 7 years of experience in heavy civil infrastructure inspection and testing including bridges, roadways, and highway work, construction materials testing, and special inspections. He has performed services on many construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, municipal infrastructure, land development and roadways.

Paul has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- Structural masonry special inspections and testing
- Reinforced concrete special inspection
- Drill and epoxy special inspection
- Pre-stress/precast observation/inspection - PCI Level II
- Post-tension tendon special inspections and elongation reporting
- Driven pile, micro pile, screw pile, and helical pier special inspection
- Drilled Pier special inspection
- Concrete testing (field and laboratory)
- Soils testing (field and laboratory), and proof rolling inspections
- Asphalt (field and laboratory) testing
- Retaining wall construction testing and inspections
- Chemically stabilized subgrade testing
- Sanitary and storm sewer pipe installation inspection
- Fireproofing special inspections and testing

His responsibilities have also included geotechnical subsurface explorations, staff training, coordination, project and report review, and client contact and service.

Roadway / Highway / Bridges / Municipal Infrastructure

Bridge Over Gore Creek – Town of Vail; CDOT R3 SH 9 Frisco Resurfacing; CDOT R3 SH 9 Iron Springs; C-70; North Shields Street Girder Inspection; Louisville Wastewater Treatment Plant

Aviation

Denver International Airport - Concourse C, West Apron Expansion – Runway Improvements; Gunnison Airport

Commercial Buildings / High-Rises / Hospitals / Schools

Community Hospital of Grand Junction; Vail Hospital – East Addition; 16M – Office/Retail and Residential; Meeker High School; Colorado Mountain College – Spring Valley Campus; SSD Professional Development Space - Frisco



COLORADO
Department of Transportation

Region 3

Glenwood Springs Residency
202 Centennial Drive
Glenwood Springs, CO 81601

DATE: January 13, 2020

TO: Whom it May Concern

FROM: Andrew Knapp, PE

SUBJECT: SGM's Exemplary Performance

SGM has managed and supported many civil construction projects for CDOT's Glenwood Springs Residency. Their roles have included construction inspection, construction surveying, and project management. The projects they have been involved in has recently included and is not limited to the following:

- SH 82 Grand Avenue Bridge
- SH 82 Glenwood Springs to Carbondale Resurfacing
- SH 82 Wall Repair MP 32
- SH 133 McClure Pass to Redstone
- I-70 Truck Parking Garfield County
- I-70 GWC Permanent Rockfall Mitigation MP 124.2

The expertise that SGM brings has allowed these projects to be successfully completed. We have been working with SGM for many years on a wide variety of civil construction projects evidenced above. SGM's work is always of the highest standard and you can count on them to communicate potential issues in a timely manner and be ready to discuss potential solutions. Their consistent advocacy of the owner's interests in these projects is commendable and their experience with federal aid project paperwork requirements provides tremendous value.

It is always great working with SGM as you can count on professional service, timely communication, and protection of the owner's interests to be able to successfully deliver challenging, varied, construction projects. In addition to my personal experience, all of my staff have consistent praise for working with SGM and consistent praise for their work. I do not hesitate to recommend SGM for other civil construction project services. Please feel free to call me with any questions regarding my experience working with SGM.

Sincerely,

Andrew Knapp, PE
Glenwood Springs Resident Engineer
P 970.384.3328
knapp.andrew@gmail.com





COLORADO

Department of Transportation

Region 3

Program Engineer Central
202 Centennial Drive
Glenwood Springs, CO 81601

September 1, 2016

Dan Cokley and Mike Fowler
SGM-Inc.
118 W. 6th Street, Suite 200
Glenwood Springs, CO 81601

**Subject: Thank You- Project Construction Management Support 2016 Emergency Projects on
I-70 GWC and SH 131 State Bridge**

Dan and Mike,
On the behalf of CDOT Region 3 Central Program I would like to thank SGM and its sub-consultants for the excellent construction management and project support provided to Region 3 Central Program Glenwood Residency on the delivery of the I-70 Glenwood Canyon Permanent Rockfall and the SH 131 State Bridge Projects.

I have received numerous compliments on the professionalism and competency of the SGM Construction Management team from multiple sources including but not limited to: CDOT Maintenance Staff at Hanging Lake Tunnel and in Glenwood Springs; CDOT Region 3 Public Information Officer; Region 3 PEC Glenwood Residency RE; Region 3 Central Program Design Team Manager; CDOT Geohazard Unit Program Manager; CDOT Contracting Unit; CDOT Staff Bridge; Colorado State Patrol. The unsolicited efforts made to express their gratitude for the professionalism and/or service provide by SGM emphasizes the value provided by SGM.

Key staff on the SGM Project Team included: Dan Cokley, Senior Project Manager; Mike Fowler Project Engineer; Blaine Wright and Lee Barger, Project Inspectors Rockfall Fence Project; Bruce Gray and Anthony Alfini Project Inspectors State Bridge Project.

These SGM team members were instrumental in assisting CDOT, the Contractors, and our stakeholders with multiple challenges on the project, including but not limited to:

- Remote locations with challenging communications
- Unknown site conditions and that required timely field modifications and communication with design staff from multiple CDOT specialty units
- Limited and restricted working periods to accommodate I-70 and SH 131 traffic demands
- Weekend and shift work to match contractors accelerated construction schedule
- Working in challenging terrain and implementing new technologies
- Challenging Traffic Control Plans and Methods of Handling Traffic, including the coordinating the closure of I-70 Glenwood Canyon
- Coordination with other CDOT Engineering, Eagle County and Maintenance Projects
- Coordinating and Communication with impacted stakeholders

Please express my sincere thanks to others on your team that I may have missed.

Regards,
Steve Olson
CDOT Region 3 Central Program Engineer





To: Mike Scanlon
From: Michael Hermes
RE: Letter of Recommendation for SGM for Municipal Engineering

May 15, 2015

Dear Mr. Scanlon

I understand the Town of Basalt is soliciting Statement of Qualifications for municipal engineering services. In my capacity as the Director of Facilities/Project Manager for RFTA I have worked with SGM on several complex public projects and am very confident in recommending them to the Town of Basalt.

Our projects at RFTA not only require the technical competency to resolve physical engineering challenges, but they require historical knowledge, familiarity of local codes, and perhaps most importantly, the trust of all interested parties. We have an added level of confidence that the project will be successfully completed when SGM is at the table.

Over its history, RFTA has worked with all of SGM's teams including civil, traffic/transportation, survey, structural, mechanical, and energy efficiency. Most recently we have worked with SGM on our West Glenwood trail project, the BRT project and the Basalt Underpass project. As you know the Basalt Underpass is very complex with significant engineering challenges and requiring strong coordination with both RFTA and CDOT. We have been pleased with SGM's ability to address RFTA's concerns on behalf of the Town of Basalt while still meeting the project objectives of CDOT. I feel that SGM has the combination of technical competency in all engineering disciplines and the working relationships in the Roaring Fork Valley that the Town of Basalt will need to be successful in the future.

If you should have any questions or wish to speak to me about SGM please do not hesitate to contact me a (970) 384-4973 or Mhermers@RFTA.com.

Regards,
Michael Hermes

Director of Facilities/Project Manger
Roaring Fork Transportation Authority



Price
RFQ

Price RFQ

Our Fee estimate is based on the information in the RFQ and the assumed construction schedule shown on the following page. The schedule anticipates construction beginning in May 2020, slowing for three months over the winter and then resuming in 2021 with a final completion in November 2021. Also included are the Pre-Construction and Project Closeout activities required to comply with CDOT and FHWA requirements on Local Agency projects. These are both major efforts that are required for a successful project.

SGM Hours and Labor Charges						
No.	Code	Personnel Description	Name	Rate	Hours	Labor Cost
1	PE	Project Engineer	Mike Fowler, PE	\$169.00	933	\$ 157,677.00
2	APE	Asst. Project Engr	Jake Livermore, PE	\$125.00	1913	\$ 239,100.00
3	PI	Project Inspector	Bruce Gray	\$112.00	3040	\$ 340,480.00
4	AA	Admin. Assistant		\$73.00	140	\$ 10,220.00
Subtotals					6026	\$ 747,477.00

TOTAL LABOR	\$ 747,477.00
OTHER DIRECT COSTS	\$ -
SGM TOTAL COSTS	\$ 747,477.00

GROUND Hours and Labor Charges						
No.	Code	Personnel Description	Name	Rate	Hours	Labor Cost
5	TM	Testing Manager	Chris Hutto	\$105.00	720	\$ 75,600.00
6	MT	Materials Testing Tech.	Chris Leeper	\$55.00	2640	\$ 145,200.00
Subtotals					3360	\$ 220,800.00

TOTAL LABOR	\$ 220,800.00
OTHER DIRECT COSTS	\$ 23,600.00
GROUND TOTAL COSTS	\$ 244,400.00

TOTAL PROJECT COSTS	\$ 991,877.00
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Labor Cost Breakdown by Phase		
Phase	Hours	Total Cost
1. Project Management	140	\$ 20,844.00
2. Pre-Construction	138	\$ 17,790.00
3. Construction (includes ODCs)	8788	\$ 918,803.00
4. Project Closeout	320	\$ 34,440.00
PROJECT TOTALS	9386	\$ 991,877.00

Construction Cost Estimate	\$ 12,000,000
CM Cost as % of Construction	8.3%

Other Direct Costs - Laboratory Testing					
Laboratory Trailer	(weekly rate)	72	Weeks @	\$300	\$21,600
Laboratory Trailer	(Mobilization)	1	Event @	\$2,000	\$2,000
Project Total ODCs					\$23,600





We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors.
We develop and maintain lasting client relationships and are committed to our local communities.

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

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES is made this ____ day of February, 2020 between the CITY OF GLENWOOD SPRINGS, a home rule municipality under the laws of the State of Colorado ("City"), and SCHMUESER GORDON MEYER, INC. dba SGM a Colorado corporation ("Contractor").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Scope of Agreement. Contractor agrees to provide the City with Construction Management, Construction Inspection, and Material Testing, for South Midland as more fully described on **Exhibit A** attached hereto and incorporated herein.

2. Consideration. The City agrees to compensate Contractor for its services in an amount not to exceed Nine Hundred Ninety-One Thousand Eight Hundred and Seventy-Seven Dollars (\$991,877.00), as more fully described on **Exhibit B** attached hereto and incorporated herein. Contractor shall submit a bill for approval and payment on a monthly basis until completion of the services. Each bill shall contain a statement of the time that the Contractor's employees spent on the Project since the previous bill, a brief description of the services provided by each such employee, and an itemization of direct expenses actually incurred. Upon reasonable advance request, the City may inspect and copy Contractor's documentation of time and expenses.

3. Term. This Agreement shall be effective as of its full execution by both parties and shall continue until December 31, 2021, or unless earlier terminated due to completion of the services identified in Section 1 or pursuant to this Agreement. Contractor represents, covenants, and agrees that it will not undertake any obligations or make any commitments that will limit or prevent timely completion of this Agreement.

4. Agreement Subject to Appropriations. It is expressly understood and agreed that the City's performance of this Agreement is subject to appropriations being made by the City Council of the City of Glenwood Springs. In the event City Council fails to make or maintain sufficient appropriations to pay any costs incurred under this Agreement, the Agreement shall be terminated immediately.

5. Independent Contractor. Contractor is providing services independently and is not an employee of the City. Contractor shall not be entitled to any benefits provided to City employees. Contractor understands the difference in status between an independent contractor and an employee and acknowledges and stipulates that Contractor is neither eligible nor entitled to statutory or legal benefits or provisions of labor codes or other such similar statutes. The parties further agree that the City shall not withhold from Contractor unemployment insurance, social security or any other withholdings. Contractor agrees to be responsible for all such payments required by law.

a. Contractor acknowledges and agrees that it is not entitled to unemployment insurance benefits unless unemployment compensation is provided by Contractor or some other entity. Contractor also acknowledges and agrees to report all payments received from the City on his federal and state income tax returns and is obligated to pay any and all resulting federal and state income tax obligations. Contractor will indemnify the City for any such payments required but not paid.

b. Contractor acknowledges and agrees that it is not covered by the City's workers' compensation coverage and is not entitled to workers' compensation benefits. The City will be held harmless, and Contractor will indemnify the City for any liability arising out of or caused by Contractor's business and/or persons engaged in operations covered by this Agreement.

c. In making and performing this contract, Contractor acts and at all times shall act as an independent contractor and shall maintain operations that are separate and distinct from the City. Nothing contained in this Agreement shall be construed or applied as to create or imply the relationship of partners, joint adventurers, or of employer or employee between the parties hereto.

6. Employees and Subcontractors. The providing of professional services required under Section 1 of this Agreement shall be the responsibility of the Contractor. Contractor may employ or subcontract with additional persons to assist in the performance of this Agreement. Supervision and payment of any such persons shall be the sole and exclusive responsibility of Contractor.

7. Work By Illegal Aliens Prohibited. Pursuant to Section 8-17.5-101, C.R.S., *et. seq.*, as amended, Contractor warrants, represents, acknowledges, and agrees that:

7.1. Contractor does not knowingly employ or contract with an illegal alien.

7.2. Contractor shall not knowingly employ or contract with an illegal alien to perform work or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien who will perform work under this Agreement.

7.3. Contractor has participated in or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the Department of Homeland Security (hereinafter, "E-Verify Program") in order to verify that Contractor does not employ illegal aliens. Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in the E-Verify Program.

7.4. Contractor shall not use E-Verify procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

7.5. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall be required to:

(a) notify the subcontractor and the City within three (3) days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(b) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

7.6. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in subsection 8-17.5-102(5), C.R.S.

7.7. If Contractor violates this Section, the City may terminate this Agreement for breach of contract. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the City arising out of said violation.

8. Standard of Care. The standard of care applicable to Contractor's services will be the same degree of care, skill, and diligence employed by professionals performing the same or similar services. In case of any conflict between the interests of the City and any other entity, the Contractor shall fully and immediately disclose the issue to the City and shall take no action contrary to the City's interests.

9. Indemnification. Contractor hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorneys' fees, litigation, judgments, damages, and claims arising from or out of any negligent act or omission or other tortious conduct of Contractor, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

10. Responsibilities. Contractor shall be responsible for all damages to persons or property caused by the Contractor, its agents, employees or sub-contractors, to the extent caused by its negligent acts, errors and omissions hereunder, and shall indemnify and hold harmless the City from any claims or actions brought against by reason thereof. Contractor's obligation to indemnify the City as set forth in this Agreement shall survive the termination or expiration of this Agreement. Contractor or its insurer(s) shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the City when applicable, and shall pay all costs and judgments which may issue thereon.

11. Insurance. Contractor agrees to provide proof of general liability insurance to the City, which names the City as an additional insured thereunder, with appropriate endorsements and with single limit liability coverage of at least One Million Dollars (\$1,000,000.00) and proof of professional liability insurance coverage of at least One Million Dollars (\$1,000,000.00) for each claim and aggregate limit. Contractor shall maintain this insurance for the term of this Agreement.

11.1 Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of Contractor's indemnification obligation. Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

11.2 It is understood and agreed, for the benefit of the City, that the following additional considerations shall apply to all coverage specified herein:

11.2.1 All coverage provided herein shall be primary and any insurance maintained by the City shall be considered excess.

11.2.2 The City shall have the right to verify or confirm, at any time, all coverage, information or representations contained herein, and the insured and its undersigned agent shall promptly and fully cooperate in any such audit the City may elect to undertake.

11.2.3 Advice of renewal is required.

Packet Page 291

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

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this _____ day of February, 2020.

CITY OF GLENWOOD SPRINGS

ATTEST:

By: _____
Jonathan Godes, Mayor

Catherine Mythen Fletcher, City Clerk

CONTRACTOR: SCHMUESER GORDON
MEYER, INC. dba SGM

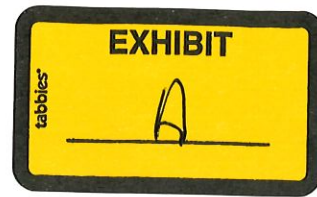
By: _____
Mike Fowler, SGM Principal

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing AGREEMENT FOR PROFESSIONAL SERVICES was acknowledged before me
this _____ day of _____, 2020 by _____ as _____ of
_____.

Witness my hand and official seal.

My commission expires: _____



b. Scope of Work

1. Review of Bid Set before release to bid to evaluate for any substantial design or constructability issues.
2. Initial Project Meeting

The Consultant project personnel shall meet with the contractor to coordinate and schedule the required work prior to active construction. The Consultant shall review the contractor's schedule.

3. Work Duration

The anticipated time period for the work described in this scope is February 2020 through November 2021. Work will be required night and/or day, on weekends, holidays, and/or on a split shift basis. Work weeks may be in excess of or less than a standard 40 hour work week. The consultant shall meet with the City Engineer if it is anticipated that their services may not be required for a period exceeding one week. A procedure shall be agreed upon at the pre-work meeting to resolve this issue.

4. Authorization to Proceed

Work shall not commence until a written agreement is received by the Consultant and shall be completed in the time specified.

5. Routine Billing and Reporting

The Consultant shall provide the following on a regular basis:

- i. Monthly billing formats, for all contract activities performed by the Consultants Project Engineer, Inspector, and Field Materials Testing Technician.
- ii. Monthly billings that include contract status.
- iii. Supporting documentation for all direct costs.

6. Labor, Materials, Vehicles, and Equipment

The Consultant shall furnish all personnel, materials, equipment, and transportation required to perform the work. Consultant personnel shall have appropriate vehicles (equipped with flashing amber beacon), cellular phones, computers, and miscellaneous equipment and supplies (printers, calculators, manuals, office supplies, safety equipment, etc.) required to perform all work. Personal protective equipment (PPE) shall be in accordance with all federal and local safety requirements. The consultant will furnish a local office space within 5 miles of the worksite and the materials testing laboratory in similar proximity. Consultant shall be responsible for procuring a local wireless Internet Service Provider (ISP) or similar compatible service if conventional high-speed internet service is not available. Vehicle mileage and per diem for all **local** personnel is not paid for separately but shall be included in the scope of work. Mileage for special inspections or additional personnel may be charged separately with approval from the City prior to the trip.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the City Engineer. The Consultant shall assign the same personnel for the duration of the Construction Contract unless otherwise approved by the City Engineer.

The Project Engineer, inspector and materials testing technical personnel shall be thoroughly familiar with CDOT forms and documentation requirements, including, but not limited to, **Buy America Documentation**. Materials personnel will be required to document the

materials testing and procedures. Personnel provided by the consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the City Engineer.

7. Diaries and Documentation

All Consultant personnel shall maintain a daily diary for each day work is performed on the project. They shall use CDOT's Form 103 or automated 103a – Project Diary, or other form approved by the City Engineer. The contents of the diary shall be brief and accurate statements of the project progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall become a part of the permanent project record and shall be given to the City Engineer within one working day of its date if requested.

8. Project Engineer Requirements

The Consultant will provide support to the City Engineer through assignment of personnel to construction management. Personnel will be required to work at the Project Engineer Level. He or She shall be either a Colorado Registered Professional Engineer or a non-licensed individual with demonstrable construction administration experience. However, if the Consultant employee is not a registered Professional Engineer, he/she shall work under the oversight of a competent Professional Engineer in responsible charge who is registered in the State of Colorado. The Project Engineer shall have CDOT construction experience and roadway construction experience. Experience with block wall, soil nail walls, reinforced concrete, utility installation, environmental constraints, and traffic control management are required.

The Project Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the City. He or She has immediate charge of the engineering details of the construction project and is responsible for the administration and satisfactory completion of the project and is delegated commensurate authority.

Specific responsibilities include: construction of the project in accordance with the plans; enforcement of governing specifications and special provisions; control of inspection; proper documentation; and preparation of change orders. By law, the consultant of entity project engineers cannot obligate funds or authorize payment on behalf of the City. As the City's representative, the Project Engineer has frequent personal contacts with the Contractor, property owners, municipal officials, utilities, and the travelling public; thus, personal contact should be a credit to both the individual and the City.

The Project Engineer is the first level of authority concerned with unusual circumstances (e.g. non-specification work, work outside of the scope of the Contract, disputes, change orders). As practical, problems concerning contract interpretation should be referred to higher levels of authority until the problem is resolved. Immediate decisions can be made and orders written, as necessary, to expedite construction.

Project Engineer Responsibilities may include, but are not limited to:

- i. Coordination with construction contract activities.
- ii. Review, give comments, and acknowledge completeness of required submittals including, but not limited to:

- a. Baseline Schedule, Progress Schedules, and Method Statements
 - b. Shop Drawings
 - c. Safety Critical Plans (including, but not limited, to wall construction, rockfall mitigation installation, traffic control management)
 - d. Method Statements
 - e. All EEO Requirements

- iii. Provide the following documentation, reports, and billings on a routine basis:
 - a. Periodic reports and billings required by CDOT Procedural Directive 400.2
 - b. Preparation of monthly progress estimates for monthly and final billings for consultant fees and construction contractor payments.
 - c. Maintaining of project files, project diaries, and time counts.
 - d. Monitoring contractor payroll compliance.
 - e. Conducting weekly progress meetings with contractor, subcontractors, utilities, and other interested parties.
 - f. Monitoring of project contractor for fulfillment of project plans and specifications.
 - g. Securing all project documentation from the contractor.

- iv. Contractors Bid submission review assistance.

- v. Preparation of all Contract Modification Orders (CMO) and Minor Contract Revisions (MCR) for the City Engineer.

- vi. On-site cursory review of drawings and data submitted by the construction contractor and suppliers for general conformance with the intent of the specifications. Inform and obtain concurrence as needed from the City Engineer and keep relative documentation for project records.

- vii. Communicating with adjacent landowners as required to resolve issues that may arise due to construction.

- viii. Monitoring traffic control for compliance with the approved Method of Handling Traffic (MHT).

- ix. Project compliance with CDPHE and all other environmental permits issued for the project.

- x. Preparing a punch list of uncompleted work, non-conformance reports, and deficiency notices.

- xi. Preparing responses to contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence.

- xii. Review of materials testing results

- xiii. It is preferred that the Project Engineer shall have successfully completed:
 - a. An ECS training program authorized by CDOT.
 - b. A Construction Project Administration for Local Agency Training by CDOT.
 - c. An EEO/Civil Rights/Certified Payroll for Local Agencies Training by CDOT.

9. Project Inspector Requirements

The Consultant will provide support to the project staff through assignment of personnel to inspection activities. Each Inspector shall be trained and qualified in accordance with CDOT's Construction Inspection Qualification Plan. Inspectors shall have relevant construction inspection experience on at least two recent CDOT or CDOT Local Agency projects.

Inspection responsibilities may include, but are not limited to, the following:

- i. Participation in weekly progress meetings with the contractor, subcontractors, utilities, and other interested parties.
- ii. Securing project documentation from the contractor.
- iii. Maintaining accurate notes. Recording actual construction details to be used in preparation of as constructed plans.
- iv. Initial, follow up, and final inspections of work in progress; including interim and final measurements.
- v. Notifying contractors and Project Engineer of non-compliance with the contract plans and specifications.
- vi. Performance of special tests, investigations, or monitoring which are required to fulfill all CDOT Local Agency Project Requirements.
- vii. Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures.
- viii. Submittal of standard documentation reports (such as Daily Work Report) no later than the following working day.
- ix. Aiding in the preparation of routine correspondence to the contractor, City staff, Local Agencies, etc.
- x. Providing liaison and communication to contractor field crews.
- xi. Maintain accurate notes for preparation of final "As Constructed" plans upon project completion.
- xii. Monitoring compliance with the Method of Handling Traffic (MHT) and the Manual of Uniform Traffic Control Devices (MUTCD).

10. Project Materials Testing Requirements

Inspection, sampling, testing, and documentation shall be in accordance with the latest edition of the CDOT Materials and Construction Manuals. Sampling and testing will be done in accordance with CDOT's Minimum Sampling, Testing, and Inspection Schedule, the Special Notice to Contractors; and the Procedures; all contained in CDOT's Field Materials Manual. When the method is not cited, the order of precedence for all sampling and testing is Colorado Procedures, AASHTO Procedures, and the ASTM or other Specifications, Standards, or policies are cited, the reference shall be to the latest edition as revised or updated by approved supplements or interim editions published and issued prior to the date of advertising a specific construction project for all bids.

The consultant shall furnish all personnel, materials, and equipment required to perform the work. The consultant will provide a field laboratory. The tester shall be certified to perform the project sampling and testing in accordance with CDOT requirements. These requirements typically include the following certifications: CAPA levels A & B, ACI, WAQTC, and nuclear gauge operation. The tester shall be certified as defined but the requirements set forth in the Current Colorado Procedure CP-10. Minimum requirements for certification are dependent on the item to be sampled and tested. The tester responsible for sampling and testing on this project shall have all required certifications based on this project's specific material testing schedule. The tester shall be thoroughly familiar with CDOT forms and documentation requirements.

The tester shall be experienced and competent in all aspects of highway construction testing within the scope of this project. The consultant shall sample, test, inspect, and document all materials incorporated into the project. This includes: materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with the SCHEDULE in the Field Materials Manual; materials that may be added to the project through contract modification; and altered material quantities whether increased or decreased. The Project Engineer and tester shall review project quantities on a regular basis to ensure that sufficient tests have been performed for the material placed to date.

The consultant's work shall be under the direction of, and shall be reviewed, stamped, and signed by a Professional Engineer registered in the State of Colorado. The City Engineer may request forms to be stamped. The Professional Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the Project Engineer, and must be experienced and competent in road and bridge construction and construction materials testing and inspections.

The consultant shall document and transport samples of any and all materials that are required to be tested.

The tester shall furnish the Project Engineer with the original copies of all worksheets on a daily basis. The tester shall also keep the records up to date at all times and provide copies to the Project Engineer by the end of the shift for any material found to be non-specification. At the discretion of the Project Engineer, the tester may be required to provide the records to the contractor prior to the end of shift for any material found to be non-compliant with the specifications.

The consultant shall complete all required materials documentation and submit to the Project Engineer within three (3) weeks of the materials incorporation into the project. If a specific materials' documentation cannot be completed within three (3) weeks the consultant shall provide a schedule to the Project Engineer detailing the timeline for completion of the documentation. The schedule shall be submitted within the initial three (3) week period.

The tester(s) shall:

- i. Have a minimum of one year of experience in specialty field (soils, aggregates, asphalt paving, concrete, etc.) that requires testing.
- ii. Be certified by the American Concrete Institute (ACI) if testing concrete.
- iii. Be certified Level A/B by the Colorado Asphalt Technical Certification Program (LabCAT) if testing Hot Mix Asphalt.
- iv. Be certified through Western Alliance for Quality Transportation Construction (WAQTC) Qualification Program if testing soils and aggregates.
- v. Copies of all certification shall be provided to the Project Engineer prior to the start of work on the project.
- vi. References of testing experience shall be available for all Consulting staff provided and may be requested at any time during the contract.

11. Additional Work for Project Schedule Review

12. Schedule Review

The Consultant shall conduct an objective analysis of Contractor schedules and method statements based on the documents furnished to the Project Engineer. Each analysis shall assess the feasibility of the Contractor's project construction schedule and updates relative to the current stage of completion and timely final completion according to the terms of the contract. Scheduling duties shall include:

- a. Assemble and review updated as-built data to verify the accuracy of the Contractor's actual construction progress and schedule feasibility. Provide ongoing schedule review and evaluation support through project completion.
- b. Perform a schedule delay analysis and determine the amount of Contractor and/or City excusable or non-excusable delays. Assess the liability associated with any changes, extra work, and/or delays in order to determine responsibility for impacts to the project schedule.
- c. Prepare written schedule reports and exhibits to assist in the evaluation of schedule delays and remaining as-planned work.
- d. Provide ongoing schedule review and evaluation support through the project completion.
- e. Review the Contractor's planned Baseline schedule and method statements for compliance with the contract requirements and recommend acceptance or revision prior to the start of work.
- f. Review all updated schedules and contract modifications.

13. Contract Status

The Consultant shall monitor the fiscal status of the contract and advise the City Engineer of any potential for supplementing their contract or negotiating and additional task order. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services on the project until a supplemental agreement can be effected.

14. Submittal of Final Documentation

Final documentation shall be submitted to the City Engineer within 20 working days after project acceptance. All Certificates of Compliance and Certified Test Reports shall be included as a part of the final documentation for any inspected work. All CDOT Local Agency Requirements will be fulfilled by the Project Engineer at project closeout. A completed Form 250 shall be submitted to the Project Engineer 10 working days after the consultant has been notified of final quantities. Failure to submit final documentation as required may result in withholding any and all consultant payments due, until this material is received.

2.4 PROJECT SCHEDULE (ANTICIPATED)

- | | |
|-------------------------------------|--|
| • RFQ Advertisement Issued | December 16, 2019 and December 27, 2019 |
| • Pre-Proposal Meeting (Optional) | January 3, 2020 (2:00 PM) |
| • Qualifications Submittal Due | January 15, 2020 (2:00 PM) |
| • Final Selection | January 30, 2020 |
| • Contract Approvals (City Council) | Following City Council Meeting Date |
| • Notification | Following City Council Meeting Date plus 1 day |

A pre-proposal meeting is recommended and will be held on Jan. 3 2020 (2:00 PM) at City Hall, Third Floor Training Room, 101 West 8th Street, Glenwood Springs, Colorado. This meeting will provide time for consultants to ask any questions pertaining to this project

The City anticipates the following construction milestones:

- Invitation to Bid for the Construction Services of the South Midland Ave. Improvements
- Mandatory Pre-Bid Meeting for Construction Services March 2020
- Contractor Selection April 2020
- Contractor Pre-Construction Meetings

- Construction Mobilization April-May 2020, or as adjusted based on the Contractor's accepted bid.
- Construction Substantial Completion November 2021, or as adjusted based on the Contractor's actual start date.

a. Contract Duration

The City intends to enter into a contractual agreement for a period of approximately eighteen (18) months, or until the construction is complete.

b. Project Direction

Primary contact for the selected consultant will be Ryan Johnson, Assistant City Engineer, or another Project Manager as designated by the City Engineer. The Project Manager will be responsible for the direction, review, and approval of all work and deliverables for contract compliance.

c. Required Compliance

The selected consultant must comply with all applicable Federal, State and/or local laws and regulations, including all other applicable laws, regulation, ordinances, codes and rules of any governmental entities that have jurisdiction.

SECTION III: INSTRUCTIONS TO CONSULTANTS

3.1 SUBMITTAL REQUIREMENTS

Qualification shall include the information in the format outlined below:

- Cover Letter (12-point font, 8.5" x 11" paper, 2-page limit)
- Statement of Interest (12-point font, 8.5" x 11" paper, 5-page limit)
- Work Plan (12-point font, 8.5" x 11" paper, 5-page limit)
- Resumes and References (8.5" x 11" or 11" x 17" paper, no page limit)
- Price RFQ (12-point font, 8.5" x 11" or 11" x 17" paper, 3 page limit)
- Optional Section (8.5" x 11" or 11" x 17" paper, 3-page limit)

A. Cover Letter

- a. Address the cover letter to the Project Manager:

Ryan Johnson, PE
Assistant City Engineer
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, Colorado 81601

- b. Include the following elements of information in the letter as a minimum:

- i. Identification of the lead firm and any local or partnering firm(s).
- ii. Principal contact
- iii. Name, telephone number, email address, and fax number of the individual to contact regarding the qualification submittals.
- iv. Project name and location.
- v. Certification that the information and data submitted is true and complete to the best knowledge of the individual signing letter.
- vi. Signature of the person authorized to act as the legal agent of the principal firm.

B. Statement of Interest

The following is to aid you in preparing your Statement of Interest. Your responses to the elements of this outline should demonstrate the knowledge and expertise your firm believes they bring to the project.

1. Project Team Capability

- i. Identify:
 - a. Professional Engineer in Responsible Charge
 - b. Project Engineer
 - c. Key Staff
 - d. Sub-Consultants

2. Present a brief discussion regarding how the team's qualifications and experience relate to this project. Include the following:

- i. Principal's level of involvement in the project
- ii. Qualifications of prime and sub-consultant team members
- iii. Unique knowledge of team members related to the project
- iv. Commitment of key staff members
 - a. A project team organizational chart may be included in the resumes and references section and it will be counted as a page of the resumes and references section.
 - b. Past Performance on Similar Projects or Similar Teams
 - c. List current and past projects of the prime, sub consultants, and key personnel completed within the past three years.

- d. Include the project name, project manager's name and telephone number for all projects listed above.
- e. Describe your firm's role and the role of key personnel for all the projects listed above.
- f. Please include any letters of commendation you received on the projects listed above in the resumes and references section, where they will not count against your page limits.

3. Work Location

- i. Describe:
 - a. Accessibility of the project team for coordination with the city project manager and the project location.
 - b. Firm's familiarity with the project area and local practices.
 - c. Firm's knowledge of the local labor and materials market.

4. Work Plan

- i. Project Goal
Indicate the following:
 - a. Your firm's understanding of the project goals.
 - b. A list of deliverables required on the project.
- ii. Methodology
 - a. Describe the methodology your team will use to work with the City of Glenwood Springs and the Contractor to achieve success.
 - b. Ability to address key issues on this construction project. Describe how your team will meet the specific challenges of this construction project.

5. Resumes and References Section

Attach the following in the order shown:

- i. Provide resume information for the key individuals with responsibility for providing the professional services as a result of this solicitation.
- ii. Names, titles, experience, job descriptions, professional training, professional licenses, functional role, professional certifications and/or associations of individuals should be included in each resume.
- iii. Letters of commendation or awards for similar previous work. These letters should be of reasonable length and pertinent to the project. The Selection Committee may solicit information from previous clients or any available sources relevant information concerning the consultant's, key personnel's and any local or partnering firm's records of past performance.

C. Price RFQ

I. Fee Estimate

- i. Each RFQ shall include a schedule of rates and a not to exceed price based on the scope of work described above and your team's Project Approach.
- ii. Price Qualifications shall include a breakout of the main facets of the work with the estimated number of hours and dollars associated. Also include the estimated number of hours and dollars associated with any potential additions to the project that you might foresee. Include anticipated non-labor costs. All fees will be considered by the City to be negotiable based on the final scope of services and deliverables.
- iii. Use the anticipated construction milestones as a basis for estimation of time.

NOTE: The City reserves the right to re-negotiate or terminate the contract if either of the following occurs:

1. There is a significant (50%) change in the consultant's key personnel.
2. The engineer of record is changed during the performance of the contract.
3. Significant cost increases are projected

City of Glenwood Springs

Insurance Requirements

- 1) The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance/bonds sufficient to insure against all obligations assumed by the Contractor pursuant to this contract and shall not start work under this contract until such insurance coverage has been obtained and approved in writing by the Contract Administrator.
- 2) All insurance policies required hereunder shall include a thirty (30) day notification of cancellation. In that the Contract's Contract Administrator will be notified in writing, 30 days prior to any material changes in the insurance policy(s) such as; cancellation, non-renewal, or reduction in coverage or alteration of coverage.
- 4) Nothing herein shall be deemed or construed as a waiver of any of the protections to which the City of Glenwood Springs may be entitled pursuant to the Colorado Government Immunity Act, sections 24-10-101, C.R.S., as amended.
- 5) All required insurance coverage must be acquired from insurers authorized to conduct business in the State of Colorado and acceptable to the City of Glenwood Springs. The insurers must also have policyholders' rating of "A-" or better A.M. Best Company.

INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

General Liability

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations	
Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual	
Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the City All locations / operations (if not, show city job/location specifically)	

Name the City as "Additional Insured"

Automobile Liability:

Combined single limit:.....	\$ 1,000,000
Any auto (or Hired & Non-owned, if you own no vehicles)	
Show Waiver of Subrogation in favor of the City	
Primary & non-contributory	
Auto pollution liability	(IF you carry any hazardous cargo)
(If the Vendor is providing repairs to City vehicles on the Vendor's property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)	
<u>Name the City as "Additional Insured"</u>	

Workers' Compensation:

Workers Compensation benefits:	per Colorado Statute
Employers liability – limit per accident	\$ 100,000
Employers liability – limit per disease	100,000
Employers liability – disease aggregate	500,000
All owners/officers who will be on City property or job site must be covered	
Show Waiver of Subrogation in favor of the City	
Coverage must apply to workers in Colorado	

Professional Liability Insurance with an endorsement for work under this Contract, and coverage of no less than ONE MILLION (\$1,000,000) per claim, and ONE MILLION (\$1,000,000) aggregate.



Qualifications / Proposal

South Midland Construction
Management, Construction Inspection,
and Materials Testing BD 2020-001

January 17, 2020



January 17, 2020

Ryan Johnson, PE
Assistant City Engineer
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

RE: Request for Proposal – South Midland Construction Management, Construction Inspection and Materials Testing, BD 2020-001

Dear Ryan:

As the Engineer of Record for the design portion of this project, we are intimately familiar with the City's goals and the inherent challenges on this complex construction project. With our recent Construction Management and Inspection experience on several Local Agency projects, as well as CDOT construction projects, we are also very familiar with the effort needed to successfully manage the administrative portion of the project. SGM is pleased to provide you this proposal for the Construction Management, Inspection and Materials Testing services for the South Midland reconstruction project.

As proposed, this project will correct many deficiencies that have plagued this section of road for years. We are very invested in this project and strongly wish to continue to the finish line with the construction management. We value our long-term successful relationships with the City and understand the coordination necessary to facilitate the successful execution of this project. Our team of experienced professionals offers the City of Glenwood Springs the strongest available talent in the region, specific technical knowledge and dependable support to meet the needs of the project and address the key concerns facing the City.

SGM and GROUND have the qualified local staff that will be committed to this project. Our team has successfully worked together on similar construction projects for CDOT: I-70 CMV Parking, SH 13 Reconstruction in Rio Blanco County, SH 133 Redstone to McClure Pass Paving and the SH-82 Retaining Wall Repair projects, as well as numerous other local projects for Pitkin, Eagle and Garfield counties. We have complementary services and collaborate well. Our recent projects have continued to strengthen that familiarity and effectiveness, allowing us to provide seamless project management and support for the City.

Following you will find our project-specific approach to meet the requirements outlined in the RFP. Please contact me, the preparer of this proposal, at 970.384.9075, fax 970.945.5948 or mikef@sgm-inc.com with any questions about this proposal. I certify that the information and data submitted is true and complete to the best of my knowledge. We look forward to the opportunity to work with the City on this important infrastructure construction project.

Sincerely,
SGM



Mike Fowler PE
Principal-in-Charge

City of Glenwood Springs Procurement Department
101 West 8th Street
Glenwood Springs, Colorado 81601



ADDENDUM NUMBER ONE FOR
SOUTH MIDLAND CONSTRUCTION MANAGEMENT
CONSTRUCTION INSPECTION, AND MATERIAL TESTING
BID NUMBER BD 2020-001

THIS ADDENDUM MUST BE ACKNOWLEDGED.

THIS ADDENDUM SHALL BECOME A PART OF THIS SOLICITATION.

The following information is being added or amended as indicated as a part of the Invitation to Bid.

1. In accordance with the BUILD grant funding source and CDOT procurement procedures, an additional requirement of this RFQ is CDOT consultant prequalification.
2. Bid documents will now be due on January 17th, 2020, by 2:00 pm.

This addendum must be acknowledged.

This Addendum may be faxed to 970-945-2597, emailed to bidresponse@cogs.us or included with your bid submittal.

PRINT OR TYPE YOUR INFORMATION

Name of Company: SGM Fax: 970.945.5948
Address: 118 W. 6th St., Suite 200 City/State: GWS, CO Zip: 81601
Contact Person: Mike Fowler Title: Principal Phone: 970.384.9075
Authorized Representative's Signature: [Signature] Phone: 970.384.9075
Printed Name: Mike Fowler Title: Principal Date: 1/15/2020



Statement of Interest

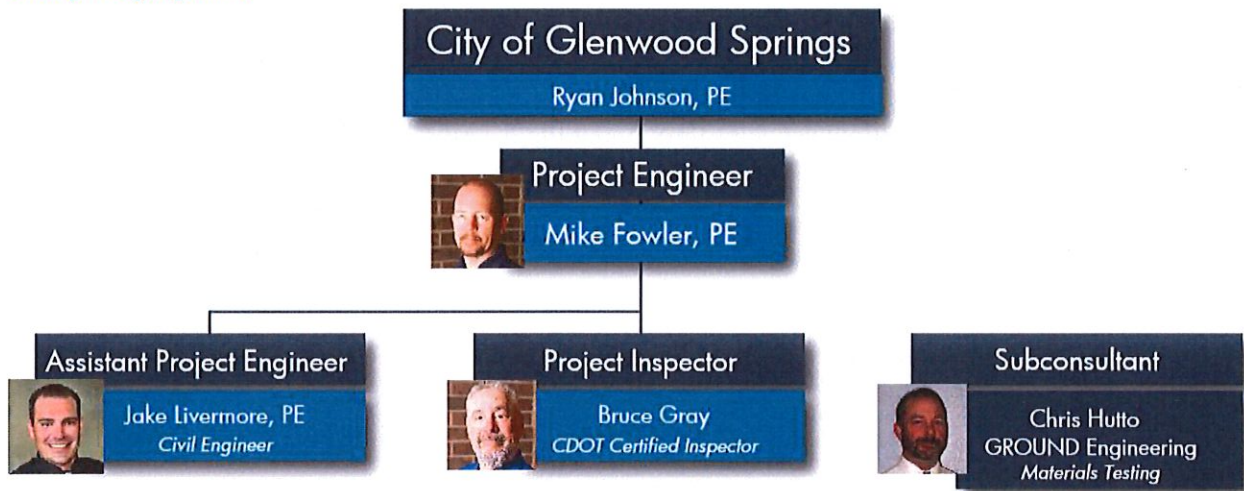
Project Team Capabilities

The SGM Project Team for the South Midland Construction Management will provide:

- ☞ *Project-relevant Experience and Qualifications*
- ☞ *Established Working Relationships with the City, Colorado Department of Transportation (CDOT) and Contractors*
- ☞ *Quick Response Capability and Flexibility of Staffing Needs*
- ☞ *Continuity of Personnel Throughout the Life of the Project*

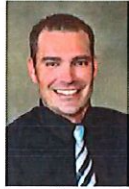
The SGM project team will be led by **Mike Fowler, PE**. Mike has established working relationships with City staff as he has been serving as the design Project Manager on this project since its inception in 2017. Additionally, Mike understands the FHWA and CDOT requirements for a Local Agency project having performed this role on numerous recent Local Agency and CDOT construction projects. Mike will be assisted by **Jake Livermore, PE** who will serve as the Assistant Project Engineer. Jake recently joined SGM in 2019 and has a very strong background managing civil infrastructure and roadway construction projects. Jake will add value to the project by managing many of the day-to-day tasks at a cost-effective billing rate. We are also committing one of our most experienced construction inspectors, **Bruce Gray**, to this project. Bruce takes great pride in his projects and understands the importance of public safety and communication.

The SGM project team also includes **GROUND Engineering** and **Chris Hutto** who will lead the Construction Inspection efforts. Chris has a long history providing construction services in the Roaring Fork and Vail valleys. The GROUND Inspectors who will be assigned to the project are anticipated to be **Chris Leeper** and **Shane Sorenson, EIT**; both of whom have extensive CDOT experience. *Biosketches are provided for key personnel in the following section with full resumes included at the end of the proposal.*



Mike Fowler, PE (23 years of experience / 12 years with SGM) will serve as the **Engineer in Responsible Charge** and the **Project Engineer** for the project. Mike is a Senior Engineer and is the SGM Structural and Field Engineering Sector Leader. His 23 years of experience include the management and design of numerous transportation projects, including the South Midland Design project. Mike has served as the Project Engineer on three recent CDOT Region 3 projects – I-70 GWC Permanent Rockfall Mitigation MP 124 (2016), SH 82 Wall Repair MP 32 (2017) and SH 133 McClure Pass to Redstone (2018). In addition to his recent

CDOT experience, Mike has also served as Project Manager and Project Engineer on several CDOT Local Agency projects including the Pitkin County Castle Creek Bridge (current), the Moffat County Swinging Bridge at Browns Park (2018), the Basalt Pedestrian Underpass (2017) and the Eagle County Catamount and Burns Bridges (2016.) *Mike has 50% availability for this project.*



Jake Livermore, PE (9 years of experience / 0.5 years with SGM) will serve as the **Assistant Project Engineer** and as an additional Project Inspector on an as-needed basis. His nine years of experience includes managing and inspecting roadway construction projects ranging from

rural resurfacing to full interstate reconstruction projects. Jake has proven himself capable in roles varying from inspector to project leader on projects of varying complexity and size and has played a key role in the successful delivery of these projects. Some of Jake's areas of expertise include constructability and staging reviews, change and risk management, and implementation of complex staging and traffic control, all of which will apply to this project. Jake's most recent construction experience includes: Project Inspector for the Two Rivers Trail Project in Basalt; Sewer/Water Inspector for the Coffey Place Employee Housing Development project in Snowmass Village; and Lead Storm Sewer Construction Engineer for the Reconstruction of seven miles of Interstate 94 between Milwaukee, WI and Chicago, IL. *Jake has 80% availability for this project.*

"It is always great working with SGM as you can count on professional service, timely communication, and protection of the owner's interests to be able to successfully deliver challenging, varied, construction projects. In addition to my personal experience, all of my staff have consistent praise for working with SGM and consistent praise for their work."

~Andrew Knapp, CDOT Glenwood Springs Resident Engineer (2020)



Bruce Gray (25 years / 15 years with SGM) will serve as a **Project Inspector** for the project. Bruce has served as the Project Inspector on four recent CDOT Region 3 projects – SH 82 Glenwood to Carbondale (2019), SH 133 McClure Pass to Redstone (2018), SH 82 Wall Repair MP 32 (2017) and SH 131 State Bridge Emergency Repair (2016). Prior to that he was a Project Inspector on the \$20M RFTA BRT project in the SH 82 corridor, requiring coordination with multiple agencies throughout the Roaring Fork Valley. Bruce has CDOT LA CM experience at the I-70 Roundabouts (Rifle, 2008); SH 6 and 9th St Roundabout (Silt, 2009); US 50 Enhancements (Salida, 2011) and AABC Underpass project (Pitkin County, 2012). Bruce is a CDOT certified construction inspector, CAPA inspector, ACI inspector, TCS and TECS. *Bruce has 100% availability for this project.*

Additional SGM Resources

In addition to the key staff members described on the previous page, SGM has a deep pool of engineering resources with Local Agency and CDOT construction experience. These staff members include:

- **Dan Cokley, PE, PTOE** (26 years / all with SGM) for Traffic Control Plan and MHT review
- **Jack Petersen** (35 years / 3 with SGM) for part-time inspection – Jack lives on Hager Lane
- **Richard (RC) Saindon, PE** (11 years / 2 with SGM) for part-time inspection – available Fall 2020
- **Blaine Wright** (25 years / 15 with SGM) for part-time inspection – available 2021

These resources are at the disposal of the project team to accommodate project inspection, submittal review, vacation scheduling or heavy demand periods of the project. All are qualified and available as noted.



Our Materials Testing subconsultant, GROUND Engineering, is a long-standing project partner with whom SGM has developed a close working relationship on several recent CDOT and Local Agency projects. GROUND's full-service office in Gypsum provides construction materials testing and special inspection services including soils, asphalt, concrete, masonry, welded and bolted components and fireproofing. Their Gypsum laboratory, which is AASHTO and ASTM accredited, has a concrete curing facility, compressive strength testing equipment, soils testing and asphalt testing equipment. GROUND also can provide on-site mobile field laboratories. The on-site laboratory gives the project team the ability to respond quickly to any situation which may arise in the day-to-day construction schedule. Field Technicians are equipped with I-Pads for real time electronic reporting, daily project photographs and e-mail capabilities.



Chris Hutto, CET (23 years of experience / 23 years with GROUND) will serve as a **Materials Testing Manager** for the project. Chris is a senior project manager with experience in construction management, materials testing, special inspections and civil inspections. He has performed services on more than 200 construction projects including commercial, industrial, energy, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work. The projects have included report generation and review, schedule coordination, data analysis and personnel management. Chris will be responsible for managing the construction inspection resources assigned to this project and project management coordination with SGM. *Chris has 10% availability for this project.*

GROUND has several local qualified testers that can be utilized for this project. It is anticipated that **Chris Leeper** and **Shane Sorenson** will be the primary onsite **Materials Testers** for this project. It is likely that only one tester will be required for most of the project, but with GROUND's pool of resources we can easily ramp up to meet construction demands.

Qualifications

The following table is a summary of our Project Team's key staff qualifications and certifications.

Personnel Qualifications	Role				Experience		Certifications															
Resource	Project Engineer	Inspector	MT Oversight	MT Technician	Total Years	With Firm	CDOT						WAQTC	CAPA				ACI		CRMCA	Safety	
							Core	TCS	TECS	Site Manager	SM Matis (LIMS)	EEO/Cert. Payroll		Level A	Level B	Level C	Level E	Asphalt Insp.	Gr. I Field Tech	Conc. Str. Tech	PCCP Inspect. Level I	OSHA
																						
Mike Fowler, PE	✓				23	12				✓		✓										
Jake Livermore, PE	✓	✓			9	<1																
Bruce Gray		✓			19	13	✓	✓	✓			✓						✓	✓			
																						
Chris Hutto			✓		23	23	✓				✓		✓	✓	✓	✓			✓			✓
Chris Leeper				✓	5	5					✓		✓	✓	✓				✓	✓		
Shane Sorenson, EIT			✓	✓	13	8					✓		✓	✓	✓	✓			✓	✓		
Matt Raczewski				✓	9	6	✓	✓	✓		✓		✓	✓	✓	✓			✓	✓	✓	✓
Paul Falk, PE			✓	✓	7	7	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓

Capacity

One of the biggest differentiators SGM offers versus our competition is our available local resources for the project. Our assigned staff to the project will be committed for the life of the construction, but our additional resources will also be available upon the demand of the City Project Manager. With SGM team resources located in Glenwood Springs and GROUND team resources from Gypsum, we offer a responsive and economic solution to the inspection and testing requirements. As you can see in the capacity chart, our team has adequate resources (2500-3100 hours per quarter) to meet the staffing demands of the project.

Construction Management:

Field Engineering, Inspection, Testing

Current Total Quarterly Capacity =						6200 Hours	
Committed Hrs.	3700 60%	3700 60%	3700 60%	3100 50%	3100 50%	3100 50%	3100 50%
AVAILABLE							
Combined staff Available Hrs.	40% 2500	40% 2500	40% 2500	50% 3100	50% 3100	50% 3100	50% 3100
SGM & GROUND	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021
	Upcoming Quarters						

Past Performance on Similar Projects/Similar Teams

Over the past 30 years, SGM has been involved in the management and inspection of construction projects ranging from local streets and utilities to major transportation projects on I-70, US-40, US-50, US-6, SH-82, SH-133, SH-131 and SH-13. In addition to the recent construction management that we have provided on CDOT Glenwood Springs Residency projects, we have been integrally involved in numerous Local Agency construction projects. This combined experience includes projects such as the installation of the country's largest rockfall fences in Glenwood Canyon that required extensive stakeholder coordination for the complete closures of I-70 to accommodate helicopter operations; retaining wall repairs on the always busy SH-82 near Aspen (with GROUND); heat and remix paving on SH-133 from Redstone to McClure Pass (with GROUND); major bridge replacements on the Colorado River and a major rehabilitation project in Browns Park National Wildlife Refuge on the state's only public suspension bridge open to vehicular traffic. *Brief descriptions of these projects are included in the table on the following page.*

In addition to these SGM projects, GROUND has completed twenty projects as the Prime Consultant for CDOT in the past four years, and an additional 14 CDOT projects as a subconsultant to the prime in the past four years. A sample of projects completed within the past three years include:

- US 24 Buena Vista Enhancements – Region 5 – Project Engineering and Inspection
- SH 9 Iron Springs – Region 3 – Project Engineering, Inspection and Testing
- I-70 Rifle Bridge Repair – Region 3 – Inspection and Testing
- SH 9 Frisco Resurfacing – Region 3 – Project Engineering and Testing
- SH 9 US 6 Resurfacing – Region 3 – Testing

Work Location

SGM will administer the project from our local office which is approximately two miles from the project. Our Project Engineer, Assistant Project Engineer and Inspector(s) are all based out of our Glenwood Springs office. GROUND will provide local staff from their Gypsum office and will provide an on-site field laboratory for the project.

SGM Construction Management Projects		
	Description / Highlights	Personnel / Roles
	SH 82 Glenwood Springs to Carbondale (2019) CDOT / Andrew Knapp / 970.384.3328 • Over 50 lane miles of surface treatment (mill and HMA overlay) • Concrete curb ramp upgrades • 39,000 LF of guardrail replacement	Fowler – CEPM* Gray – Project Inspector *CEPM - Civil Engineering Project Manager
	I-70 Truck Parking Garfield County CDOT / Andrew Knapp / 970.384.3328 • 4.5 miles of major roadway reconstruction • Drainage improvements, box culverts	Fowler – CEPM Saindon – Asst. PE / Inspector GROUND – Materials Testing
	SH 13 CR 5 North and South CDOT / Andrew Knapp / 970.384.3328 • 4.5 miles of major roadway reconstruction • Drainage improvements, box culverts • Safety improvements	Fowler – CEPM Saindon – Project Inspector GROUND – Materials Testing
	SH 133 McClure Pass to Redstone (2018) CDOT / Andrew Knapp / 970.384.3328 • 14 lane miles HIR paving • Full chip seal • 12,000 LF of guardrail replacement	Fowler – Project Engineer Saindon – Asst. Project Engineer Gray – Project Inspector Cokley – CEPM GROUND – Materials Testing
	Swinging Bridge at Browns Park (2018) Moffat County / Roy Tipton / 970.824.9160 • Only public vehicular suspension bridge in CO • 320' span over Green River • Major rehabilitation of bridge superstructure	Fowler – Project Engineer Swigert – Project Inspector Wright – Asst. Project Inspector
	SH 82 Wall Repair MP 32 (2017) CDOT / Roland Wagner / 970.384.3334 • In-situ repair of 2,650 LF of MSE wall • 350 soil nails • 1,300 SY shotcrete facing	Fowler – Project Engineer Gray – Project Inspector Cokley – CEPM GROUND – Materials Testing
	I-70 GWC Rockfall Mitigation MP 124.2 (2016) CDOT / Roland Wagner / 970.384.3334 • 4 rockfall fences – largest in U.S. • Helicopter operations/full closure of I-70 • Extensive stakeholder coordination	Fowler – Project Engineer Wright – Project Inspector Cokley – CEPM
	SH 131 State Bridge Repair (2016) CDOT / Roland Wagner / 970.384.3334 • Bridge rail replacement • Bridge deck repair • Asphalt overlay	Gray – Project Inspector Cokley – CEPM
	Catamount Bridge and Burns Bridges (2016) Eagle County / Ben Gerdes / 970.328.3564 • Major bridge replacements over Colorado River • SGM Design (Catamount) • SGM Construction Management (Both)	Fowler – Project Engineer, CEPM Wright – Project Inspector Petersen – Project Inspector

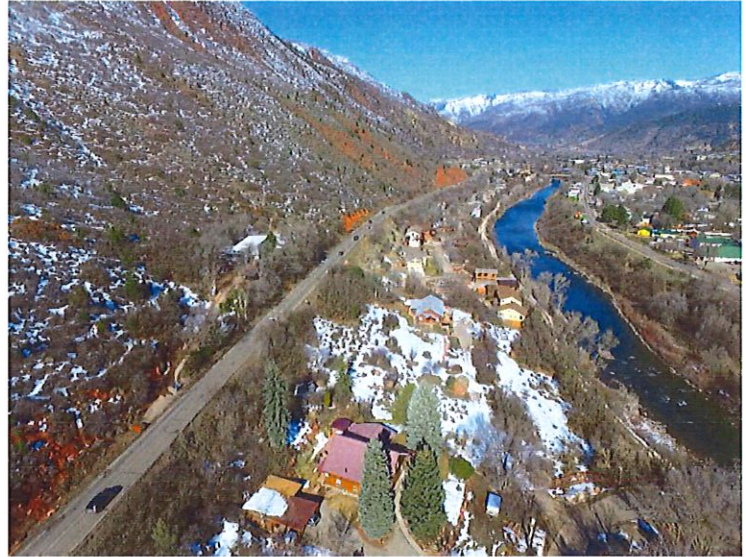


Work Plan

Project Goals

Project Understanding

Our understanding of the project goals is founded on nearly three years of working with the City and other stakeholders to advance this project from the beginning to where it is now on the doorstep of being advertised. Our design team has worked closely with much of the City's Engineering and Public Works staff to develop a comprehensive set of bid documents that includes roadway upgrades, drainage improvements, new utilities, better neighborhood connectivity with a new sidewalk, rockfall mitigation and a detailed phasing plan that demonstrates how constructability challenges can be met.



We have provided continuity throughout the design process – our key design staff have been on this project since the kickoff meeting and will be available throughout construction to review submittals and address questions as they arise. More importantly though, our project management has maintained complete continuity and we are proposing to roll that right into the construction project with Mike Fowler changing hats from Project Manager to Project Engineer. Mike was chairman of the Transportation Commission when the City's Long-Range Transportation Plan (LRTP) was updated by the commission in 2015. He understands how critical this section of Midland is to the residents of South Glenwood and Four Mile, and also how important this section of Midland is to the highest ranked project in the LRTP – South Bridge.

With any construction project that we manage, our number one goal for the project is **Safety** – safety for construction personnel, safety for City personnel, safety for the residents and safety for the traveling public. While this may not be explicitly stated in an RFQ, this is always our top priority and we presume the City would agree. Besides safety, we believe the following goals are paramount to this project:

- Maintenance of traffic to minimize impacts to the traveling public and residents
- Quality of construction
- Maintaining project schedule
- Public information and communication
- Compliance with FHWA and CDOT Local Agency requirements

Our approach to achieving these goals is presented in the Methodology section.

Deliverables

We applaud the City for securing the BUILD grant funding. This \$7M in outside funding is a major shot in the arm for the project, but also changes the game for project deliverables. By “federalizing” the project the City will be required to comply with FHWA and CDOT documentation requirements – similar to a traditional Local Agency project like the 27th Street Bridge project. Our Project Team understands the diligence required to keep the administrative side of the project on-track and running smoothly. Deliverables anticipated for this project will include:

Deliverable Item	To City	To CDOT	To Contractor
Weekly Meeting Agendas/Minutes	✓	✓	✓
Monthly Project Memos	✓		
Monthly Pay Application Review	✓	✓	✓
Weekly Certified Payroll Review	✓	✓	
Change Orders	✓	✓	✓
RFI Responses	✓		✓
Digital Photos	✓		
As-Constructed Plans	✓	✓	

Deliverable Item	To City	To CDOT	To Contractor
Sublet Permits (Form 205)	✓	✓	
Daily Diaries (Form 103)	✓	✓	
Inspector Progress Reports (Form 266)	✓	✓	
Weekly Report on Misc Items (Form 7)	✓	✓	
EEO Compliance (Form 280)	✓	✓	
OJT Compliance (Form 200)	✓	✓	
Materials Documentation (Form 250)	✓	✓	
Field Report for Sample ID (Form 157)	✓	✓	

This list is not intended to be comprehensive but is intended to demonstrate that we understand what will be expected of us by the City, CDOT and the Contractor. There also numerous Contractor submittals that we will be responsible for reviewing and approving. These include Traffic Control Plans, Methods of Handling Traffic, Stormwater Management Plan, Construction Schedules (baseline and monthly updates), Buy American documentation (monthly) and Prompt Payment documentation (monthly) to name a few. At the end of the project, we will submit the required documentation to CDOT with copies to the City.

Methodology

Project Approach

Expertise

The Project Team includes staff who have successfully managed and completed Local Agency projects and a variety of CDOT highway projects. We understand the construction process, but just as importantly, we understand the Local Agency process. The experience that we have gained and the relationships that we have developed with Western Slope CDOT staff will be brought to bear on this project. We are proud to note the projects described in the previous section which utilized SGM as the Project Engineer were all completed under budget with no claims or disputes.

Project Execution

The project will start with a Pre-Construction phase that will include a kick-off meeting with the contractor, City staff and CDOT staff. SGM will conduct this meeting. The Pre-Construction phase also includes initial submittals and baseline construction scheduling. The project will require extensive pre-construction items that must be submitted and approved prior to the start of construction. These items include baseline construction schedules, EEO documentation, subcontractor agreements (Form 205s), construction stormwater information, shop drawings, materials information and construction traffic control plans (MHTs). It will be critical that these pre-construction items are submitted and approved in a timely manner. SGM is very familiar with the CDOT Local Agency requirements and we have developed a pre-construction submittal checklist and document log to manage this important step in the project.

Weekly project meetings will be held for the project. The Project Engineer will be responsible for conducting these meetings and documenting meeting discussions and action items to the contractor, City and CDOT. The Project Engineer or Assistant Project Engineer will also be onsite regularly to monitor the construction and address issues that may arise.

The Project Closeout phase will begin as the construction wraps up. The final documentation will be extensive to meet CDOT and FHWA requirements. GROUND will be responsible for completing the CDOT Form 250. The Project Engineer will be responsible for the remaining final documentation items. While much of this project closeout and final documentation is tedious, the importance of this final step cannot be understated for the overall success of the project. The biggest key to project closeout is not what happens at the end of the project but the proactive contract administration that occurs throughout the construction phase. This includes timely submission of materials documentation (Buy America, COCs, CTRs, etc.), EEO and OJT compliance, quantities documentation (Form 266s), full execution of Contract Modification Orders and materials testing. If these items are not performed during construction, it becomes exponentially more difficult to close out the project. Having successfully completed the contract administration on the previously described Local Agency bridge projects and direct CDOT projects, SGM's Project Engineer is intimately familiar with the requirements to bring the project across the finish line.

...I have received numerous compliments on the professionalism and competency of the SGM Construction Management team from multiple sources including but not limited to: CDOT Maintenance Staff at Hanging Lake Tunnel and in Glenwood Springs; CDOT Region 3 Public Information Officer; Region 3 PEC Glenwood Residency RE; Region 3 Central Program Design Team Manager; CDOT Geohazard Unit Program Manager; CDOT Contracting Unit; CDOT Staff Bridge; Colorado State Patrol. The unsolicited efforts made to express their gratitude for the professionalism and/or service provided by SGM emphasizes the value provided by SGM.

~Steve Olson, CDOT Region 3 Central Program Engineer (2016)

Project Documentation

This will be the ultimate responsibility of the Project Engineer assigned to the project. The Project Engineer will ensure Form 205s are submitted and approved prior to subcontractor work, MHTs are reviewed and approved, baseline schedules and monthly updates are submitted, monthly EEO and OJT interviews are completed, Form 266s and 7s are prepared for each pay estimate item, subcontractor and DBE payments are verified, certified payrolls are approved in LCP Tracker (if applicable), materials documentation is submitted, and As-Constructed plans are completed. The Project Engineer will also be responsible for reviewing and approving pay estimates and Contract Modification Order (CMO) administration. Project Inspectors will prepare daily Form 103 project diaries and assist the Project Engineer with pay item quantities. Our Team's strong background in daily documentation of activities and management of contractor progress by schedule maintenance and resource tracking will ensure Contractor timeliness and avoid duration disputes if changes occur during the construction.

Project Control

This will be under the direction of the Project Engineer who will oversee the project team and will be responsible for project staffing and project cost control. Our personnel are located in Glenwood Springs and Gypsum and will not incur per diem expenses that Front Range personnel on temporary assignments would pass along to the project. Each month SGM will be responsible for supplying progress reports, schedule updates, budget-tracking information and estimated percent completion. Project Communication will originate with the Project Engineer who will be responsible for weekly construction meetings and disseminating information through regular updates to the City Project Manager.

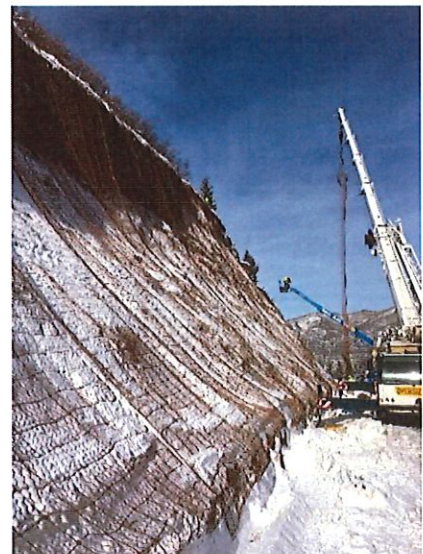
Key Issues

We believe the key issues generally align with the project goals stated earlier. SGM's team members have first-hand knowledge of many of the issues on this project that need to be addressed throughout the process. These issues and our methods to address them include:

Safety

As previously mentioned, safety is always our number one issue on construction projects. We have firsthand experience working on highway projects on SH-82 and I-70 in Glenwood Canyon where a slight lapse in awareness can have major consequences. Our Project Inspector, Bruce Gray, has his TCS certification and will be responsible for day-to-day observation of the contractor's traffic control devices and personnel. Other measures that we will take to address safety issues on the project include:

- Daily traffic control inspection and documentation using the CDOT Work Zone Traffic Control Daily Inspection Report (CDOT Form 1374)
- Contractor submittal of safety plans and engineered plans for shoring
- Coordinate with local emergency response agencies
- Hold Safety Critical Work conferences for high risk elements such as crane operations and rockfall mitigation
- Discuss traffic control operations and safety issues at each weekly construction meeting as a regular agenda item



Maintenance of Traffic

Maintenance of traffic during construction has been a major design consideration and has been a source of concern from citizens to City Council members. Detailed construction phasing plans were developed to demonstrate that the City and the design team have made considerable efforts to accommodate traffic to the extent practical. We also understand that not everything goes to plan and how we respond and communicate as a construction team will be critical to the overall perceived success of the project. We will work closely with the contractor during the pre-construction phase to review their proposed construction phasing plans and schedules.

Quality

With the federal grant money, the City can no longer impose warranties on the work – “what you accept is what you get”. Therefore, it becomes imperative that the Construction Management team provide continuous, full-time construction inspection to maintain conformance with the plans and specifications, and materials testing to meet the CDOT testing requirements. While our Project Inspector(s) will be the eyes and ears of the team, our Project Engineer and Assistant Project Engineer will be committed to making daily site visits to stay engaged in the construction work.



Our materials testers will adhere to the Owners Assurance (OA) testing requirements set forth in the Form 250 that CDOT will issue for the project. The Form 250 spells out all the types of testing and frequency of testing on the project. Our previous experiences with GROUND on CDOT projects and their reputation with CDOT Region 3 Materials staff is the reason we selected them over other local testing companies. GROUND's personnel thoroughly understand the requirements and will stay on top of the testing throughout the duration of the project.

Schedule

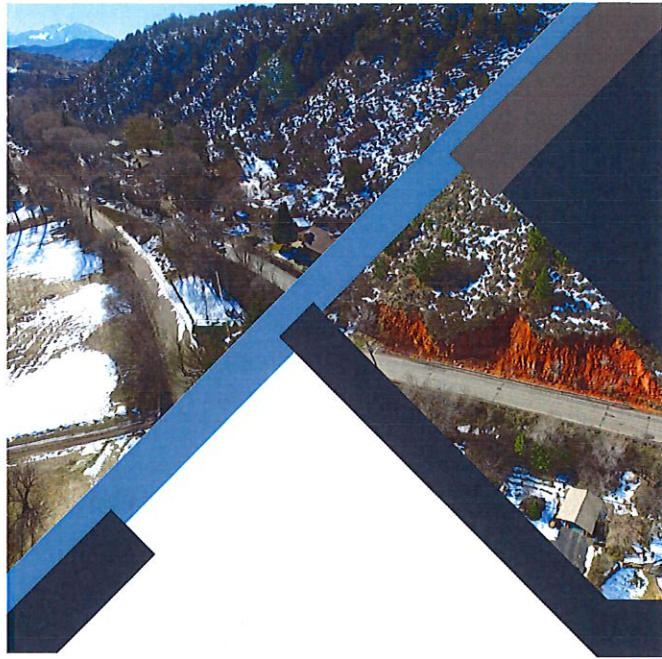
The actual construction schedule will be provided by the contractor and our primary role will be in the approval of their schedule and adherence to the schedule. We will require a solid baseline schedule from the contractor with detailed methods statements that support the schedule. The baseline schedule and methods statements will be reviewed and approved by the Project Engineer with input from the City. We will also require the contractor to submit monthly schedule updates and we won't hesitate to withhold monthly payments to the contractor if they are not meeting their obligations to submit these.

Communication

External communication can oftentimes dictate the perceived success of the project in the eyes of the public. We understand that a Public Information Manager will be provided by the contractor and/or the City to take the lead role in the external communication. It will be our responsibility to fully support this person and make sure they have the necessary information to be effective. Internal communication will also be important. In addition to our normal day-to-day correspondence, we will facilitate communication with weekly construction meetings and formal monthly project updates to the City.

Federal Aid Compliance

As discussed in the previous Deliverables section, there will be an abundance of documentation on this project. Special emphasis will be placed on thorough quantity documentation for all items in each pay application (Form 7s and 266s) and strict compliance with Buy America requirements. While all documentation is important, we understand these items are oftentimes scrutinized in CDOT reviews and FHWA audits. We also recommend engaging CDOT Finals personnel early in the project and performing at least one mid-project audit to minimize the potential for issues that may delay final acceptance later on.



Optional

SGM Community Involvement

We take great pride in calling Glenwood Springs our home. For over 30 years our employees have invested their time, energy and resources in supporting our community to make it a great place to live. As a company we sponsor over 40 local organizations ranging from Advocate Safehouse to YouthZone, along with service organizations such as Kiwanis, Rotary, and the Elks. We enjoy sponsoring City initiatives such as Riverfest, Summer of Music, and Bike to Work Day to encourage citizens to use Glenwood's beautiful and extensive trail network. As individuals, our employees give hundreds of hours every year serving on boards and commissions, volunteering as youth sports coaches, engaging our local students through STEM activities such as the SGM Middle School Engineering Symposium, and maintaining our favorite recreational amenities by helping with river cleanups and trail construction.



SGM employees, RiverFest 2017



SGM employees provide nourishment for bike commuters at the W. Glenwood Bike to Work station, 2019



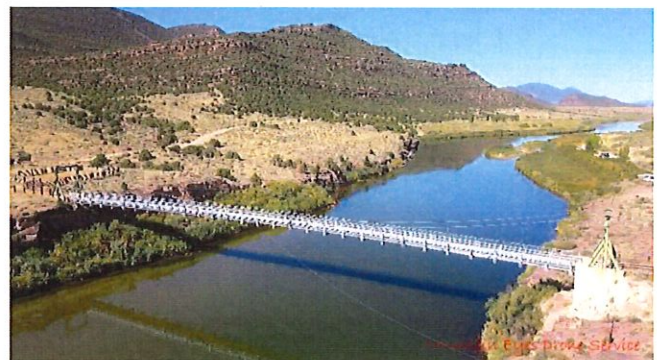
SGM employees, Trail building, CMC Spring Valley, 2018



GSMS students measure water velocity during a session of the SGM Middle School Engineering Symposium, 2019

SGM Local Agency Experience

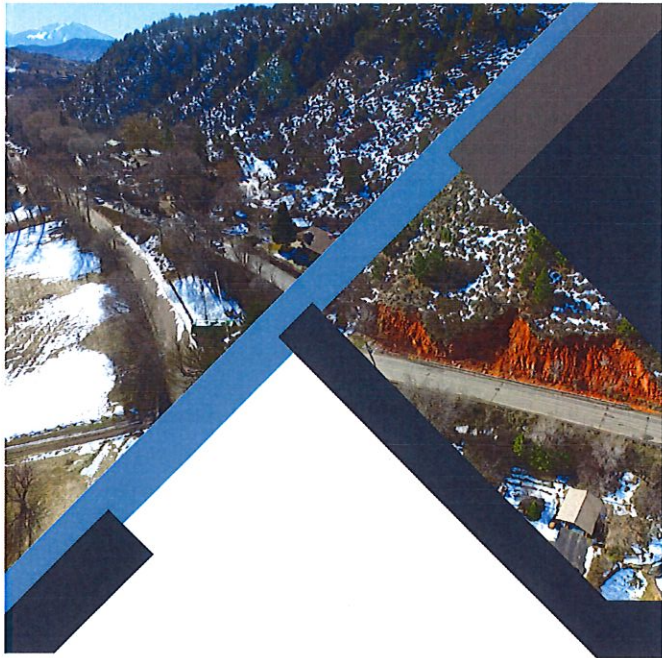
Since 1986, our success has been built upon three key tenets: building deep and strong client relationships, understanding client's inherent uniqueness, and assembling the best talent for the team. In fact, for many Western Slope communities, SGM has been trusted to design and oversee the construction of their largest capital expenditures. We have no doubt the City of Glenwood Springs staff is very familiar with SGM, our people and our local project work. However, you may not be familiar with the extent of our Local Agency project experience. The table on the following page provides a summary of many of the Local Agency projects we have been involved with over the past five years.



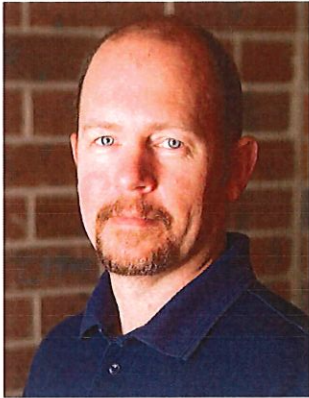
SGM Local Agency Projects

Project Name	Local Agency	Completion Date	Roadway/Trail Design	Bridge Design	Drainage/Hydraulics	Structural/Walls	Survey / ROW	Geotechnical	Environmental	Public Process	Construction Phasing	Construction Mgmt	Materials Testing
Castle Creek Bridge	Pitkin County	Current	●	●	●		●	◇	●		●	●	◇
34 Road F.9 Bridge	Mesa County	Current	●	●	●	●	●	◇		●			
US-40 Shared Use Path	City of Craig	Current	●		●	●	●	■				●	■
US-50 Crossings	City of Gunnison	2019	●			●	●					●	◇
Swinging Bridge	Moffat County	2018	●	●	●	●	●	◇	◇			●	
Kokopelli Trail	City of Fruita	2018	●	●	●	●	●	◇	◇	●			
US-40 Trail	Town of Granby	2017	●	●	●	●	●	◇	◇			●	■
SH-82 Pedestrian Underpass	Town of Basalt	2017	●	●	●	●	●	◇	◇	◇	●		
El Jebel Intersection	Eagle County	2017	●		●		●	◇		●	●		
Main St/SH-65 Beautification	Town of Cedaredge	2017	●		●		●			●	●	●	◇
Gothic Trail	Mt. Crested Butte	2017	●		●	●	●	◇	◇			●	◇
29½ Rd E.63 Bridge	Mesa County	2017	●	●	●	●	●	◇	◇	●		●	◇
West GWS Park-N-Ride	RFTA	2017			●	●	●	◇	◇				
Catamount Bridge	Eagle County	2016	●	●	●		●		◇	●	●	●	◇
Burns Bridge	Eagle County	2016										●	◇
Cedar Drive	Eagle County	2016	●		●	●	●	■	◇	●	●	●	■
Escalante Bridge	Delta County	2016		●									
Limekiln Bridge	Mesa County	2015	●	●	●	●	●	◇	◇	●		●	◇
Little Dolores Bridge	Mesa County	2015	●	●	●	●	●	◇	◇	●	●	●	◇

Legend: ● SGM ■ GROUND ◇ By Others on SGM-led Team



Resumes
&
References



Senior Structural Engineer / Project Manager

Structural Team

Education

BS Civil Engineering,
University of Nebraska,
1994

MS Civil Engineering,
University of Nebraska,
1997

Registration/Certification

Professional Engineer, CO

General Background

Mike brings over 20 years of combined experience in the design and management of transportation projects for numerous governmental agencies and private clients through all design phases from conceptual feasibility studies to final design and construction support. His experience ranges from small projects to large design-build transportation projects, spanning eleven states across the Western U.S. Mike has been with SGM since 2008.

Summary of Experience

Project Management. Mike has served as Project Manager on numerous transportation and bridge projects on the Western Slope for many Local Agencies including the City of Glenwood Springs, Garfield County, Eagle County, Moffat County and Pitkin County. Prior to joining SGM, Mike worked in the public sector as a Project Manager for the Federal Highway Administration and was responsible for a \$50M program of Forest Highway and Emergency Relief for Federally Owned (ERFO) roads projects.

Bridge Engineering. Mike has completed the final design or independent design review of approximately 100 bridge replacement and rehabilitation projects. He has designed interstate highway bridges, special-use vehicular bridges, railroad bridges, pedestrian bridges, and retaining walls. These structures also represent a diverse set of design elements including: conventional concrete, precast/prestressed concrete, post-tensioned concrete, steel, timber, seismic design, and multiple foundation types.

Construction Management. Mike has served as Project Engineer on a variety of CDOT and Local Agency construction projects. These projects have ranged from bridge projects over the Colorado River, major rehabilitation of the only suspension bridge in Colorado open to vehicular traffic, and construction of the largest rockfall fences in the US.

Feasibility and Structure Selection Studies. Mike has been responsible for the preliminary design and layout of more than 40 bridges associated with major design-build construction projects, corridor studies, and local transportation projects including: I-15 reconstruction, Salt Lake City, UT (17 bridges); I-225 widening project, Denver, CO (8 bridges); N-71 corridor study, Scottsbluff, NE (13 bridges).

Representative Project Experience

South Midland Avenue Reconstruction 2017 – Present

City of Glenwood Springs, CO. Currently serving as the Project Manager for this major Local Agency roadway reconstruction project. The project includes roadway, utilities, retaining walls, rockfall mitigation, drainage improvements and extensive traffic phasing during construction. Primary tasks include managing a multi-disciplinary team and project coordination with the City and CDOT.

Castle Creek Bridge Replacement 2018 – Present

Pitkin County, CO. Currently serving as the Project Manager for this Local Agency bridge replacement project over Castle Creek near the historic mining town of Ashcroft. Primary tasks include managing a multi-disciplinary team and coordinating with numerous review agencies such as CDOT, USFS, ACOE and the County.

Buttermilk Creek Bridge Replacement 2018 – 2019

Delta County, CO. Mike served as the Project Manager and Bridge Engineer for this Design-Build bridge replacement project over Buttermilk Creek southwest of Delta. Primary tasks include bridge design, coordinating with the contractor and construction oversight.

On-Call Engineering 2010 – Present

Pitkin County, CO. Currently serving as the Project Manager for this general services engineering contract with Pitkin County. Primary tasks include coordinating with multiple county departments (Facilities, Public Works and Open Space) to deliver a variety of projects ranging from building upgrades, roadway repairs, bridge rehabilitations and trail projects.



Representative Project Experience (Con't.)

SH-133 Redstone to McClure Pass Paving 2018

CDOT R3, Glenwood Springs Residency. Served as the Project Engineer for this paving and guardrail replacement project. Approximately 14 lane miles were repaved using an in-place heat and remix process. Additionally, 12,000 linear feet of guardrail was replaced on the project. Primary tasks included overseeing the construction and managing the inspection and testing activities.

Swinging Bridge Rehabilitation 2013 – 2018

Moffat County, CO. Served as the Project Manager and construction Project Engineer for this Local Agency bridge rehabilitation project. This is one of only two suspension bridges in the state of Colorado, and the only one open to public vehicular traffic. SGM began working for Moffat County in 2013 providing as-needed engineering to support their on-going maintenance of this bridge. In 2014, the bridge was severely damaged by a tractor and rendered unusable. After three years the County was able to secure funding from numerous partners, and in 2017 SGM designed a lightweight aluminum superstructure to replace the previous timber superstructure. The new superstructure increased the bridge capacity from 6 tons to 20 tons. Primary tasks included bridge design, multi-agency coordination and construction oversight.

Lazy Glen Open Space Trail and Bridge 2016 – 2018

Pitkin County, CO. Served as the Project Manager and Bridge Engineer responsible for the design oversight for this new trail and pedestrian bridge over the Roaring Fork River that provided a safe connection from the Lazy Glen subdivision to the Rio Grande Trail. Primary tasks included determining the preferred location and bridge type using visual simulations, managing a multi-disciplinary team and providing design support throughout construction.

SH-82 Retaining Wall Repair 2017

CDOT R3, Glenwood Springs Residency. Served as the Project Engineer for this retaining wall repair project. Approximately 12,000 square feet of MSE retaining wall was repaired with soil nails and shotcrete. Primary tasks included overseeing the construction and managing the inspection and testing activities.

SH-82 / Basalt Avenue Pedestrian Underpass 2014 – 2016

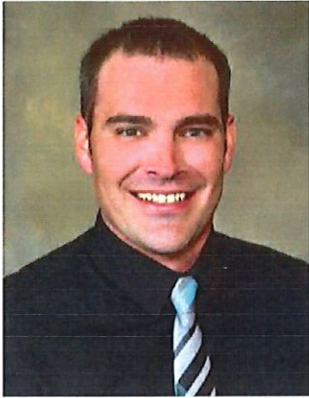
Town of Basalt, CO. Served as the Project Manager for the design of this Local Agency pedestrian underpass project in Basalt, CO. Primary tasks included managing a multi-disciplinary team and coordinating with numerous review agencies such as CDOT, RFTA, Pitkin County, and the Town of Basalt. The design project was delivered on a very aggressive 10-month schedule from kickoff to bidding and was completed under budget. The design phase also included extensive public involvement. The project is currently under construction and will be completed in the Fall of 2017 with continued SGM design support during construction.

West Midland Multi-Use Trail 2015 – 2017

City of Glenwood Springs, CO. Served as the senior Bridge Engineer responsible for the design oversight for this new pedestrian bridge over Midland Avenue. Primary tasks included determining the preferred location and bridge type using visual simulations and providing design support throughout construction.

14th Street Pedestrian Bridge 2015 – 2017

City of Glenwood Springs, CO. Served as the design Project Manager and construction Engineer of Record for this pedestrian bridge and trail project. Initial responsibilities included evaluating potential locations where the existing Grand Avenue pedestrian bridge could be relocated and then managing the trail and bridge design project for the selected location. Coordination with the US Army Corps of Engineers and CO Parks and Wildlife was included in the design phase to ensure impacts to this Gold Medal stretch of the Roaring Fork River would be minimized. Primary tasks during construction included overseeing the bridge construction and coordinating the prefabricated bridge design with the contractor and bridge manufacturer.



Engineer III
Civil Team

Education

BS Civil Engineering,
University of Wisconsin
Milwaukee, 2011

Registration/Certification

Professional Engineer, CO:
Pending; WI: 45901-6

CDOT – Concrete
Pavement Inspector I

General Background

Jake has nine years of experience managing and inspecting roadway construction projects ranging from rural resurfacing to full interstate reconstruction projects and has recently taken on the role of roadway design engineer on various roadway design projects for private and public clients. As a construction project engineer and inspector, Jake has proven himself capable in roles varying from inspector to project leader on projects of varying complexity and size and has played a key role in the successful delivery of these projects. Some of Jake's area of expertise includes constructability and staging reviews, change and risk management, and implementation of complex staging and traffic control, all of which lend themselves well to large multi-discipline municipal construction projects. He has a proven ability to adapt to challenges that are often encountered in reconstruction projects while still maintaining schedule and budget and delivering projects to the satisfaction of the client and the public. Jake joined SGM in 2019.

Summary of Experience

Construction Support Services and Field Engineering. Jake has served as project manager and assistant project engineer on multiple projects ranging from \$200 million-dollar highway projects to rural highway resurfacing and residential developments. Jake has many years of experience in construction inspection, keeping track of quantities, pay estimates, field engineering, and project closeouts. He has served many types of clients and is skilled at keeping a project on schedule and budget.

Road & Highway Design. Jake has served as project engineer for the completion of several roadway design projects throughout Western Colorado and southeast Wisconsin.

Representative Project Experience

Highway 135 – Almont Bus Stops 2019 - Present

Gunnison Valley Regional Transit Authority, Gunnison County, CO. Jake is serving as the roadway design engineer for this transit project that involves the design of two bus pullouts on Highway 135 in Almont, CO. He is responsible for all aspects of this project design from conceptual layout to final plan and construction document delivery.

Rifle Gravel Pit #1 – Access Permitting and Design 2019 - Present

Scott Contracting Inc., Garfield County, CO. Jake is serving as the roadway design engineer for this commercial gravel mine development project and was directly responsible for the design and permitting of a commercial access driveway for this commercial gravel mine site. Jake is responsible for coordinating with CDOT and Garfield County for access permitting, the development of a Traffic Impact Study and turn lane analysis as part of the permit application, and for the commercial gravel pit access driveway design.

Two Rivers Road Trail 2019

Town of Basalt, Eagle County, CO. Jake served as the project inspector for this municipal trail project that involved the construction of concrete sidewalk, curb and gutter and decorative railing to provide a pedestrian trail connection along Two Rivers Road to a river crossing into Basalt River Park. Jake played a key role in managing change on this project to ensure a safe and reliable facility for the public.

Coffey Place Employee Housing Development Project 2019 - Present

Snowmass Village/Snowmass Water and Sanitation District, Pitkin County, CO. Jake is serving as the construction project inspector for the land development portion of this employee housing development project in Snowmass Village, CO. He is responsible for the inspection, documentation, testing oversight, submittal review and contract administration related to the construction of sanitary sewer main/service construction and water main/service construction.

Representative Project Experience (Con't.)

**IH-41/94 N-S Freeway South Segment
(STH 142 - STH 20)
2017 - 2018**

Wisconsin Department of Transportation (WisDOT), Racine / Kenosha County, WI. Jake served as the lead project engineer for this storm sewer construction / interstate reconstruction and expansion project. This project involved the reconstruction and expansion of 6.5 miles to an 8-lane freeway including three interchanges, 12 bridge structures and 9 MSE retaining walls. Project subject to an extremely aggressive construction schedule and was constructed under numerous stages while maintaining heavy freeway volume traffic directly adjacent to the work zone. Directly responsible for managing 2-6 inspection staff and leading construction engineering for approximately \$15 Million of storm sewer construction being constructed over 4 stages. Typical responsibilities included inspection oversight, plan interpretation, change/risk management, quantity tracking and production of weekly estimates, fabrication shop drawing review/approvals, contract and specification enforcement, and coordination with contractor project managers and other engineering functional leaders as necessary to deliver a quality project for the client.

**IH-41/94 N-S Freeway Work Zone Prep
(STH 142 – CTH G)
2017 - 2018**

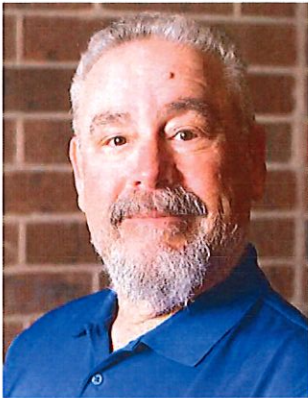
Wisconsin Department of Transportation, Racine / Kenosha County, WI. Jake served as the assistant construction project leader, and traffic control leader for this interstate reconstruction and expansion project. Project involved repair and improvement of median and outside shoulders on southbound IH-41/94, the construction of 6 crossovers, installation of 100+ storm sewer structures, and placement of nearly 13 miles of left in place temporary barrier wall. Successful delivery of this preparatory project was critical to WisDOT, as all work had to be completed under an extremely aggressive schedule and prior to the start of the IH 41/94 Mainline Reconstruction projects. Construction began in March, when weather and temperatures were not conducive to roadway construction. The contractor and the construction team persevered to overcome numerous plan changes and an aggressive schedule to deliver the project in advance of the start of the IH 41/94 Mainline Reconstruction projects.

**STH 16 – Oconomowoc – Waukesha
(CTH P (Brown Street) – IH 94)
2017 - 2018**

Wisconsin Department of Transportation, Waukesha County, WI. Jake served as the construction project inspector / nuclear density technician for this 4-lane urban and rural rehabilitation and resurfacing project. Project involved 14 miles of freeway rehabilitation and hot-mix asphalt (HMA) resurfacing. Responsible for the management of the HMA Quality Management Program (QMP) Pavement Percent Within Limits (PWL) density program and all quality verification (QV) nuclear density testing on this PWL pilot project. Provided lot/sublot layout and review, QV nuclear density testing of all HMA placed on the project, compilation and organization of all PWL density data to determine pay incentive/disincentives, layout and supervision of PWL test strip coring and gauge comparisons, verification of lab procedures for core sample testing, and coordination with the contractor and WisDOT staff. Assisted with the inspection of HMA paving operations, base patching, and erosion control inspection.

**STH 120 – Illinois – Lake Geneva
(Illinois State Line – Willow Road)
2012 - 2017**

Wisconsin Department of Transportation, Walworth County, WI. Jake served as the construction project leader for this 2-lane rural resurfacing project. Project involved HMA resurfacing of a 2-lane rural highway in Walworth County. Jake was responsible for all pre-construction activities and for all management aspects of the construction project.



Construction Technician II

Field Engineering Team

Education

BS Civil Engineering,
California State University,
Long Beach, 1985

Registration/Certification

CDOT Certified Inspector

General Background

Bruce, a Project Inspector, has worked for SGM since 2005 and has 25 years of experience. He has experience in the public and private sector performing construction inspection for road construction, subdivision construction, and municipal water and sanitation district projects. Bruce is a certified CDOT inspector for asphalt, erosion control, concrete pavement, traffic control, embankment and base, and maintains certifications for WAQTC/Soils Inspection, Asphalt Paving Materials Inspection, ACI Field Grade I (concrete testing), Concrete Pavement Inspection, Transportation Erosion Control Supervisor (TECS) and Traffic Control Supervisor (TCS).

Summary of Experience

Highway Construction. Bruce has provided construction inspection services for state and local transportation entities such as CDOT, RFTA, Pitkin County, Moffat County, City of Glenwood Springs, City of Salida, and the City of Rifle. His duties have included contractor interactions, construction observation, preparation of pay applications, negotiation and review of contract modification orders, resolution of problems, and implementing necessary field changes.

Subdivision Construction. Bruce has provided construction observation services for the W/J Subdivision including grading, installation of deep and shallow utilities, construction of a 160,000-gallon water tank, and road construction.

Waterline and Sewer Construction. Bruce has been providing construction inspection services for Moffat County, Town of Carbondale, Mid-Valley, City of Salida, and Roaring Fork Water and Sanitation District. His involvement includes construction and testing observation.

Representative Project Experience

SH 82 Glenwood to Carbondale
2019

Colorado Department of Transportation (CDOT) Region 3, Garfield County, CO. Bruce served as the Project Inspector providing construction oversight for the guardrail replacement installation of concrete improvements and construction of ADA access ramps to the Cattle Creek Underpass.

SH 133 McClure Pass to Redstone
2018

CDOT Region 3, Garfield County, CO. Bruce served as the Project Inspector providing inspection services for the highway heater re-mix paving and installation of the new guardrail.

SH 82 Wall Repair MP 32
2017

CDOT Region 3, Garfield County, CO. Bruce served as the Project Inspector providing inspection for the construction / repair of the existing retaining wall, installation of wall tie backs, and the new shotcrete facing of the wall.

SH131 State Bridge Emergency Bridge, Deck, and Rail Repair
2016

CDOT, Eagle County, CO. State Bridge on SH131, the only highway between Wolcott and Steamboat Springs, was experiencing severe deck corrosion. Bruce provided construction oversight for the partial deck replacement, and curb and railing upgrades for this emergency repair.

AABC Pedestrian Underpass
2014 - 2015

RFTA, Pitkin County, CDOT, CO. The AABC Underpass was constructed to provide safe access across SH 82 for pedestrians from the Pitkin County Airport and the Aspen Airport Business Center, as well as the new RFTA BRT stations. Bruce provided construction oversight for the site preparation, grading, drainage and utilities upgrades, concrete snowmelt paving, and construction of the concrete box structure, as well as, the upvalley and downvalley BRT stations. The construction of the box in such close proximity to the BRT stations led to a more complex construction process.

Representative Project Experience (Con't.)

Shadow Mountain Water, Sewer, Street and Utility Improvements (3 Phases) 2012 - 2015

Moffat County, CO. Bruce served as the Project Inspector for all three phases for Shadow Mountain Street and Utility Improvements, which included construction of all new deep utilities and service connections, including water and sewer, to all residents and construction of all new street improvements.

Bus Rapid Transit System Construction Oversight 2012 - 2014

RFTA, Carbondale, CO. RFTA's Bus Rapid Transit (BRT) system is the first rural BRT system in the nation. This \$20M RFTA BRT project included 14 stations along SH82, providing streamlined transportation between Aspen and Glenwood Springs. Bruce served as the Project Inspector providing construction oversight for and was responsible for the stations constructed at 27th Street (including the construction of the large MSE retaining wall over the station), Basalt, Carbondale, Willits (including the approaches to the highway underpass), and Aspen Airport (including the highway underpass). The work required coordination with multiple agencies throughout the Roaring Fork Valley. Services included construction oversight for the site preparation, grading, drainage and utilities upgrades, concrete snowmelt paving, and construction. The project also included construction of the modern partially enclosed station, which included automatic ticket vendor machines, schedule board kiosks, and wi-fi connections.

US 50 Hwy Enhancements 2011

City of Salida / CDOT, Chaffee County, CO. Bruce provided construction oversight of the construction of new curb and gutter and sidewalks in Salida. This CDOT Local Agency project included full road reconstruction and all coordination. Bruce ensured the project met federal and state standards associated with Local Agency projects.

Exit 90 I-70 Roundabouts 2008

City of Rifle / CDOT, Garfield County, CO. Bruce provided construction oversight for the replacement of a signalized intersection with two multi-lane roundabouts at Exit 90 in Rifle. This CDOT Local Agency project included full road reconstruction, pedestrian facilities, and all coordination of the concrete jointing pavements. Bruce assured the project met federal and state standards associated with Local Agency projects.

GROUND

ENGINEERING

Education

- BS, Biology/Chemistry, Radford University, 1995

Certifications

- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Concrete Strength Testing Technician
- ICC:
 - Reinforced Concrete Special Inspector
 - Structural Masonry Special Inspector
 - Spray-Applied Fireproofing Special Inspector
 - Commercial Building Inspector
- CDPS DFPC Third Party Public School Inspector
- CAPA Level A - Laydown
- CAPA Level B – Plant Materials Control
- CAPA Level C – Volumetrics and Stability
- CDOT Basic Highway Construction Surveying
- CDOT Stormwater Management and Erosion Control
- CDOT LIMS
- WAQTC - CDOT Soils Inspector
- NICET Level IV Construction Materials Testing – Soils
- NICET Level III Construction Materials Testing – Concrete
- NICET Level III Construction Materials Testing – Asphalt
- Hazwoper/OSHA 40 Hours

Years of Experience

23

Years with Ground

23

Chris Hutto, CET

Gypsum Office - Area Manager

Chris is a senior project manager with 23 years of experience in construction management, materials testing, special inspections and civil inspections. He has performed services on more than 1000 construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work. The projects have included report generation and review, schedule coordination, data analysis and personnel management. His responsibilities have also included staff training, coordination, and client contact and service.

Chris has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- soils testing (field and laboratory)
- proof rolling inspections
- retaining wall construction testing and inspections
- drilled pier special inspections
- concrete testing (field and laboratory)
- structural masonry special inspections and testing
- asphalt (field and laboratory) testing
- drill and epoxy special inspection
- post-tension tendon special inspections and elongation reporting
- fireproofing special inspections and testing
- chemically stabilized subgrade testing
- sanitary and storm sewer pipe installation inspection
- driven pile, micropile, screw pile and helical pier special inspection
- reinforcing steel special inspection

Roadway/Highway/ Bridges

I-70 Eagle Interchange; Edwards Interchange; Glenwood Canyon; Vail Climbing Lanes; Vail Underpass; Vail Bridge Rd Bridge; Hwy 6 Multiple Bridges; US 40-Craig; SH82 – Cattle Creek Int.; SH82 Grand Avenue Bridge; 27th St Bridge - GWS; CDOT SH13 Reconstruction; CDOT I-70 Truck Parking - GWS; CDOT Rifle Bridge

Aviation

Denver International Airport; Aspen-Pitkin County Airport; Eagle County Airport; Centennial Airport; Grand Junction Airport; Lake County Airport; Meeker Airport; Nucla Airport; Rifle Airport

Commercial Buildings /Hospitals/ Schools

Aspen Art Museum; Aspen - RFTA Maintenance Facility; Avon Public Safety Facility; Rio Blanco Justice Center; Grand Junction Community Hospital; St Mary's Hospital; Vail Hospital; CMU Campus – GJ; Colorado Mtn College (Multiple Campuses); Eagle County Charter Academy; Ross Montessori – Carbondale; De Beque/ Garfield County/ Roaring Fork/ Eagle County/ Lake County/ Summit County/ Meeker/ Mesa County School Districts

GROUND

ENGINEERING

Education

- AS, Civil Engineering Technologies, Lake Superior College, 2014

Certifications

- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Strength Testing Technician - Level 1
- CAPA Level A – Laydown
- CAPA Level B – Plant Materials Control
- WAQTC- Special Inspector
- Post Tensioning- PTI Level 1 Unbonded PT Field Installation
- ICC- Spray-Applied Fireproofing Special Inspector
- CDOT – LIMS Training

Years of Experience

5

Years with Ground

5

Christopher D. Leeper

Senior Field Technician

Chris is a senior field technician with 5 years of experience in construction materials testing, special inspections and civil inspections. He has performed services on many construction projects including commercial, industrial, airports, municipal infrastructure, land development and heavy civil infrastructure including bridges and highway work.

Chris has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- soils testing (field and laboratory)
- proof rolling inspections
- retaining wall construction testing and inspections
- drilled pier special inspections
- concrete testing (field and laboratory)
- structural masonry special inspections and testing
- asphalt (field and laboratory) testing
- drill and epoxy special inspection
- driven pile, micropile, screw pile and helical pier special inspection
- chemically stabilized subgrade testing
- sanitary and storm sewer pipe installation inspection
- reinforcing steel special inspection

Roadway/Highway

SH82 Grand Avenue Bridge- Glenwood Springs; 27th Street Bridge; I-70 Eagle Interchange; Garfield CR311 Reconstruction-Silt; CDOT Hwy 24 Bridge- Buena Vista; CDOT Brush Creek Bridge-Eagle

Aviation

Eagle Airport-AIP 53, 59, 60, Terminal Addition, SRE Hangar; Aspen Airport Pavement Rehab; Leadville Airport Runway 16/34; Garfield County Airport- Deicing Pad; Grand Junction Regional Airport.

Municipal Utility Projects

Eagle Lower Basin Water Treatment Plant; Blue Lake Water Tank; ERWSD- Aeration Basin; Mountain Star Water Storage Tank; Shadow Mountain Improvements; Town of Vail-Forrest Rd/ Rockledge

Schools

CMC- Spring Valley Ascent & Fitness Center; Red Sandstone Elementary/ Parking Garage; Eagle Valley Elementary School; Aspen Community School; Ross Montessori; CMU IIIA Dormitory, CMU Engineering Building; Lake County High School; Glenwood Springs Elementary School; Eastbank K-8- Glenwood Springs

Hospitals and Health Care

Grand Junction Community Hospital; Vail Hospital; Avon Police Department; Avon Fire Department; De Beque Fire Department

GROUND

ENGINEERING

Shane Sorensen, EIT

Staff Engineer

Education

- BS, Civil Engineering, Colorado State University – Fort Collins, 2005

Certifications

- Engineer in Training - CO
- Troxler Nuclear Gauge Safety
- ACI:
 - Concrete Field Testing Technician – Grade 1
 - Concrete Strength Testing Technician
 - Masonry Field Testing Technician
- WAQTC – CDOT Soils Inspector
- CDOT LIMS Training
- CAPA LabCat Levels A, B, C
- MSHA New Miner 24 hr Safety Training
- International Code Council:
 - Reinforced Concrete Special Inspector
 - Structural Masonry Special Inspector
 - Spray-Applied Fireproofing Special Inspector
 - Commercial Building Inspector
- CDPS DFPC Third Party Public School Inspector

Years of Experience

13

Years with Ground

8

Shane is a Staff Engineer with 13 years of experience in general construction and materials testing, special inspections, civil inspections, and building inspections. He has performed services on more than 500 construction projects including commercial, industrial, multifamily residential, schools, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges, highway work, and aviation. The projects have included testing, inspections, report generation and review, schedule coordination, data analysis and personnel management. His responsibilities have also included staff training, coordination, and client contact and service.

Shane has performed field testing, special inspections, QA/QC inspection and building inspection services including:

- | | |
|---|---|
| • concrete testing (field and laboratory) | • structural concrete special inspections |
| • asphalt testing (field and laboratory) | • structural masonry special inspections |
| • soils testing (field and laboratory) | • spray-applied fireproofing special inspections |
| • proof rolling inspections, stabilization recommendations | • Commercial Building Inspections, including Public Schools |
| • retaining wall inspections | |
| • drilled pier, helical pier, and micropile special inspections | |

Roadway/Highway/Municipal Infrastructure

GWS 27th St Bridge; SH13 Reconstruction; I-70 Truck Parking – Garfield County; SH82 Grand Avenue Bridge; SH82 Retaining Wall Repair; I-70 Vail Underpass; I-70 Edwards Interchange; Eagle Interchange; SH82/Cattle Creek Interchange; Garfield County CR311 Reconstruction; Garfield CR137 Bridge; Blue Lake Water Tank; Eagle Lower Basin WTF; Rifle 3MG Water Tank; Taylor Draw Dam; Big Battlement Auxiliary Dam

Aviation

Eagle County Airport; Aspen-Pitkin County Airport; Lake County Airport; Garfield County Airport, Grand Junction Regional Airport; Meeker Airport

Schools/Commercial Buildings/Healthcare

Colorado Mountain College (Multiple Campuses); Roaring Fork School District RE-1 (Multiple Projects); Eagle County Schools (Multiple Projects); Summit School District (Multiple Projects); Garfield County SD 16 (Multiple Projects); De Beque School District PK-12; Six Canyon Apartments; Lakota Senior Apartments; Pitkin County Sheriff Admin; Pitkin County Courthouse; Aspen Ambulance District Facility; Vail Health; Grand Junction Community Hospital; St Mary's Medical Center, Grand Junction; Whole Foods, Frisco

GROUND ENGINEERING

Education

- BS, Civil Engineering Technology, Central Connecticut State University – New Britain, CT, 2010

Certifications

- Troxler Nuclear Gauge Safety
- ACI:
 - Field Testing Technician – Grade 1
 - Concrete Laboratory Technician – Grade 1 & 2
 - Concrete Strength Testing Technician – Grade 1 & 2
 - Aggregate Testing Technician – Grade 1 & 2
 - Aggregate Base Testing Technician – Grade 1 & 2
- WAQTC – CDOT Soils Inspector & NETTCP Soils and Aggregate Inspector
- CAPA Asphalt LabCat Levels A, B, C
- CDOT:
 - Inspector/Safety Training
 - Math, Plan Reading, Surveying
 - Site Manager/LIMS Administrator
 - Traffic Control Supervisor
 - Erosion Control Supervisor
- OSHA 10 Hour Safety Training

Years of Experience

9

Years with Ground

6

Matthew Raczewski

Senior Field Technician

Matt is a Senior Field Technician with 9 years of experience in construction materials testing, special inspections and civil inspections. He has performed services on more than 100 construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, dams and reservoirs, municipal infrastructure, land development and heavy civil infrastructure including bridges, highway work, and aviation. The projects have included report generation and review, schedule coordination, data analysis and personnel management.

Matt has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- concrete testing (field and laboratory)
- asphalt (field and laboratory) testing
- soils testing (field and laboratory)
- proof rolling inspections, stabilization recommendations
- retaining wall construction testing and inspections
- drilled pier, helical pier, and micropile special inspections
- reinforcing steel special inspections
- structural masonry special inspections and testing
- fireproofing special inspections and testing
- Commercial Building Inspections, including Public Schools

Matt has specific experience on Colorado Department of Transportation (CDOT) construction projects, inclusive of construction materials testing and inspection, field laboratory testing, project materials quality documentation, inspector's project documentation, measurement and documentation of accepted material items and quantities, and full inspection of interstate traffic control setups.

Roadway/Highway - CDOT

CDOT SH-13 @ CR-5 North of Rifle - (CDOT Region 3) - Lead Materials Tester – 2019-2020

CDOT I-70 Truck Parking Garfield County -(CDOT Region 3)- 2019

CDOT Vail Bridge @ Bridge Rd. (L.A. Project) - (CDOT Region 3) 2019

CDOT Vail Water TAP (L.A. Project) - (CDOT Region 3) - Materials Tester/Finals Doc. - 2018

CDOT SH-133 Redstone to McClure Pass - (CDOT Region 3) – Lead Materials Tester - 2018

CDOT I-70 Rifle Bridge at Rifle - (CDOT Region 3) - Materials Tester/Finals Doc. - 2018

CDOT SH-9 Iron Springs – Frisco, CO (CDOT Region 3) – Lead Materials Tester – 2016-2017

CDOT I-70 Vail Pass Bridge Joints – (CDOT Region 3) – 2015

I-70 Vail Summit Climbing Lane – (CDOT Region 3) – 2014

GROUND

ENGINEERING

Education

- BS, Environmental Engineering, Northern Arizona University, 2011

Certifications

- P.E. License (CO)
- Troxler Nuclear Gauge
- ACI Concrete Field Testing Technician – Grade 1
- ACI Strength
- CAPA Level A - Laydown
- CAPA Level B – Plant Materials Control
- CAPA I – Inspector
- CDOT Payroll
- CDOT Basic Highway Math
- CDOT Basic Highway Plans Reading
- CDOT LIMS
- CDOT Basic Highway Construction Surveying
- CDOT Transportation Erosion Control
- CDOT Level 1 - Concrete Pavement Inspector
- CCA Traffic Control Supervisor
- ICC Reinforced Concrete Special Inspector
- ICC Spray-applied Fireproofing Special Inspector
- WAQTC Embankment and Base Testing Technician
- PCI Quality Control Personnel Certification Level I & II
- OSHA/Hazwoper 24 Hours

Years of Experience

7

Years with Ground

7

Paul J. Falk, P.E.

Staff Engineer, Construction Inspector / Observer

Paul is a Professional Engineer and construction inspector with 7 years of experience in heavy civil infrastructure inspection and testing including bridges, roadways, and highway work, construction materials testing, and special inspections. He has performed services on many construction projects including commercial, industrial, energy, multifamily residential, high-rises, airports, municipal infrastructure, land development and roadways.

Paul has performed field testing, special inspections, quality control inspection and quality assurance inspection including:

- | | |
|--|---|
| • Structural masonry special inspections and testing | • Concrete testing (field and laboratory) |
| • Reinforced concrete special inspection | • Soils testing (field and laboratory), and proof rolling inspections |
| • Drill and epoxy special inspection | • Asphalt (field and laboratory) testing |
| • Pre-stress/precast observation/inspection - PCI Level II | • Retaining wall construction testing and inspections |
| • Post-tension tendon special inspections and elongation reporting | • Chemically stabilized subgrade testing |
| • Driven pile, micro pile, screw pile, and helical pier special inspection | • Sanitary and storm sewer pipe installation inspection |
| • Drilled Pier special inspection | • Fireproofing special inspections and testing |

His responsibilities have also included geotechnical subsurface explorations, staff training, coordination, project and report review, and client contact and service.

Roadway / Highway / Bridges / Municipal Infrastructure

Bridge Over Gore Creek – Town of Vail; CDOT R3 SH 9 Frisco Resurfacing; CDOT R3 SH 9 Iron Springs; C-70; North Shields Street Girder Inspection; Louisville Wastewater Treatment Plant

Aviation

Denver International Airport - Concourse C, West Apron Expansion – Runway Improvements; Gunnison Airport

Commercial Buildings / High-Rises / Hospitals / Schools

Community Hospital of Grand Junction; Vail Hospital – East Addition; 16M – Office/Retail and Residential; Meeker High School; Colorado Mountain College – Spring Valley Campus; SSD Professional Development Space - Frisco



COLORADO
Department of Transportation

Region 3

Glenwood Springs Residency
202 Centennial Drive
Glenwood Springs, CO 81601

DATE: January 13, 2020

TO: Whom it May Concern

FROM: Andrew Knapp, PE

SUBJECT: SGM's Exemplary Performance

SGM has managed and supported many civil construction projects for CDOT's Glenwood Springs Residency. Their roles have included construction inspection, construction surveying, and project management. The projects they have been involved in has recently included and is not limited to the following:

- SH 82 Grand Avenue Bridge
- SH 82 Glenwood Springs to Carbondale Resurfacing
- SH 82 Wall Repair MP 32
- SH 133 McClure Pass to Redstone
- I-70 Truck Parking Garfield County
- I-70 GWC Permanent Rockfall Mitigation MP 124.2

The expertise that SGM brings has allowed these projects to be successfully completed. We have been working with SGM for many years on a wide variety of civil construction projects evidenced above. SGM's work is always of the highest standard and you can count on them to communicate potential issues in a timely manner and be ready to discuss potential solutions. Their consistent advocacy of the owner's interests in these projects is commendable and their experience with federal aid project paperwork requirements provides tremendous value.

It is always great working with SGM as you can count on professional service, timely communication, and protection of the owner's interests to be able to successfully deliver challenging, varied, construction projects. In addition to my personal experience, all of my staff have consistent praise for working with SGM and consistent praise for their work. I do not hesitate to recommend SGM for other civil construction project services. Please feel free to call me with any questions regarding my experience working with SGM.

Sincerely,

Andrew Knapp, PE
Glenwood Springs Resident Engineer
P 970.384.3328
knapp.andrew@gmail.com





COLORADO

Department of Transportation

Region 3

Program Engineer Central
202 Centennial Drive
Glenwood Springs, CO 81601

September 1, 2016

Dan Cokley and Mike Fowler
SGM-Inc.
118 W. 6th Street, Suite 200
Glenwood Springs, CO 81601

Subject: Thank You- Project Construction Management Support 2016 Emergency Projects on
I-70 GWC and SH 131 State Bridge

Dan and Mike,

On the behalf of CDOT Region 3 Central Program I would like to thank SGM and its sub-consultants for the excellent construction management and project support provided to Region 3 Central Program Glenwood Residency on the delivery of the I-70 Glenwood Canyon Permanent Rockfall and the SH 131 State Bridge Projects.

I have received numerous compliments on the professionalism and competency of the SGM Construction Management team from multiple sources including but not limited to: CDOT Maintenance Staff at Hanging Lake Tunnel and in Glenwood Springs; CDOT Region 3 Public Information Officer; Region 3 PEC Glenwood Residency RE; Region 3 Central Program Design Team Manager; CDOT Geohazard Unit Program Manager; CDOT Contracting Unit; CDOT Staff Bridge; Colorado State Patrol. The unsolicited efforts made to express their gratitude for the professionalism and/or service provide by SGM emphasizes the value provided by SGM.

Key staff on the SGM Project Team included: Dan Cokley, Senior Project Manager; Mike Fowler Project Engineer; Blaine Wright and Lee Barger, Project Inspectors Rockfall Fence Project; Bruce Gray and Anthony Alfini Project Inspectors State Bridge Project.

These SGM team members were instrumental in assisting CDOT, the Contractors, and our stakeholders with multiple challenges on the project, including but not limited to:

- Remote locations with challenging communications
- Unknown site conditions and that required timely field modifications and communication with design staff from multiple CDOT specialty units
- Limited and restricted working periods to accommodate I-70 and SH 131 traffic demands
- Weekend and shift work to match contractors accelerated construction schedule
- Working in challenging terrain and implementing new technologies
- Challenging Traffic Control Plans and Methods of Handling Traffic, including the coordinating the closure of I-70 Glenwood Canyon
- Coordination with other CDOT Engineering, Eagle County and Maintenance Projects
- Coordinating and Communication with impacted stakeholders

Please express my sincere thanks to others on your team that I may have missed.

Regards,
Steve Olson
CDOT Region 3 Central Program Engineer





To: Mike Scanlon
From: Michael Hermes
RE: Letter of Recommendation for SGM for Municipal Engineering

May 15, 2015

Dear Mr. Scanlon

I understand the Town of Basalt is soliciting Statement of Qualifications for municipal engineering services. In my capacity as the Director of Facilities/Project Manager for RFTA I have worked with SGM on several complex public projects and am very confident in recommending them to the Town of Basalt.

Our projects at RFTA not only require the technical competency to resolve physical engineering challenges, but they require historical knowledge, familiarity of local codes, and perhaps most importantly, the trust of all interested parties. We have an added level of confidence that the project will be successfully completed when SGM is at the table.

Over its history, RFTA has worked with all of SGM's teams including civil, traffic/transportation, survey, structural, mechanical, and energy efficiency. Most recently we have worked with SGM on our West Glenwood trail project, the BRT project and the Basalt Underpass project. As you know the Basalt Underpass is very complex with significant engineering challenges and requiring strong coordination with both RFTA and CDOT. We have been pleased with SGM's ability to address RFTA's concerns on behalf of the Town of Basalt while still meeting the project objectives of CDOT. I feel that SGM has the combination of technical competency in all engineering disciplines and the working relationships in the Roaring Fork Valley that the Town of Basalt will need to be successful in the future.

If you should have any questions or wish to speak to me about SGM please do not hesitate to contact me a (970) 384-4973 or Mhermers@RFTA.com.

Regards,
Michael Hermes

Director of Facilities/Project Manger
Roaring Fork Transportation Authority



Price
RFQ



Price RFQ

Our Fee estimate is based on the information in the RFQ and the assumed construction schedule shown on the following page. The schedule anticipates construction beginning in May 2020, slowing for three months over the winter and then resuming in 2021 with a final completion in November 2021. Also included are the Pre-Construction and Project Closeout activities required to comply with CDOT and FHWA requirements on Local Agency projects. These are both major efforts that are required for a successful project.

SGM Hours and Labor Charges						
No.	Code	Personnel Description	Name	Rate	Hours	Labor Cost
1	PE	Project Engineer	Mike Fowler, PE	\$169.00	933	\$ 157,677.00
2	APE	Asst. Project Engr	Jake Livermore, PE	\$125.00	1913	\$ 239,100.00
3	PI	Project Inspector	Bruce Gray	\$112.00	3040	\$ 340,480.00
4	AA	Admin. Assistant		\$73.00	140	\$ 10,220.00
Subtotals					6026	\$ 747,477.00

TOTAL LABOR	\$ 747,477.00
OTHER DIRECT COSTS	\$ -
SGM TOTAL COSTS	\$ 747,477.00

GROUND Hours and Labor Charges						
No.	Code	Personnel Description	Name	Rate	Hours	Labor Cost
5	TM	Testing Manager	Chris Hutto	\$105.00	720	\$ 75,600.00
6	MT	Materials Testing Tech.	Chris Leeper	\$55.00	2640	\$ 145,200.00
Subtotals					3360	\$ 220,800.00

TOTAL LABOR	\$ 220,800.00
OTHER DIRECT COSTS	\$ 23,600.00
GROUND TOTAL COSTS	\$ 244,400.00

TOTAL PROJECT COSTS	\$ 991,877.00
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Labor Cost Breakdown by Phase		
Phase	Hours	Total Cost
1. Project Management	140	\$ 20,844.00
2. Pre-Construction	138	\$ 17,790.00
3. Construction (includes ODCs)	8788	\$ 918,803.00
4. Project Closeout	320	\$ 34,440.00
PROJECT TOTALS	9386	\$ 991,877.00

Construction Cost Estimate	\$ 12,000,000
CM Cost as % of Construction	8.3%



Project Total Cost	\$991,877
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ORDINANCE NO. 4

Series of 2020

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS AMENDING TITLE 040 TO PROVIDE FOR THE LEVY OF A CIGARETTE AND TOBACCO PRODUCTS SALES TAX, AS APPROVED BY THE ELECTORATE AT THE NOVEMBER 5, 2019 ELECTION, AND MAKE TECHNICAL CORRECTIONS.

WHEREAS, the City of Glenwood Springs, Colorado (the "City"), is a municipal corporation duly organized and operating as a home-rule City under its City Charter and the Constitution and laws of the State of Colorado; and

WHEREAS, by House Bill 1033 the Colorado General Assembly removed various restrictions and penalties on local governments imposing a tax on tobacco products; and

WHEREAS, Article X, Section 20 of the Constitution of the State of Colorado ("TABOR") requires that the City have voter approval in advance for any tax extension and for the creation of any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever; and

WHEREAS, Section 11.1 of the City Charter authorizes the levy of taxes on cigarettes and tobacco for municipal purposes subject to approval by a majority of the electorate; and

WHEREAS, by Resolution No. 33, Series 2019, attached as Exhibit A, the City Council referred to the electorate of the City a ballot question to levy a new tax on cigarettes and tobacco products of four dollars (\$4.00) per pack, twenty cents (\$0.20) per cigarette, or forty percent (40%) of the sale price of any other tobacco product; and

WHEREAS, on November 5, 2019 the electorate of the City voted by a margin of 1,488 Yes/For to 949 No/Against to approve the ballot question 2A that levies a new tax on cigarettes and tobacco products, the results of which are attached as Exhibit B; and

WHEREAS, by the April 5, 2017 the electorate of the City adopted a Retail Marijuana Sales Tax, which requires a technical correction in the Code; and

WHEREAS, the City Council finds and declares that the amendments to the Municipal Code implementing the results of the November 5, 2019 election levying a tax on cigarettes and tobacco products, and further technical corrections as set forth herein are proper in light of the needs and desires of the City and in the promotion of the public health, safety and welfare of the City's residents and visitors.

NOW, THEREFORE, THE CITY COUNCIL OF CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. **Amendment of Section 040.010.010.** Section 040.010.010 of the Municipal Code is hereby amended to include the following definitions (deletions are indicated by the ~~strikethrough line~~ and additions are indicated by the double underline):

040.010.010 - Definitions.

...

Cigarette has the same meaning as set forth in section 050.110.020 of this Code.

...

Retail marijuana has the same meaning as set forth in section 050.090.020 of this Code.

Tobacco product has the same meaning as set forth in section 050.110.020 of this Code.

Section 3. **Amendment of Section 040.010.030.** Paragraph (d) of Section 040.010.030 of the Municipal Code is hereby amended to read as follows (deletions are indicated by the ~~strikethrough line~~ and additions are indicated by the double underline):

040.010.030 - Amount of sales and use tax levied.

...

(d) Retail marijuana sales tax. There is hereby imposed upon all sales of Retail Marijuana and Retail Marijuana Products within the City a five (5.0) percent sales tax. Such tax shall be payable to and shall be collected by the Director of Finance in accordance with Schedules set forth in the Rules and Regulations of the Department or Revenue of the State of Colorado.

(e) Special cigarettes and tobacco products sales tax. There is hereby imposed upon all sales of cigarettes and tobacco products a twenty cents (\$0.20) per cigarette or four dollars (\$4.00) per pack of twenty cigarettes sold, or forty percent (40%) of the sale price upon all other tobacco products special sales tax. Such tax shall be payable to and shall be collected by the Director of Finance in accordance with C.R.S. 39-28.5-109 or any Schedules set forth in the Rules and Regulations of the Department or Revenue of the State of Colorado.

(f) Reserved.

Section 4. **Amendment of Section 040.010.040.** Paragraph (h) of Section 040.010.040 of the Municipal Code is hereby amended to read as follows (deletions are indicated by the ~~strikethrough line~~ and additions are indicated by the double underline):

040.010.040 - Purpose of tax; use of proceeds.

...

(h) Special Cigarette and Tobacco Products Sales Tax for Substance Abuse Education, Prevention, and Treatment. The City Council hereby levies a twenty cents (\$0.20) per Cigarette or four dollars (\$4.00) per pack of twenty Cigarettes sold, or forty percent (40%) of the sale price upon all other Tobacco Products special sales tax, which shall expire at midnight on December 31, 2040. The City Council hereby declares the revenue from the levy of such tax shall be placed in a special Cigarette and Tobacco Product Tax Fund and shall be used for drug, alcohol, and tobacco prevention, cessation, treatment, enforcement, youth mental health, detox facilities.

Section 5. Ratification of Municipal Code. With the exception of the provisions of the Municipal Code of the City of Glenwood Springs which are modified as provided herein, all remaining provisions of the Municipal Code of the City of Glenwood Springs shall remain in full force and effect.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED PUBLISHED
IN FULL THIS 6TH DAY OF FEBRUARY 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Jonathan Godes, Mayor

Catherine Mythen-Fletcher, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY
TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND
PUBLICATION THIS ____ DAY OF _____ 2020.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Jonathan Godes, Mayor

Catherine Mythen-Fletcher, City Clerk

RESOLUTION NO. 2019-33

Exhibit

A

**A RESOLUTION OF THE CITY OF GLENWOOD SPRINGS
SETTING THE TITLE AND CONTENT OF A BALLOT
ISSUE FOR A TAX INCREASE TO BE SUBMITTED AT THE
ELECTION TO BE HELD ON NOVEMBER 5, 2019.**

WHEREAS, the City of Glenwood Springs, Colorado (the "City"), is a municipal corporation duly organized and operating as a home-rule City under its City Charter and the Constitution and laws of the State of Colorado; and

WHEREAS, by House Bill 1033 the Colorado General Assembly removed various restrictions and penalties on local governments imposing a tax on tobacco products; and

WHEREAS, the Council hereby finds that tobacco and nicotine addiction is a leading cause of preventable death, that people should be deterred from starting the use of tobacco and nicotine products and encouraged to quit the use of tobacco and nicotine products, and that taxes on the sale of tobacco and nicotine products are effective at preventing and reducing tobacco and nicotine use; and

WHEREAS, Section 11.1 of the City Charter authorizes the levy of taxes on cigarettes and tobacco for municipal purposes subject to approval by a majority of the electorate; and

WHEREAS, Article X, Section 20 of the Colorado Constitution ("TABOR") requires voter approval for any increase in taxes; and

WHEREAS, TABOR requires the City to submit ballot issues (as defined in TABOR) to the City's electorate on limited election days before action can be taken on such ballot issues; and

WHEREAS, November 5, 2019, is one of the election dates at which ballot issues may be submitted to the electorate of the City pursuant to TABOR; and

WHEREAS, the City Council of the City (the "City Council") desires to submit the ballot issue set forth in this Resolution to the eligible electors of the City at the November 5, 2019 election for the purpose of imposing a four dollar per cigarette pack or forty percent for sales of tobacco products tax; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF GLENWOOD SPRINGS, COLORADO:

Section 1. Form of Ballot Issue. At the election to be held on Tuesday, November 5, 2019, there shall be submitted to the eligible electors of the City a ballot issue which shall be in substantially the following form:

Ballot Issue ____ Tax Increase on the Sale of Cigarettes and Tobacco Products

SHALL THE CITY OF GLENWOOD SPRINGS TAXES BE INCREASED BY UP TO \$900,000 ANNUALLY (WHICH AMOUNT REPRESENTS ESTIMATED REVENUES IN 2020, THE FIRST FULL FISCAL YEAR OF COLLECTION) AND BY WHATEVER AMOUNT IS GENERATED THEREAFTER THROUGH THE IMPOSITION OF NEW TAXES TO BE USED FOR DRUG, ALCOHOL, AND TOBACCO PREVENTION, CESSATION, TREATMENT, ENFORCEMENT, YOUTH MENTAL AND PHYSICAL HEALTH, DETOX FACILITIES, AND OTHER RELATED CITY EXPENSES AS FOLLOWS:

BEGINNING JANUARY 1, 2020, THERE SHALL BE A NEW SALES TAX OF TWENTY CENTS PER CIGARETTE OR FOUR DOLLARS PER PACK OF TWENTY CIGARETTES SOLD;

BEGINNING JANUARY 1, 2020, THERE SHALL BE A NEW SALES TAX OF 40% ON THE SALES PRICE OF ALL OTHER TOBACCO PRODUCTS;

THE TERMS "CIGARETTE" AND "TOBACCO PRODUCT" SHALL HAVE THE SAME MEANINGS AS THE GLENWOOD SPRINGS MUNICIPAL CODE;

AND THAT THE CITY MAY COLLECT, RETAIN AND EXPEND ALL OF THE REVENUES OF SUCH TAXES AND THE EARNINGS THEREON, NOTWITHSTANDING THE LIMITATION OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

Section 2. Setting Ballot Title and Content. For purposes of C.R.S. § 1-11-203.5, this Resolution shall serve to set the title and content of the ballot issues as set forth in Section 1 of this Resolution.

Section 3. Ballot Results. If a majority of the votes cast on the ballot issue set forth in Section 1 hereof shall be for approval of the ballot issue, the City Council shall take the necessary legislative action to amend the City Code consistent with the language of the ballot issue, and the

Section 4. **Effective Date.** This Resolution shall be effective immediately upon its passage.

INTRODUCED, READ AND PASSED THIS 5th DAY OF August 2019.



CITY OF GLENWOOD SPRINGS, COLORADO

Jon Godes
Jonathan Godes, Mayor

ATTEST:

Catherine Fletcher
Catherine Mythen Fletcher, City Clerk

Statement of Votes Cast by Geography

Coordinated Election, Nov 05, 2019

All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Unofficial Final

Page: 1 of 3

2019-11-14

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Total Ballots Cast: 14263, Registered Voters: 37342, Overall Turnout: 38.20%

Choice	Votes	Vote %	AB
All Precincts			

CMC Board Trustees Director-District 2 (Vote for 1)**14240 ballots (5 over voted ballots, 5 overvotes, 4296 blank voted), 37280 registered voters, turnout 38.20%**

Mary Nelle Axelson	4742	47.71%	4742
Marianne Virgili	5197	52.29%	5197
Total	9939	100.00%	9939

CMC Board Trustees Director-District 4 (Vote for 1)**14240 ballots (0 over voted ballots, 0 overvotes, 6254 blank voted), 37280 registered voters, turnout 38.20%**

Patricia J Theobald	7986	100.00%	7986
Total	7986	100.00%	7986

CMC Board Trustees Director-District 5 (Vote for 1)**14240 ballots (0 over voted ballots, 0 overvotes, 6308 blank voted), 37280 registered voters, turnout 38.20%**

Bob Kuusinen	7932	100.00%	7932
Total	7932	100.00%	7932

CMC Board Trustees Director-District 6 (Vote for 1)**14240 ballots (4 over voted ballots, 4 overvotes, 5405 blank voted), 37280 registered voters, turnout 38.20%**

Bob Hartzell	4575	51.81%	4575
Chris Whittington	4256	48.19%	4256
Total	8831	100.00%	8831

CMC Board Trustees Director-District 7 (Vote for 1)**14240 ballots (0 over voted ballots, 0 overvotes, 6324 blank voted), 37280 registered voters, turnout 38.20%**

Chris Romer	7916	100.00%	7916
Total	7916	100.00%	7916

Eagle County School Board Director C (Vote for 1)**22 ballots (0 over voted ballots, 0 overvotes, 22 blank voted), 56 registered voters, turnout 39.29%**

Write-in	0	0.00%	0
Total	0	0.00%	0

Eagle County School Board Director D (Vote for 1)**22 ballots (0 over voted ballots, 0 overvotes, 12 blank voted), 56 registered voters, turnout 39.29%**

Lucila Tvarunas	10	100.00%	10
Total	10	100.00%	10

Eagle County School Board Director E (Vote for 1)**22 ballots (0 over voted ballots, 0 overvotes, 12 blank voted), 56 registered voters, turnout 39.29%**

Fernando Almanza	10	100.00%	10
Total	10	100.00%	10

Eagle County School Board Director F (Vote for 1)**22 ballots (0 over voted ballots, 0 overvotes, 11 blank voted), 56 registered voters, turnout 39.29%**

Beatriz Bustamante	7	63.64%	7
Michelle Stecher	4	36.36%	4
Total	11	100.00%	11

Re-2 School Board Director A (Vote for 1)**5666 ballots (3 over voted ballots, 3 overvotes, 1697 blank voted), 14474 registered voters, turnout 39.15%**

Tom Slappey	2384	60.11%	2384
Seth McMillen	1582	39.89%	1582
Total	3966	100.00%	3966

Exhibit

B

Statement of Votes Cast by Geography

Coordinated Election, Nov 05, 2019

All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes

Unofficial Final

Total Ballots Cast: 14263, Registered Voters: 37342, Overall Turnout: 38.20%

Page: 2 of 3

2019-11-14

09:44:25

Choice	Votes	Vote %	AB
Re-2 School Board Director B (Vote for 1)			
5666 ballots (1 over voted ballots, 1 overvotes, 1728 blank voted), 14474 registered voters, turnout 39.15%			
Chris Miller	1857	47.17%	1857
Kirk Wilson	2080	52.83%	2080
Total	3937	100.00%	3937
Re-2 School Board Director C (Vote for 1)			
5666 ballots (0 over voted ballots, 0 overvotes, 2015 blank voted), 14474 registered voters, turnout 39.15%			
Katie Mackley	3651	100.00%	3651
Total	3651	100.00%	3651
Re-2 School Board Director D (Vote for 1)			
5666 ballots (0 over voted ballots, 0 overvotes, 2118 blank voted), 14474 registered voters, turnout 39.15%			
Meriya Stickler	3548	100.00%	3548
Total	3548	100.00%	3548
Roaring Fork School District Director - District B (Vote for 1)			
7143 ballots (0 over voted ballots, 0 overvotes, 3186 blank voted), 18425 registered voters, turnout 38.77%			
Natalie Torres	3919	99.04%	3919
Write-in	38	0.96%	38
Total	3957	100.00%	3957
Roaring Fork School District Director - District C (Vote for 1)			
7143 ballots (1 over voted ballots, 1 overvotes, 3179 blank voted), 18425 registered voters, turnout 38.77%			
Maureen Stepp	3868	97.60%	3868
Write-in	95	2.40%	95
Total	3963	100.00%	3963
Roaring Fork School District Director - District D (Vote for 1)			
7143 ballots (2 over voted ballots, 2 overvotes, 2262 blank voted), 18425 registered voters, turnout 38.77%			
Shane Larson	1867	38.27%	1867
Amy Connerton	1050	21.52%	1050
Jasmin Ramirez	1962	40.21%	1962
Total	4879	100.00%	4879
School Board Directors District 16 (Vote for 2)			
1409 ballots (1 over voted ballots, 2 overvotes, 976 undervotes), 4325 registered voters, turnout 32.58%			
Britany VanTeylingen	548	29.78%	548
Diana L. Lawrence	536	29.13%	536
Lynn J. Shore	663	36.03%	663
Write-in	89	4.84%	89
Write-In	4	0.22%	4
Total	1840	100.00%	1840
Proposition CC (STATUTORY) (Vote for 1)			
14263 ballots (1 over voted ballots, 1 overvotes, 142 blank voted), 37342 registered voters, turnout 38.20%			
YES/FOR	6629	46.95%	6629
NO/AGAINST	7491	53.05%	7491
Total	14120	100.00%	14120
Proposition DD (STATUTORY) (Vote for 1)			
14263 ballots (6 over voted ballots, 6 overvotes, 281 blank voted), 37342 registered voters, turnout 38.20%			
YES/FOR	6742	48.24%	6742
NO/AGAINST	7234	51.76%	7234
Total	13976	100.00%	13976

Statement of Votes Cast by Geography

Coordinated Election, Nov 05, 2019

All Precincts, All Districts, All Counter Groups, All Scan Stations, All Contests, All Boxes

Unofficial Final

Page: 3 of 3

2019-11-14

09:44:25

Total Ballots Cast: 14263, Registered Voters: 37342, Overall Turnout: 38.20%

Choice	Votes	Vote %	AB
City of Glenwood Springs Ballot Issue 2A (Vote for 1)			
2466 ballots (0 over voted ballots, 0 overvotes, 29 blank voted), 6647 registered voters, turnout 37.10%			
YES/FOR	1488	61.06%	1488
NO/AGAINST	949	38.94%	949
Total	2437	100.00%	2437
Town of New Castle Ballot Issue 2B (Vote for 1)			
1194 ballots (0 over voted ballots, 0 overvotes, 3 blank voted), 2634 registered voters, turnout 45.33%			
YES/FOR	794	66.67%	794
NO/AGAINST	397	33.33%	397
Total	1191	100.00%	1191
Town of New Castle Ballot Issue 2C (Vote for 1)			
1194 ballots (0 over voted ballots, 0 overvotes, 8 blank voted), 2634 registered voters, turnout 45.33%			
YES/FOR	698	58.85%	698
NO/AGAINST	488	41.15%	488
Total	1186	100.00%	1186
School District 16 Ballot Question 4A (Vote for 1)			
1409 ballots (0 over voted ballots, 0 overvotes, 63 blank voted), 4325 registered voters, turnout 32.58%			
YES/FOR	863	64.12%	863
NO/AGAINST	483	35.88%	483
Total	1346	100.00%	1346
Garfield County Public Library District Issue 6A (Vote for 1)			
14263 ballots (0 over voted ballots, 0 overvotes, 216 blank voted), 37342 registered voters, turnout 38.20%			
YES/FOR	7444	52.99%	7444
NO/AGAINST	6603	47.01%	6603
Total	14047	100.00%	14047
Colorado Mountain College District Ballot Question 7A (Vote for 1)			
14240 ballots (0 over voted ballots, 0 overvotes, 1446 blank voted), 37280 registered voters, turnout 38.20%			
YES/FOR	9110	71.21%	9110
NO/AGAINST	3684	28.79%	3684
Total	12794	100.00%	12794